



PRECOCIOUS PEN

## WRITER'S CHOICE

Before we begin, I want to congratulate you on taking the first step.

Writing can be such a daunting and overwhelming task. The question that is often asked is: Where do I begin? With this simple step-by-step process, you will effectively master the written process from beginning to end.

This guide will provide you with a writing framework to help you unravel the pieces of your mind onto the blue and white spaces of your paper.

So, let's begin.

### **Step 1. Consider your purpose for writing.**

*Ask yourself the following question(s):*

- Why do I even feel the need to tell my story?
- What is it that I want to achieve by writing?
- What do I want others (my audience) to take away from my writing?  
Consider your message - What lasting thought do you want people to grasp?

### **Step 2. Consider your audience.**

You want to tell your story. But if no one can connect to your written ideas, then you have merely wasted pages writing a story that is irrelevant to the masses. It is important that in telling your story that you identify your audience. Each time you write, you are writing to this individual or person(s).

- **The Connection.** You want to be able to establish a relationship with your audience through your writing. Write about shared experiences or commonalities that you may have with your reader. For example, everyone has experienced love in some form – universal themes are important such as love, hate, despair, freedom, fear, peace, joy, and so forth.
- **The Message.** The message is only as effective as the messenger. In your writing, make sure that each paragraph or page connects and/or points back to your message in some way. You never want to get so caught up in your writing that you, the author, miss your own message.



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### **Step 3. Brainstorm your ideas.**

This is the fun part! Are you ready? Just Write. Yes, you read that correctly – Write. Write down all of your ideas, no matter how bizarre or crazy they may sound.

Now, let's add a little bit of structure to this process. As you begin to write, consider what you want to include in your work. Perhaps, you have a series of stories or ideas that you know are instrumental in telling your story. I encourage you to write these down.

Now, seriously, just write. Whether it is in bullet form or scribbled half-hazardly on the paper. Some people enjoy collaborating with others through a "Writers Think Tank," and some merely enjoy the isolation of their own thoughts before beginning this process, but whichever method works best for you – do just that.

This part is crucial to the next step in our process. So, make sure you allot yourself enough time to think through your ideas. I would suggest that you spend 15 solid minutes interacting with your thoughts on the paper.

Once you have completed the writing part, review what you have written, and add to it, or perhaps you need to cross out ideas that do not align with your message. Always keep your message or purpose in the back of your mind, for this will guide how readers interpret and understand your writing.

### **Step 4. Construct an outline.**

Your outline will serve as your guiding compass. When you become frustrated, annoyed, or overwhelmed by the writing process, simply (a) take a breath, and (b) refer back to your outline. The great thing about an outline is that it is subject to change; it is flexible in nature, similar to how you should be as a writer.

*Here is how you should construct your outline.*

1. Across your blank sheet of paper, write the word, "message." Once you have done this, write your message – what is it that you are trying to achieve through your writing?
2. Write the Roman Numeral for one (I) – a capitalized "i." The purpose of a Roman Numeral is to serve as your topic sentence – What do you want to discuss first? This could also serve as your chapter header/title. Consider your key points. I would suggest that you come up with at least three (3) items.
3. The letters underneath (a, b, and c) are meant to help you further break down your ideas into mini points – How will you develop this topic sentence?



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### Step 5. Begin Writing.

As you start writing, consider if you want to include an Introduction or Foreword. Before we begin, let's briefly define both of these terms.

An **Introduction** initiates the conversation about the book by explaining your subject matter and/or your purpose for writing the text. It also aims to provide the reader with a pre-adopted point of view. Simply put – in the introduction, you tell your reader what and/or how you want them to think without stating it directly.

A **Foreword** is usually written by someone other than the author or the editor. It usually discusses the following topics: (a) purpose (b) limitations (c) scope of the book. The purpose of this is to lend credibility to the author in regards to his or her intellect or expertise on the subject matter. It is usually 1- 2 pages in length, and the name of the person writing the foreword appears at the end of the written content, usually on the same page.

Now, that we have a clear understanding of both, let's discuss its shared purpose.

- To introduce your purpose for writing or how you came to write this text.
- To discuss your research, and to provide a hypothesis of your exploration based on the data noted. Make a clear distinction between your text and another – what makes your text different from the others?
- To address the unanswered questions of your reader: Why this book? Why now? Why this author?
- To provide an outline of the content of this text. It is imperative that you do not provide an exhaustive, long summary of the text, but that you merely leave somethings unknown to initially hook your reader.

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### Additional Writing Choices to Consider:

- Identify a text that you admire. Use the formatting of this text as your guide, if you desire a similar layout. Write out what you like and/or do not like, and build your structure (organization/layout) of your text in relation to this.
- Brainstorm creative titles for each chapter or section. Make sure that your title reinforces the content within the noted chapter or section.
- Consider whether you want to use quotes underneath each title. If so, begin researching quotes that connect to the message within each chapter or section.