

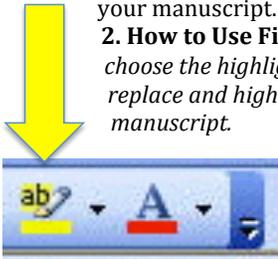
# Top Areas to Critique First

1. **YELLOW:** Eliminate most passive verbs and insert active verbs.
2. **RED:** Find and delete adverbs or replace adverb with visual verbs.
3. **TURQUOISE:** Find and delete all unnecessary, overused or empty words.
4. **HOT PINK:** Look for repeated words and replace them.

## Editing Time Saver: Use Find, Replace and Highlight

1. **Copy and paste verbs into a comment box (see examples below):** Then use find, replace and highlight to locate passive verbs, repeated words, and unnecessary, overused or empty words in your manuscript.

2. **How to Use Find, Replace, and Highlight:** *FIRST, Click on the highlighter button and choose the highlight color you want. This button defaults back to white. So if you do a find, replace and highlight FIRST, the words you targeted won't show any color on your manuscript.*



1. Click on: Select highlight color.
2. Click on "Edit" on the menu.
3. Click "Find." Enter the passive verb in "Find what" box.
4. Then click on "Replace." Type in same verb in "Replace with" box.
5. Select "Format." Click on "Highlight."
6. Then click "Find All."

## 1. Find and replace passive verbs with active or picture verbs.

- Changing passive verbs into active verbs is the best-kept secret of professional writers and editors. Every beginning writer uses "to be" and passive verbs. Active verbs transform your writing style from dull, impersonal and long-winded to vigorous, interesting and readable. Interesting note: Passive verbs "to be" verbs follow the past participle of another passive verb.
- **Show, don't tell.** Use active voice most of the time. The heartbeat of a sentence, an active verb:
  - 'shows' instead of 'tells'
  - speeds up the action
  - adds action to scenes
  - conveys drama in plots
  - reveals characters' eccentricities
  - names the person doing the action
  - creates shorter sentences
- **When to use passive voice:**
  - to slow down the action
  - to reduce tension

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**Comment [1]: TO BE VERBS:** am, being, to be, could, would, is, is being, are, are being, was, were, was being, were, being, will be, will have been, has, have, had, having, has to, has been, have been had been, would have been, do, does, did, doing, get, got, getting, gotten, use, uses, used, using, go, went, gone, going

- to stretch the narrative
- to emphasize the person who receives the action

## Turn passive verb or adjective into an image or picture verb

### 1. Change tense.

- Readers **are annoyed** by 'to be' and passive verbs.
- "To be" and passive verbs **annoy** readers.

### 2. Flip the sentence.

- Diane Sawyer **is** an anchor on World New Tonight.
- Diane Sawyer **anchors** World News Tonight.

### 3. Change a noun into a verb.

- The tutor **was** the **winner** of the "Teacher of the Year" award.
- The tutor **won** the "Teacher of the Year" award.

### 4. Combine sentences.

- The child **was** sad. The sensitive young person **was feeling** that way because of the news story about the death of the homeless man.
- The news story about the death of the homeless man **saddened** the sensitive child.

### 5. Turn the adjective into an action verb.

- The **clacking rain fell** against the windows.
- The **rain clacked** against the windows.

Online "to be verbs" analyzer: [www.azteker.com/tools/tobeverbs.php](http://www.azteker.com/tools/tobeverbs.php)

## 2. Find and either delete or replace adverbs with visual verbs.

- **Adverbs "tell":** He walked angrily/quickly/quietly/slowly/nervously/unsteadily down the hall.
- **Visual verb:** He stomped/stormed/tiptoeed/crept/paced/staggered down the hall

Online "adverb" analyzer:

- [www.adverbless.com](http://www.adverbless.com)
- <http://www.hemingwayapp.com>

### 1. Replace weak, empty verbs with strong visual or sensory verbs.

- Weak:** throw
- Strong:** toss, flip, hurl, fling, pitch, lob, chuck
- Weak:** look
- Strong:** gaze, stare, glance, glare, peep, peek
- Weak:** walked slowly
- Strong:** strolled, ambled, sauntered, limped, meandered

### 2. Sensory Verbs

- SEE:** plod, swoop, pummel, wrench, dribble, ooze, stampede,, shimmer, mash,, lurch, dodge, careen, lynch, hurl, plunge, hoist, laced, unfurl, streak
- FEEL:** Forked, knifed, paw, clutch, flinch, jab, crush, cuddle,
- HEAR:** thud, clink, hush, snap, swish, crackle, whirl, bang, clang, gurgle, hiss, jingle
- TASTE:** Oily, Buttery, Salty, Bitter, Bittersweet, Sweet, Hearty, Mellow, Sugary, Crisp, Ripe, Bland, Tasteless, Sour, Vinegary, Fruity, Tangy, Unripe, Raw, Alkaline, Medicinal, Fishy, Spicy, Peppery, Gingery, Burnt, Overripe
- SMELL:** Sweet, Scented, Fragrant, Aromatic, Perfumed, Earthy, Piney Gamy, Fishy, Briny, Acrid, Burnt, Moldy, Musty, Mildewed, Damp, Dank

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**Comment [2]: ADVERBS** often end in -ly  
-ward, -long, -wise. Always, almost, also, kind of, often, quite, really, simply, so, sometimes, sort of, seldom, too, very,

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**Comment [3]: MOST OVERUSED, NONVISUAL WORDS:** ask, attempt, be, call, come, do, eat, fast, feel, find, fly, get, give, go, know, leave, look, loud, make, move, pull, put, quickly, run, say, see, show, sit, soft, take, talk, tell, think, throw, took, try, turn, use, walk, want, work

### 1. Use Verbs Associated with Animals

- a. **Talk:** moo, crow, bray, trumpet, croak, whoop, bleat, neigh, whinny, chatter, gobble, bark, buzz, chirp, peep, twitter, cluck, shriek
- b. **Walk:** slither, pounce, swoop, gallop
- c. **Sit:** roost
- d. **Eat:** graze, wolf down, pig out
- e.

#### Online verb resources:

1. **Precise Verbs:**
  - a. <http://www.owl.net/~cainproj/writingtips/preciseverbs.html>
  - b. <http://elearning.algonquincollege.com/coursemat/strachn/grammar/preciseverblast.htm>
2. **Sensory Verbs:**
  - a. [http://fcw.needham.k12.ma.us/~cristina\\_malinn/S02B36079.0/vivid%20verbs%20sensory%20words.pdf](http://fcw.needham.k12.ma.us/~cristina_malinn/S02B36079.0/vivid%20verbs%20sensory%20words.pdf)
3. **Visuwords:** Thesaurus/Dictionary
  - a. <http://www.visuwords>
4. **Vivid Verbs List of All Time**
  - a. <http://chelljaguars.tripod.com/verbs.htm>
5. **Descriptive Verbs**
  - a. <http://www.leadershipattitudes.com/Training/8.pdf>
6. **Action Verbs**
  - a. <http://www.cvisual.com/film-techniques/writer-action-verb-list.asp>

### 3. Find and delete unnecessary, overused words.

1. Rewrite sentences beginning with: "There is", "There are", "It is", or "Here is."
  - a. **Passive:** **There is** no reason why he left home.
  - b. **Active:** He left home for no reason.
  - c. **Passive:** **There are** kids swimming in the lake.
  - d. **Active:** Kids swim in the lake.
2. Replace "it" with a visual noun.
  - a. **House:** mansion, hut, shack, dump, Victorian
  - b. **Car:** station wagon, pick-up, convertible, SUV
3. Avoid redundancies, wordy phrases and multiple words with similar meanings.
  - a. **Redundant:** She shrugged her shoulders.
  - b. **Tight:** She shrugged.
  - c. **Redundant:** She whispered softly.
  - d. **Tight:** She whispered.
  - e. **Redundant:** My own doll.
  - f. **Tight:** My doll.

### 4. Look for repeated words and replace them.

Find repetitive, pet words.

#### Online "repeated words" analyzer:

1. **Word Counter:** <http://www.wordcounter.com/>
2. **See words you tend to overuse.** <http://tagcrowd.com/>
3. **Remove Duplicate/Repeating Words** <http://www.tracemyip.org/tools/remove-duplicate-words-in-text/>
4. **Word Counter & Text Analyzer:** [http://sporkforge.com/text/word\\_count.php](http://sporkforge.com/text/word_count.php)

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**Comment [4]: EMPTY, OVERUSED WORDS:** a lot of, a lot, absolutely, already, began to, but, continued to, felt, just, kind of, like, only, pretty nice, now, quite, really, seem, seems, seemed, sort of, that, very, up, down, own

Wht is "it"? Be specific.

"There is", "There are", "It is", or "Here is."