

The background of the image is a blurred photograph of a desk. In the foreground, a black keyboard is visible with several keys in focus, including the 'Y' and 'U' keys. A blue, textured ballpoint pen lies diagonally across the keyboard. The top half of the image is a solid red banner containing white text.

Writing With Flair

How To Become An Exceptional Writer

Elite Writing Checklist

Elite Writer's Checklist

- ✓ Do I use simple, familiar words throughout?
- ✓ Have I eliminated all jargon and clichés, hedging?
- ✓ Have I avoided repeating words, points?
- ✓ Have I gone into too much detail anywhere?
- ✓ Have I avoided ambiguity?
- ✓ Do I avoid making simple points sound complicated?
- ✓ Are all my distinctions/comparisons crisp?
- ✓ Can I cut out any more words?
- ✓ Are any sentences too long, or contain too many sub-clauses?
- ✓ Do I use the active voice?
- ✓ Do I avoid reversing into sentences?
- ✓ Are my tenses consistent?
- ✓ Do I avoid word echoes?
- ✓ Does my writing reflect clear, logical thinking?
- ✓ Will a reader be forced to reread anything?
- ✓ Have I removed all the unnecessary clutter?
- ✓ Have I got to the point immediately?
- ✓ Do I have a logical narrative structure?

- ✓ Do I steer the reader through my narrative?
- ✓ Are all ideas within a sentence neatly ordered?
- ✓ Are my paragraphs suitably arranged?