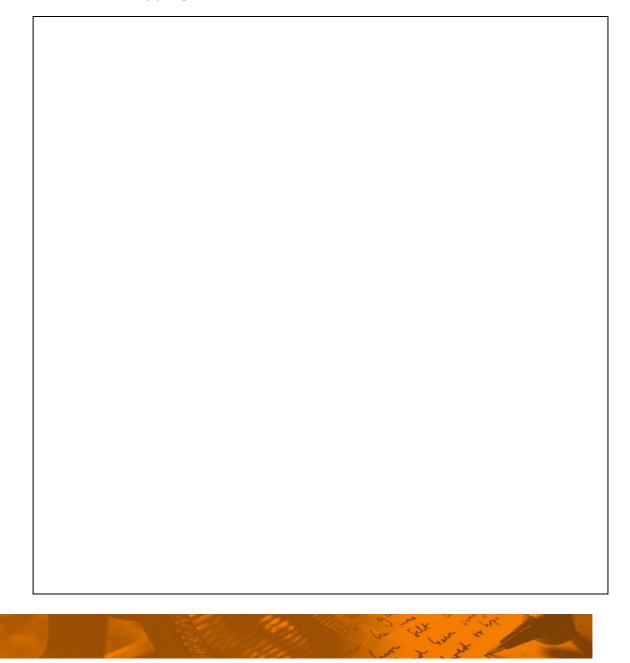


## Module 2 Exercise – Outline & Planner

1. Brainstorm content ideas for your book outline. Use the method you prefer to record your results – options include pen and paper, Word, and mind mapping software.



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2. Using the ideas you generated in your brainstorming activities, create a draft outline of your book with your chapter titles, subtopics, and any key points.

| Book Title: |   |
|-------------|---|
|             | I |

| Chapter 1 Title: |  |
|------------------|--|
| Subtopic 1:      | Key point 1:<br>Key point 2:<br>Key point 3: |
| Subtopic 2:      | Key point 1:<br>Key point 2:<br>Key point 3: |
| Subtopic 3:      | Key point 1:<br>Key point 2:<br>Key point 3: |



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| Chapter 2 Title: |  |
|------------------|--|
| Subtopic 1:      | Key point 1:<br>Key point 2:<br>Key point 3: |
| Subtopic 2:      | Key point 1:<br>Key point 2:<br>Key point 3: |
| Subtopic 3:      | Key point 1:<br>Key point 2:<br>Key point 3: |

| Chapter 3 Title: |  |
|------------------|--|
| Subtopic 1:      | Key point 1:<br>Key point 2:<br>Key point 3: |
| Subtopic 2:      | Key point 1:<br>Key point 2:<br>Key point 3: |





| Subtopic 3:      | Key point 1:<br>Key point 2:<br>Key point 3: |
|------------------|--|
| Chapter 4 Title: |  |
| Subtopic 1:      | Key point 1:<br>Key point 2:<br>Key point 3: |
| Subtopic 2:      | Key point 1:<br>Key point 2:<br>Key point 3: |
| Subtopic 3:      | Key point 1:<br>Key point 2:<br>Key point 3: |

| Chapter 5 Title: |  |
|------------------|--|
| Subtopic 1:      | Key point 1:<br>Key point 2:<br>Key point 3: |





| Subtopic 2:      | Key point 1:<br>Key point 2:<br>Key point 3: |
|------------------|--|
| Subtopic 3:      | Key point 1:<br>Key point 2:<br>Key point 3: |
| Chapter 6 Title: |  |
| Subtopic 1:      | Key point 1:<br>Key point 2:<br>Key point 3: |
| Subtopic 2:      | Key point 1:<br>Key point 2:<br>Key point 3: |
| Subtopic 3:      | Key point 1:<br>Key point 2:<br>Key point 3: |





3. Create your writing plan with goals and deadlines. Use your book outline as your guide and include a time limit and deadline for completing your book research. And a date for finishing your book.

| Task          | Notes | Completion<br>Date |
|---------------|-------|--------------------|
| Book research |       |                    |
| Chapter 1     |       |                    |
| Chapter 2     |       |                    |
| Chapter 3     |       |                    |
| Chapter 4     |       |                    |
| Chapter 5     |       |                    |



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| Chapter 6      |  |
|----------------|--|
| Proofread/Edit |  |
| Publish        |  |
| Other          |  |
| Other          |  |
| Other          |  |

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