

1. Limit the number of adverts. Eliminate most "LY" words. (eg Mary waved enthusiastically...
2. Watch for the same word repeated within a sentence or paragraph. John waved back enthusiastically. Use verbs that match the tone of the circumstances.(eg *Mary scampered across the diner.*)
3. Don't state the obvious. (eg *She carried the coffee pot in her hand. He drank from his cup.*)
4. Use verbs that match the circumstances. (eg *The waitress skipped across the floor.*)
5. Use the word 'was' and 'had' sparingly as they make your sentence passive. Limit 'ing' words. Use the FIND button when editing to locate passive words and rewrite sentences as necessary.
6. Use oblique conversation. Don't answer a question with similar words as the question. "would you like some coffee?" "Oh yes, please. We would like some coffee."
7. Don't use two words in the same sentence that mean the same. (eg " ...both said in unison..."
8. Don't repeat an action directly following dialogue of what was just said. (eg *There is no sugar in the jar, he said, and pointed to the empty sugar jar.*)
9. Don't repeat descriptions already given in previous paragraph. (eg *... pinched the clasp on her turquoise purse that matched the clip in her long brown silken hair...*)
10. Don't put too many facts/elements into one sentence.. (eg *...and pulled out a sugar packet and poured it into John's cup on the table...*)
11. Eliminate unneeded words in a sentence. (*stirred his cup of coffee... and took a sip from it!*)
12. Don't use similies or metaphors that don't fit the circumstances. (eg *A scowl appeared on John's face that was a dark as a stormy night. Her eyes flashed like Mount Vesuvius.*)
13. Don't repeat the same expression or description previously used in your story. (eg "What's wrong? Your face looks as dark as a stormy night!"
14. Don't **tell** an action, but show the character's action. (eg *Mary looked at John with a surprised look on her face and exclaimed a question.(what is a surprised look?)*)
15. Describe actions with appropriate verbs. (eg *John said, in a cravenly tone...*)
16. Don't add information in a sentence that is totally unrelated to the sentence. (eg *tossed the spoon beside the half -full salt shaker indicate that the waitress was negligent.*)
17. Don't write lengthy sentences connected with 'and'. Break into multiple those sentences. (eg *Mary wondered all afternoon if John had planned to break up with her, and would't tell her..*)
18. Make your dialogue natural sounding, not stilted or silly. (eg. "Oh no. Please don't break up with me," she wailed in a loud voice. I have fallen love with another. We can no longer be lovers..."
19. Watch for similies that are impossible to perform. (eg *John dropped his eyes into his lap. (Really?) Mary dropped her head to the table. She lifted her head off the table.*)
20. POV. State **ONLY** what character can SEE, HEAR, SMELL. (eg *Mary covered her eyes and could see the scowl on John's face.(with her eyes covered?)*)
21. Don't write the words, 'she felt', 'it appeared', or 'she thought'. Just put the thought either in her POV or deep POV. (eg *She thought to herself, "I knew he was breaking up with me," she thought.*)
22. Don't use unrealistic slang expressions. (eg "you will soon be dead as a doornail.
23. End your story, or each chapter with a surprise or a cliffhanger. (eg *John fell off his chair and was soon as dead as a doornail. He never told anybody what happened that day. The end*)