

Key Points and Outline

What is the topic/title of your book? Describe your book in one sentence. For instance, if I described my book entitled, *No You're Not Crazy, Get Up and Get Your Happy Back*, it would be as follows:

The book is a real-life account of what it means to feel as if you are going crazy and how to simultaneously rebuild from insurmountable loss.

Book Outline

The book outline helps to organize the author's thoughts. Oftentimes, writers experience writer's block. Having an outline will assist in keeping you on track and completing the book on time.

Write the Book Topic or Title: _____

- I. **Introduction:** Present an intriguing introduction to the reader regarding your book to entice the reader to continue reading. Begin the first sentence with a captivating story, idea, or thought. This is an opportunity to introduce the reader to the topic of the book and explain why the reader needs to read it.

- II. **Chapter 1:** Set the tone. Create a hook. Expound. If you are writing fiction, this is an excellent time to introduce the main character. If

you are writing nonfiction, set the tone by making it clear regarding the problem you intend to solve.

- Set the Scene: _____
- Set the tone. _____
- Steer the reader’s attention toward the plot/conflict
- Be descriptive without being too obvious. See example below:
1st draft: *It was a cold, frigid day in Georgia and Annie noticed the withered rose.*

Revised: The intensity of the brisk Georgia air became unnoticeable as Annie’s attention drifted to the stunning, rose, poised, peeking beyond the frigid ground.

III. **Chapter 2:** Write a summary of each chapter. Remember that the chapters should flow to create a congruent and non-ambiguous idea/story.

IV. **Chapter 3:** Title

a) Topic/Key Points:

b)

c)

V. **Final Chapter:** The final chapter should remain as interesting as the first, but also make room to sum up and reiterate the contents discussed.

VI. **About the author:** Don’t forget to add contact information if needed and a brief description of who you are as the author, especially if you are using your book as part of your business.

*****Avoid the temptation of trying to be too technical or editing too much during the initial writing process. Write first. Edit later!***