

## What do you fix when you edit my work?

It's easy to think that editing is just fixing grammar and spelling, and making sure your document is consistent throughout.

Easy to think, "Oh, it's just reading." Won't take long at all.

But there's more going on than first meets the eye.



*Image: pixabay*

**Much more! Look:**

- Typos – no excuse for these!
- Errors in word usage, e.g. wrong words, over-repeated words
- Spinning your wheels – taking too long to get started
- Sentences that are clunky and just don't work
- Wordiness – using too many words
- Clichés – boring time-wasters like “at the end of the day ...”; “having said that ...”
- Redundancy – giving the same information more than once
- Information that I can't understand, so your reader probably won't, either
- Punctuation errors, e.g. using feet and inches symbols instead of smart/curly quotes, or misusing things like colons
- Misspelt proper names, other proper nouns, company names, uncommon place names – they all reduce your credibility
- Formatting – a messy, inconsistent layout makes your document harder to read.

And that's just the tip of the iceberg!

**Want me to help you produce your best work?**

Email your whole manuscript to [josephinembis@gmail.com](mailto:josephinembis@gmail.com) as a Microsoft Word document for assessment and advice.