![C:\Users\jesbog\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\OKKK9P1E\MC900431611[1].png]()![C:\Users\jesbog\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\OKKK9P1E\MC900431611[1].png]()

|  |  |  |  |
| --- | --- | --- | --- |
| Substitute | Take Out | Add | Rearrange |
| Replace:* Overused words
* Weak verbs with strong verbs
* Weak adjectives with strong adjectives
* Common nouns with proper nouns
* “dead” words
 | Take Out:* Unnecessary repetitions
* Unimportant or irrelevant information
* Parts that might belong in another piece
 | Add:* Detail
* Description
* New information
* Figurative language
* Clarification of meanings
* Expanded ideas
 | Rearrange:* The sequence to produce a desired effect
* The order for a more logical flow
 |