How to edit

Estimated time: 4 hrs 45 mins

**Skim** **read** – 15 mins

Ask:

* What’s the point of the article?

To show someone a good full body workout and why they would want to do it

* How can I make the message stand out and become clear?

Provide a structured workout with examples after a good intro

* What will my title be?

Don’t know – research how to make a good title, don’t struggle on your own

**Probably rewrite introduction** – 50 mins

Your reader should know what the article is going to be about without having to read the title.

* Hook your reader 10 mins
* Give background information 10 mins
* Present your thesis statement 10 mins
* Map your essay’s structure 10 mins
* Check and revise 10 mins

**Consider depth, pacing, and focus** – 90 mins

Am I going deep enough or too deeply into this topic or point? What else would the reader like to know?

Have I strayed away from the main topic? How can I go back to it?

* Is this pointing back to the main subject?
* Is this moving the story forward?
* Are you giving the reader information they won’t care about?

**Small Matters to Watch Out for When You Edit** – 45 mins

* Your sentences. Are they messy, jumbled, or unclear? If so, clean them up. Rewrite them entirely, if you must.
* Use the word “thing” less — “something,” “anything,” included.
* Sometimes there isn’t a better word, but most of the time, there is.
* For example, instead of, “I came up with a bunch of things to write about,” write,
* “I came up with a bunch of ideas to write about.” Simple. Powerful.

**Read aloud** – 30 mins

* If you stumble on a sentence, fix it.
* If you don’t understand the meaning, fix it.
* Vary sentence length.
  + You can’t have too many short or long sentences together or else your writing sounds stiff.

**End With a Good Conclusion** – 45 mins

* Don't skip the conclusion just because you're bored. Write for the neurotypical but in a precise way
* Summarize and repeat the main points of your piece
* Ask a question? Get people thinking about a topic you want
* Don’t end with thanks for reading. I think the sign off line might be too cheesy

**At the very end**  15 mins

* fix the surface mistakes, such as grammar and spelling.