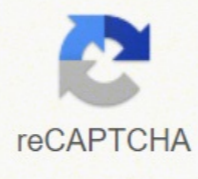




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Biography Book Report Outline

Remember an outline is only a skeleton of your paper. Get down the important facts with a few details. Use this outline to create a rough draft that really sparkles with details and excellent writing. Never forget a great writer always edits and revises their work.

I. INTRODUCTION

- A. Full name of person: _____
- B. Title of Biography Book: _____
- C. Author: _____
- D. Brief Description of person
 - 1. When they were born: _____
 - 2. Where they were born: _____
 - 3. Why is this person important: (Generally)
 - _____
 - _____
 - _____
 - 4. Age and date of death: _____
- E. Other important facts for introduction:
 - _____
 - _____

II. MIDDLE PARAGRAPHS (More than one paragraph)

- A. Chronological information on the person's life. Childhood, school life, adult life.
 - _____
 - _____
 - _____

Fiction Book Report Form

Name: _____
 Class Period: _____
 Due Date: _____

Book title: _____ Author: _____
 Copyright date: _____ Number of pages: _____ I rate this book a (1 - 10) _____
 because: _____

Complete the Following Answers

Setting in time and place: _____

Main characters with detailed descriptions:
 1. _____

 2. _____

 3. _____

Give three points of rising action (main event from beginning, middle, and end):
 1. _____

Nonfiction Book Proposal Outline

I. Overview
 Describe your book in two or three paragraphs (500 words or less). What is the title and subtitle? Who is the target audience and what makes your book unique and worthwhile for them? Think of this as the copy that would go on the back cover of your book or in the publisher's catalog, or as the brief review that you hope to see in Publishers Weekly or the NY Times Book Review.

II. Target Audience
 Who is your core audience, the most likely purchasers of this book? How big is that market? What other groups and types of readers will also be interested?

III. About the Author
 Your credentials and experience. What makes you uniquely qualified to write and promote this book? What other media outlets do you regularly appear in?

IV. Competitive Titles
 List and summarize the major competitive titles and explain why yours is different from each. You are trying to accomplish two things with this section: prove there is an audience who would find your book interesting, as demonstrated by earlier, successful books, while making clear how yours is different enough to compel those readers - and others - to buy it.

V. Marketing and Promotion
 What is your comprehensive plan to actively promote the book? Where should publicity be focused? What are the magazines and other media outlets that your target audience pays attention to? Where should you and your publisher work especially hard to get the book reviewed?

Blurb: What "name" people would be willing to contribute a blurb? Can you get their commitment before the manuscript is completed?

Media and Speaking Appearances: Does this book or your prior experience give you credentials to speak on any current topics in the media? What are the topics and target outlets? Beyond book stores, what other types of groups and organizations would be interested in having you speak to them?

Name: _____	
Non-Fiction Summary	
Introduction	Introduce <u>title</u> & <u>author</u> (if given), and state what the article is <u>mostly about</u> .

Body	1st Important Fact or Idea:

	Details:

Body	2nd Important Fact or Idea:

	Details:

Body	3rd Important Fact or Idea:

	Details:

Closing	Closing Statement (Restate the main idea of the article):



Everyone uses different writing tools today, so I've provided my free book outline template in a variety of different platforms. It becomes your calling card. Another popular fiction outline begins with defining all of the various locations where (or when!) a story will be set. Tips For Writing With A Template Few writers are able to sit down and magically churn out a bestseller without some type of writing tool such as a book outline. A bonus aspect is that you're less likely to finish your project and realize that you've omitted something crucial — that might require you to rewrite a significant portion of your project. Tucker has written 4 New York Times bestselling books which have sat on the bestseller lists for over 10 years, combined. I was surprised by how much I learned reading this book. It is broken up into 8 parts: Prepare to write your book Position your book Outline your book Write your book Edit your book Finish your manuscript Design and market your book Publish your book Over 90 percent of people want to write a book. In its most simple form, a book outline is a set of directions that you're giving yourself — a roadmap of sorts — that allows you to hone the concepts you wish to present during the process of writing. Having a polished finished product of any type often requires creating a first draft — it's one of the best ways to spot inconsistencies before they become a problem and require a great deal of rework. Are you sharing completely new concepts, or building on the work of others? Do you expect to have a resolution of the problem within a single book, or are you writing for a series? Once you have completed a few outlines yourself, you'll find that there are certain aspects or ways of outlining your ideas that are more successful for you personally, and that's great! Outlines are meant to give you a kick-start and improve the flow of ideas. I'm actually nearly finished writing with my second traditionally published book. The goal is not to tie you down to creating in exactly the order or format that fits your outline. That doesn't mean you can't modify the template to work for you. Think of a book outline not as a blueprint that must define the final product, but rather as a napkin sketch that allows you to capture the main ideas that are most important to you and your readers. This post was originally published on briantracy.com There's something about writing a book outline that doesn't appeal to many authors or would-be authors, but why? The most successful outlines tend to include at least an introductory or overview paragraph, broad headlines for the content and a few sentences describing what you would like to cover in each particular chapter. I had a hard time starting out, too — so I created this easy-to-use book outline template that will help you walk through getting your ideas down for posterity. Plus, you can use this worksheet as a professional start to sharing your work with others and getting feedback. What I've found is that creating even a rough outline first helps me organize my ideas and pull together takeaways for my audience. Instead, outlining gives you the flexibility you need to shift items around as your project develops. For a fiction novel, many authors prefer to begin with the characters that they'll be introducing and make extensive notes on their motivations and how they relate to one another. Others prefer to go the route of defining their synopsis upfront: all the various things that your audience should expect to learn in the process of perusing your book. Don't stop yourself from incorporating visual elements into your book outline if that is what works for you. It becomes the fastest, easiest, and most authoritative way to share your ideas and business with others. More and more successful professionals are realizing this. It's simply a jump start to success that will help you create lists of topics that you want to research and explore, relevant examples and lessons you've learned in the past. Who is the key audience for your book? What problem are you solving? The goal is not to pre-write your book; instead, you're simply creating a memory prompt for what you would like to say in particular areas of your book. Most of them never will. What are some additional topics that you need to research? Download my book outline worksheet here! Writing a book can be one of the smartest things you do for your career if you're a professional, CEO, or entrepreneur. Some longer articles or blog posts also use an outline, but outlines are crucial for anyone writing a book. Book Outline Worksheet Downloading my book outline worksheet provides you with the basic framework for success as you prepare to write your next novel by encouraging you to brainstorm all the different things that you want to share. There are no limits: authors can use a combination of any of the above or create their own outline ideas! Nonfiction Book Outlines Want to know a secret benefit or by-product of writing a book outline? You can start by asking yourself some basic questions about your book, starting with crafting the premise for the project. When you're writing an outline, don't be afraid to make the outline work for you. What Is A Book Outline? Whether that's a current colleague or a former teacher or mentor, this type of interaction with others can help hone the message of your work and refine the tone you need to use to approach your writing. It's an easy read and will answer most, if not all, of your questions. Grab one and let's keep walking through the basics of writing your book outline! Get This Free Book Outline Template PDF Now I didn't want you to have to work through the challenges that I've had with book templates, so I've created one that will help you get started. Getting started on anything as weighty as writing a book can leave you feeling overwhelmed, but getting a clear outline in place can make the task of actually writing your book feel a great deal more achievable. Types Of Book Outlines There are a variety of ways that authors choose to outline their books. Writing A Book Outline In order to be successful, your book outline should share more than a few simple sentences on a page. Honesty is always best, as you never know who will be the ultimate consumer of the content that you create. These synonym lists can help you steer clear of overusing the same language. The templates that I've provided for you here are more focused towards nonfiction writing, but they can certainly be adapted for other uses. Book Outline Template Microsoft Word When you're writing in Microsoft Word, you're generally creating a piece of content that can be easily shared with collaborators — and the world. This book outline template lets you get started as soon as you've completed your download. Outlining a nonfiction book is slightly different than a fiction project, as you'll need to start with creating a compelling reason for your audience to accept what you are sharing. It's a monumental task. I've written multiple books myself. After writing more than 80 books, you might think I could skip the outline stage completely and simply start sharing my thoughts. This template was created over a process of trial and error as I was writing my library of books — over several decades. Nonfiction book outlines tend to be less character-oriented and more fact-based than a fiction book outline. Are there tidbits or other complete books that will be used as references throughout your writing process? There are literally hundreds of books about how to write a book. How To Outline A Nonfiction Book Above all else, outlining your book should be a flexible process. Yet another option is to create what you might consider a "true" outline or a skeleton of your upcoming book. Whether that means detailed bullet points that are multiple levels deep or only jotting down a few words to describe each chapter and then going back later to fill in the details — it's all about finding a way to use outlining to work with your creative process. Some like to use a more visual mind map that outlines the spatial relationships between themes and how they tie together. I think of this as the PowerPoint of writing — what are the key points and how do they relate back to the whole? Why start from scratch when you can utilize a tested book outline template that you can customize to meet your unique needs? I knew what I was doing wrong. Most are also realizing that the purpose of these books is not to be "bestsellers" or to sell millions of copies. But I haven't found any as clearly written to the professional about the whole process of writing—from the idea, to structure, to publishing, to marketing. The book I'm talking about is The Scribe Method: The Best Way to Write and Publish Your Non-Fiction Book. This book is co-authored by Tucker Max and Zach Obrant. Instead, the purpose of these books are to powerfully speak to their niche audience, to get high-priced clients, or to position themselves or their business differently. The goal of the book, then, isn't the book. Having a book immediately positions you as an authority in your space. Writing a book outline is no different as it offers you a chance to fully think through your ideas and be intentional with the information that you'd like to share. But the business that comes from the book. Having a book that clearly funnels to a business is one of the smartest and fastest ways to grow that business. If you're a business person who wants a book but has no time or no clue how to write a book, then there's only one book you need. That means painting the picture of yourself as an expert in your specific field — even if you're a self-proclaimed expert! If you're writing the book from a place of learning alongside the reader, let them know upfront! That won't stop an interested party from going on the journey with you, and may even serve to make your writing more approachable. It's a beast of burden. To be completely honest, I was stuck in the writing and structuring process for almost a year before reading The Scribe Method. After I learned the Scribe process, it became very easy for me to finish my book. It was like a light switch flipped. I got my confidence back. Book Outline Template Google Docs Google Docs is a free, online tool that allows for easy collaboration (perfect when you need someone to read and add comments to a file that you're still working on!). Confidence! Once you start the process of jotting down your ideas, you may be surprised to realize exactly how knowledgeable you are about a topic. Nonfiction book outlines are a giant to-do list of all the wisdom and learnings that you have to share and provide you with a way to organize your anecdotes, facts, and figures and more. As a result of learning this process, my second book is at least 10 times better than my first traditionally published book. As someone who has had my writing read by over 100 million people on the internet, I can honestly say that reading this book and learning this method changed my writing for the better. I feel really proud of what I've been able to learn and accomplish. If you are someone looking to write a book, check out The Scribe Method. Added bonus: you can easily export your Google Doc into a Microsoft Word version that can be opened in that platform and edited or read. Book Outline Template Still having trouble getting started? Have you gathered a list of terms that people tend to use when describing your thoughts and ideas? Creating a book outline can take a variety of forms, everything from a color-coded Excel sheet to a few scribbled sentences on scraps of paper. Whether you're a first-time author or simply looking for ways to improve the flow and continuity of your writing, here's why you should always be using a book outline. If the thought of writing with a template that was developed for others doesn't appeal to you, just keep in mind that a template is just that: one potential way that you can accomplish the task. Depending on the length of your book, you may end up with several hundred (or even thousand!) words scoped out before you're happy with the result and ready to dig into the writing process.

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