FROM UNPUBLISHED TO PUBLISHED

10 SIMPLE STEPS TO FINISH YOUR TEXT

MY ULTIMATE EDITING CHECKLIST

1   **Polish the first few lines.** Start with an example or a story to captivate your reader's attention.

2   **Read your text out loud.** It improves the rhythm and style and helps you spot parts that don't work.

3   **Cut out the adjectives.** You can get rid of half of your adjectives. Leave only the ones that add value.

4   **Use powerful words.** Let go of unnecessary adjectives and use only active verbs, not dull ones like "make" or "do".

5   **Explain.** Use phrases like "for example", "this means" and "in other words". They help the reader stay on track.

6   **Don't finish with a quote.** To finish strongly, use your own voice and avoid ending with a quote of someone else.

7   **Cut one third.** New writers usually write too much. Try cutting one third or at least one quarter of the text.

8   **Use subtitles, bold, italic or colours.** It breaks the text down and the reader finds the important elements easily.

9   **Check facts.** Check all the calculations, numberings, quotes, names and years one more time

10   **Spell-check.** Read your text through very carefully with the spelling in mind or ask a friend to do it.

Still struggling? If you are still having a hard time pushing the "Publish" button, book a free 30-minute call with me and we can do it together! www.pauliinarasi.com/in-focus