

This Book Belongs To:

Working Title

Actual Title

Date

The Writer's Prep Book

Have a story idea? The writing prep book will help you to outline your story.

Writing the first draft? The writing prep book will help you breeze through that first draft.

From word tracker to beta readers, there is a page for everything a writer needs.

**Word
Productivity
Tracker**

Synopsis

Plot

Sub-Plots

Synopsis:

Plot:

Sub-Plots:

Character Sheets

Character Sheet

Name: _____

Height: _____ **Weight:** _____ **Age:** _____

Gender: _____ **Occupation:** _____

Color | Shape | Length:

Skin:

Eyes | Shape:

Hair | Length:

Quirks:

Annoyances

--	--

Motivation: _____

Circle One: Lives | Dies

Is the life | death needed? Y | N

Why & How? _____

Romantic Partner: _____

Freytag's Pyramid

Exposition

Inciting Incident

Rising Action

Climax

Falling Action

Reversal

Resolution

Denouement

Beats

Act One

Act Two A & B

Act Three

Act One

Act Two A

Act Two B

Act Three

Scene Cards

What Purpose Does A Scene Serve?

Reveals new information

Advances the plot

Increases the conflict

Increases the stakes

Increases the tension

Character developments and motivations

Ask yourself:

- Is the scene necessary?
- What is the primary job of the scene?
- What powerful emotions do you want your readers to have in the scene?
- Are the readers' imaginations stimulated?
- Is the scene entertaining to the readers?

Scene Card

Chapter: _____ **Act:** _____ **POV:** _____

Scene: _____

Time: _____ **Location:** _____

Characters: _____

Setup: **The Plot**

Conflict:

Consequence:

Is this scene important to the storyline? Yes | No

Why does this scene matter?

Notes

Editing List

Editing List:

- Put the manuscript away for three to seven days before you edit.
- Reformat the lines to double space.
- Change the font and increase the size.
- Find a friend to read the story to you. If you have no one, use the read-out-loud feature in your word processor. If you don't have one, read it out loud to yourself.
- Is your hook strong?
- Are the five senses invoked in each chapter?
- Are there run-on sentences?
- Are proper nouns capitalized?
- Are there unnecessary capital letters?
- Are punctuation marks in the right places?
- Can you change any passive voice to active voice?
- Are there any sentence fragments?
- Remove any unnecessary words. Destroy them. They are holding you back.
- Eliminate redundancies and overused words.
- Are there spelling errors or typos?
- Are you consistent with verb tenses?

Editing List:

- Any timeline errors?
- Any world-setting errors?
- Any inconsistencies in character appearance?
- Any unresolved subplots?
- Any inconsistencies in point of view?
- Any awkward sentences?
- Any misused words?
- Any inconsistencies in using names and titles?
- Are the chapters in order that they make sense?
- Are the chapter numbers correct?
- Can you change any adverbs to stronger verbs?
- Are you showing instead of telling in the right places?
- Is the pacing too fast? Too slow?
- Do you have too much or too little information/description? Any missing information /description?

Editing Notes:

Beta and Alpha Readers Feedback

Beta and Alpha Feedback

What now?

Search for professional editors. Look for:

Developmental Editor

Copy Editor

Proofreader

Do any needed revisions.

Traditional Route

Search for a literary agent seeking new clients.

Write a query letter.

Once published, market your book to the world.

Self-publishing

Research the best company to use for
your self-published book.

Search for someone who can format the book/ebook.

Search for a graphic designer that does book covers.

Once published, market your book to the world.

Query Letter

Use short sentences.

You have between 300 to 500 words (one page) to get everything said and done.

Format with your address at the top of the page, right justified.

Next, type your agent's address, left justified.

Next, type your greeting. Dear [Agent's Name].

Paragraph One: Hook the agent. Share any connections you have with them. That you met them somewhere. You have the same interests. You can hook them on how you found them and why you selected them. This is also a good place to introduce them to the title, word count, and genre of your novel.

Paragraph Two: Now, summarize your story. Discuss the main characters. What happens, what choices they make, and why they make them. Leave the agent wanting more, though.

You have between 150 to 300 words to do this.

Paragraph Three: Add your bio, but make sure it applies to writing. Showcase your degrees in writing, certificates, and awards. If you have work in other publications, reference them here.

You have between 50 to 100 words. to do this.

Close with a thank you.