

## 21 Vital Elements of a Great Nonfiction Book

1. Preface vs. Introduction
  - Preface is a \_\_\_\_\_ for why and how you wrote the book.
  - Introduction is also short and contains info necessary for \_\_\_\_\_ the book's content or you should read it.
2. Foreword is a \_\_\_\_\_ element to convince people to buy it.
3. Include stories or anecdotes.
4. Add \_\_\_\_\_
5. Research and interviews to enrich the project. \_\_\_\_\_ is vital.
6. Develop Trust. Be \_\_\_\_\_.
7. Dumb it down. Don't get too technical. Eighth grade level is best.
8. Come alongside readers with a warm tone, don't \_\_\_\_\_.
9. Write tight. Strip sentences down to the bare minimum. Writing \_\_\_\_\_ is a great practice for this. Watch for elevated, long-winded language.
10. Make it robust. Add other elements besides the main text.
11. Create great hooks: One-word sentences, quotes, facts, or stories. Try to have \_\_\_\_\_ at the end of each chapter.
12. Takeaways/Action Points. Practical things the reader can do.
13. Answer all loose ends and \_\_\_\_\_ what you \_\_\_\_\_.
14. Footnotes or Endnotes: The footnote is found at the bottom of the page. It is not a citation—it's a note or clarification by the author. Endnotes are the same thing but appear in a list at the end of the chapter because they can be much too long for a footnote.
15. The bibliography page is the \_\_\_\_\_ section of your book and includes the full citation information for any source cited or referenced through the course of your work.

16. Titles: Make sure it says what the book is. Don't get too creative. \_\_\_\_\_  
are great for nonfiction.

17. Get rid of weak writing habit:

- Passive voice
- Weak nouns
- Weak adjectives
- Use active verbs
- Avoid adverbs
- Cut all qualifiers
- Rewrite sentences beginning with "There was.." or "It was..."
- Delete "that" if a sentence can survive without it.
- Too many sentences beginning with "I"
- Dialogue tags
- Excessive exclamation marks and parentheses.

18. Epilogue, Afterword, and Appendices:

- An **epilogue** appears only in fiction to help with \_\_\_\_\_.
- An **afterword** can be used for fiction or nonfiction as a final explanation from the author. You should \_\_\_\_\_ use an epilogue in nonfiction because all you need to say should have been done in the last chapter.
- An **appendix** is usually reserved for \_\_\_\_\_, to add resources, definitions, diagrams or maps. There are exceptions where appendix section is included in fiction (i.e. a map).

19. Hire a coach

20. Join a \_\_\_\_\_.

21. \_\_\_\_\_ before you write!