



Messenger University
Writing Made Simple
Spring, 2022

Writing Made Simple Class Syllabus

OUTLINING YOUR BOOK

1/26 — Lesson 1: Valuing the Outline

- Welcome and Introduction
 - Intro Teachers
 - Course Overview
 - 2 Parts
 - Outlining Your Book—Value the Outline, Book Outline, Chapter Outlines
 - Preparing to Publish—Formatting, Peer Editing, Preparing to submission to a professional editor, Choosing your Publishing Path
- Why Is Planning so Important? Valuing the Importance of Outlining Your Book
- **Activation**

2/2 — Lesson 2: Valuing the Outline

- Welcome and Intro to today's lesson
- Your Outline Is Your Plan
- Planner vs. Pantser
- Activation: Make the Decision to Spend Time on Your Outline, Brainstorm chapter possibilities

2/7 — Lesson 3: Outlining Your Book

- Starting with the end in mind
- What is your starting point

2/16 — Lesson 4: Outlining Your Book

- What are your milestones
- Choose your elements

2/23 — Lesson 5: Outlining Your Book

- Drafting Your Outline
- Provide template and example of basic outline



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3/2 — Lesson 6: Annotating Your Book Outline

- What are annotations?
- What are the benefits of annotating your book outline?

3/9 — Lesson 7: Annotating Your Book Outline

- How to annotate your outline
- Best Practises
- Exceptions to the annotated outline

3/16 — Lesson 8: Outlining Each Chapter

- The Anatomy of a Chapter

3/23 — Lesson 9: Outlining Each Chapter

- The Anatomy of a Chapter Continued
- Headings and Subheadings

3/30 — Lesson 10: Review and Pray over Your Outline

- Recap & Review previous lessons

4/6-8 [SPRING BREAK]

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PREPARING TO PUBLISH

4/13 — Lesson 11: Formatting Your Manuscript

- Fonts, size, spacing, headings, subheadings, scripture quotes/references

4/20 — Lesson 12: Peer Editing, Preparing Your Manuscript for Pro Editing, Part 1

- Importance of, best practices

4/27 — Lesson 13: Peer Editing, Preparing Your Manuscript for Pro Editing, Part 2

- Tips and tools e.g. track changes, commenting in the doc, etc.



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5/4 — Lesson 14: Final Touches before Submission to a Professional Editor

- Check for:
 - proper citations of references for quotes and sourced content,
 - clear structure and flow,
 - Make final edits as per suggested peer edits, etc.
- Cover sheet
 - Title
 - Subtitle
 - Author name
 - Word count
 - Primary Bible verse used (NIV, esv, et)

5/11 — Lesson 16: Choosing Your Publishing Path

1. Self Publishing: What to Expect, Next Steps
2. Messenger Publishing: What to Expect, Next Steps

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