

3 ways to tighten up your writing

My job as a copy editor is to tighten up other people's writing so that it is more easily readable, clear, consistent and accurate. Often, I come across the same three issues that make writing harder to read and more unclear. These issues include having sentences that are too long and stuffed with extraneous words and phrases; writing in the passive voice; and using unnecessarily big words.



If you want to make your writing sharper, and your meaning clearer, here are three ways to achieve that goal:

1. Use active voice

By eliminating passive sentences, you are immediately tightening up your writing and getting rid of useless words. Your sentences will be more direct and punchy.

Passive:

Reside

Live

Purchase

Buy

Have you come across these in your writing or in work you are editing? Which one is the most common?