

Writer's Toolkit basics

1. Cut out all useless “weasel” words
2. Short sentences.
3. One idea per sentence
4. Treat each paragraph like a complete story.
5. Be more explicit don't let the reader have to guess too much.
6. Create a different version as a professional technique.

7. Change order of sentences and phrases as a matter of course and professional ‘play around’.
8. Use two sentences to develop an idea to avoid shocking reader and leave them hanging.
9. Double line spacing, magnification, frequent saves, title date and page numbers, meaningful filenames, keep a sequence to track development.