



Your Best Editor: YOU

Professor Rick Kenney
Chair, Department of Communications, Augusta University

Five-Step Preflight Checklist

Getting Help Along the Way

Step 1. Use technology as an editor.

<https://support.office.com/en-gb/article/Test-your-document-s-readability-0adc0e9a-b3fb-4bde-85f4-c9e88926c6aa>

Step 2. Read your work; slowly, carefully, even without touching your keyboard except to scroll. Reread to correct mistakes you've noted along the way. Cut words. (Aim for 10%.)

<http://www.amazon.com/The-Editorial-Eye-Jane-Harrigan/dp/0312152701>

Step 3. Read your work aloud. Have someone else read your work aloud.

<http://writingcenter.unc.edu/handouts/reading-aloud/>

Step 4. Revise. Again and again and again. Three revisions ought to be about enough.

<http://www.amazon.com/Rock-Your-Revisions-Revising-Writing-ebook/dp/B00AFB653K>

Step 5. Proofread. Twice through ought to be about enough.

<http://www.amazon.com/The-Editors-Eye-Practical-Transforming/dp/1937645053>