



**YOUR BOOK
DONE RIGHT**

Elite Coaching

Book Writers “Cheat Sheet” Michele Chynoweth Book Coach

Style and Self-Editing Tips

- Be clear – say what you mean
- Be consistent – don’t confuse or lose the reader
- Be concise - Get rid of clutter (like weeds!) (*On Writing Well* pg. 14)
- Be yourself (write first, edit later; Relax, don’t be afraid (you can always take it back out – but only YOU can put it in)
- Be original (use similes and metaphors but not cliches!)
- SHOW not tell – Use Description (use your five senses and specificity– (*Writing Fiction* pg. 105)
- Avoid stiff words like however, therefore, nonetheless
- Steer clear of qualifier words – “about” “somewhat” “a little” “sort of” “pretty much” “kind of” “quite” etc.
- Watch overuse of !, ?, “, italics
- Use italics only for thoughts and feelings in present tense and sparingly for emphasis.
- Don’t be repetitive and redundant!
- Make sense in your sentences (*Elements of Style*, pg. 28)
- Nouns – use descriptive but short nouns, avoid double or triple nouns (say rain, not “precipitation activity”)
- Verbs - Use strong verbs, – active not passive, don’t overuse “is and was” (**On Writing Well*, pg. 101)
- Adjectives and Adverbs – use only if they add something – “when in doubt, strike it out” (yellow daffodils, brownish dirt, ambled slowly, hustled quickly, etc.)
- Pronouns – watch mixing singular & plural (*Elements of Style* – Pronouns – pg. 60)
- Prepositions (Avoid ending on them – “in” “on” “for” “with”)
- Conjunctions - and, or, but, so, therefore, however – use sparsely
- Tenses – (past/present) don’t go back and forth, at least within a paragraph/scene
- Point of View – be consistent overall (first person vs. third person) and scene to scene (remember the mirror tip!)
- Spell out numbers unless years, specific large #s, specific time



EMAIL ME ANY TIME IF YOU
HAVE ANY QUESTIONS OR NEED
MORE HELP! KEEP WRITING!



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Education

[School Name], [City, State]

- [You might want to include your GPA here and a brief summary of relevant coursework, awards, and honors.]

Communication

[Want to put your own image in the circle? It is easy! Select the image and do a right mouse click. Select “Fill” from the shortcut menu. Choose Picture... from the list. Navigate your computer to get the appropriate picture. Click okay to insert your selected image.]

Leadership

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Master Class

[Available upon request.]