



Day Six: Putting it Together

When you settle down to 'The Work', there are a few things you can do to immediately tighten up your writing. I use the 'find' function to root out the issues listed below.

### 1) Removing filler words:

Filler words are words that are not doing your manuscript any favours - they're just cluttering up your writing.

<b>Unnecessary prepositions</b>	stand <del>up</del> , looked <del>round</del> , turned <del>round</del> , looked <del>up</del> , meet <del>with</del> , bought <del>up</del> , sold <del>off</del>
<b>Verbs that don't require explanations</b>	He shrugged <del>his shoulders</del> . She turned <del>her head</del>
<b>Qualifiers</b>	Actually, basically, seriously, so, generally, really, definitely, hardly, suddenly, just (I love this one), only, always, almost, hardly, at first, simply, kind of, sort of, type of specific, particular, a little, a lot, a few, some, a bit, slightly, VERY
	That - can usually be cut from a sentence and still make sense

### 2) Simple present or simple past

Your manuscript should be written in either simple past tense or simple present tense. That means no auxiliary verbs (usually declensions of TO BE) and a past or present participle.

For example: *She was running, he was smiling, they had forgotten, she had been thinking*

Rather: She ran, he smiled, they forgot, she thought

### 3) Filter verbs

When we write in deep point of view (POV) filter verbs such as he thought, he realizes, he imagines, they see, they feel, she considers, pull the reader out of the text.

For example:

*She watched him reach for the gun versus He reached for the gun*

*He thought she was beautiful versus Wow! What a knockout!*

*They realized he was lying versus He lied.*

<b>Filter verbs</b>	Include, notice, seem, spot, saw, realize, feel, think, wonder, believe, know, decide, hear, imagine, watch
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#### **4) OF**

'Of' is one of those words we use a lot. But often, it doesn't need to be there.

For example:

the cat of Jennifer, the coat of Harry, those eyes of his

'Of' slows down the writing.

Rather,

Jennifer's cat, Harry's coat, his eyes

#### **5) Repeat Offenders**

The list you made on Day One? Yank it out, and look for any use of your repeat offender verbs.

HOW TO TACKLE

# THE WORK

## SHOW DON'T TELL

Strong verbs, concrete adjectives, ACTION, remember your five senses, use punchy comparisons

## CUT FILTER WORDS

Include, notice, seem, spot, saw, realize, feel, think, wonder, believe, know, decide, hear, imagine, watch.

## TRASH YOUR FILLER WORDS

Actually, basically, seriously, so, generally, really, definitely, hardly, suddenly, just, only, always, almost, hardly, at first, simply, kind of, sort of, type of specific, particular, a little, a lot, a few, some, a bit, slightly, VERY

## REPEAT OFFENDERS

Take note of words you like to use a lot. Find replacements.

## NO MORE 'THAT'

Yank 'em

## SIMPLE PRESENT OR PAST TENSE ONLY

No more auxillary verbs cluttering up your manuscript

## REDUNDANT WORDS

She shrugged **her shoulders**, he looked **up** at the sky

