

# **21 Vital Elements of a Nonfiction Book**

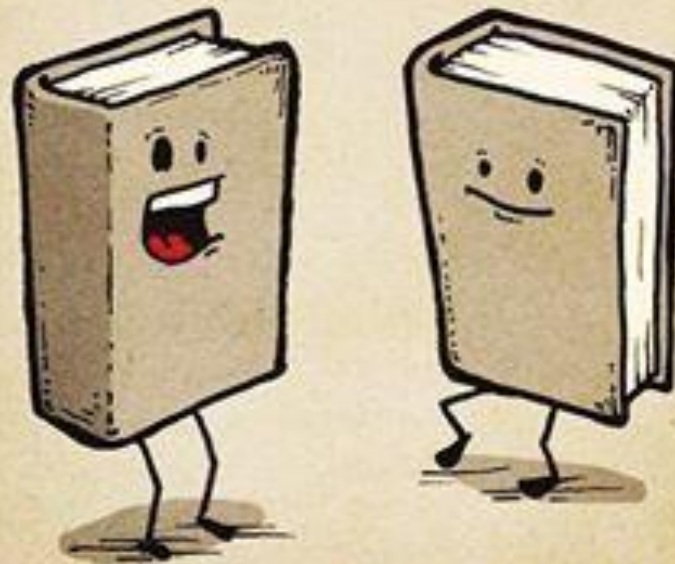
**Speaker:  
Tez Brooks**





## 1. PREFACE vs. INTRODUCTION

Hope I'm not being too foreward  
with my introduction, but I  
like your preface.



At The Book Club

BRANLESS TALES

## 2. FOREWORD



### 3. STORIES / ANECDOTES



## 4. DIALOGUE



## 5. INTERVIEWS

**"TRUST ME,  
YOU CAN  
DANCE."**

**-VODKA**

**6. DEVELOP TRUST**



## 7. DUMB IT DOWN





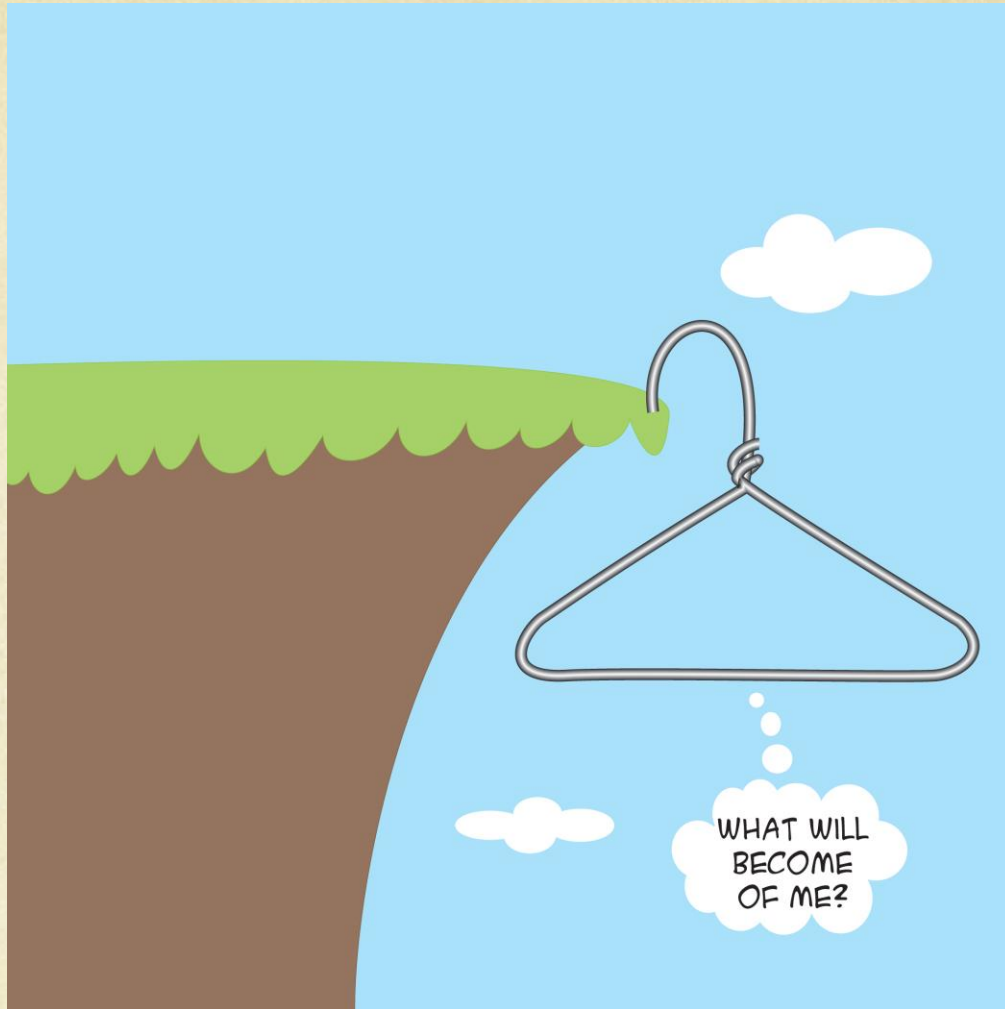
8. DON'T PREACH



**9. WRITE TIGHT**



10.MAKE IT ROBUST



## 11. HOOKS and CLIFFHANGERS

## **BAD OPENING LINES:**

Jan and I had been friends for many years.

I was born in 1963 and my parents were Derek and Janet Smith.

In 2008, I was praying about taking on a new career.

Have you ever wished things we're better?

Did you know 50% of marriages end in divorce?

It all began a long time ago. I was younger then.

The sun was bright and little did I know...

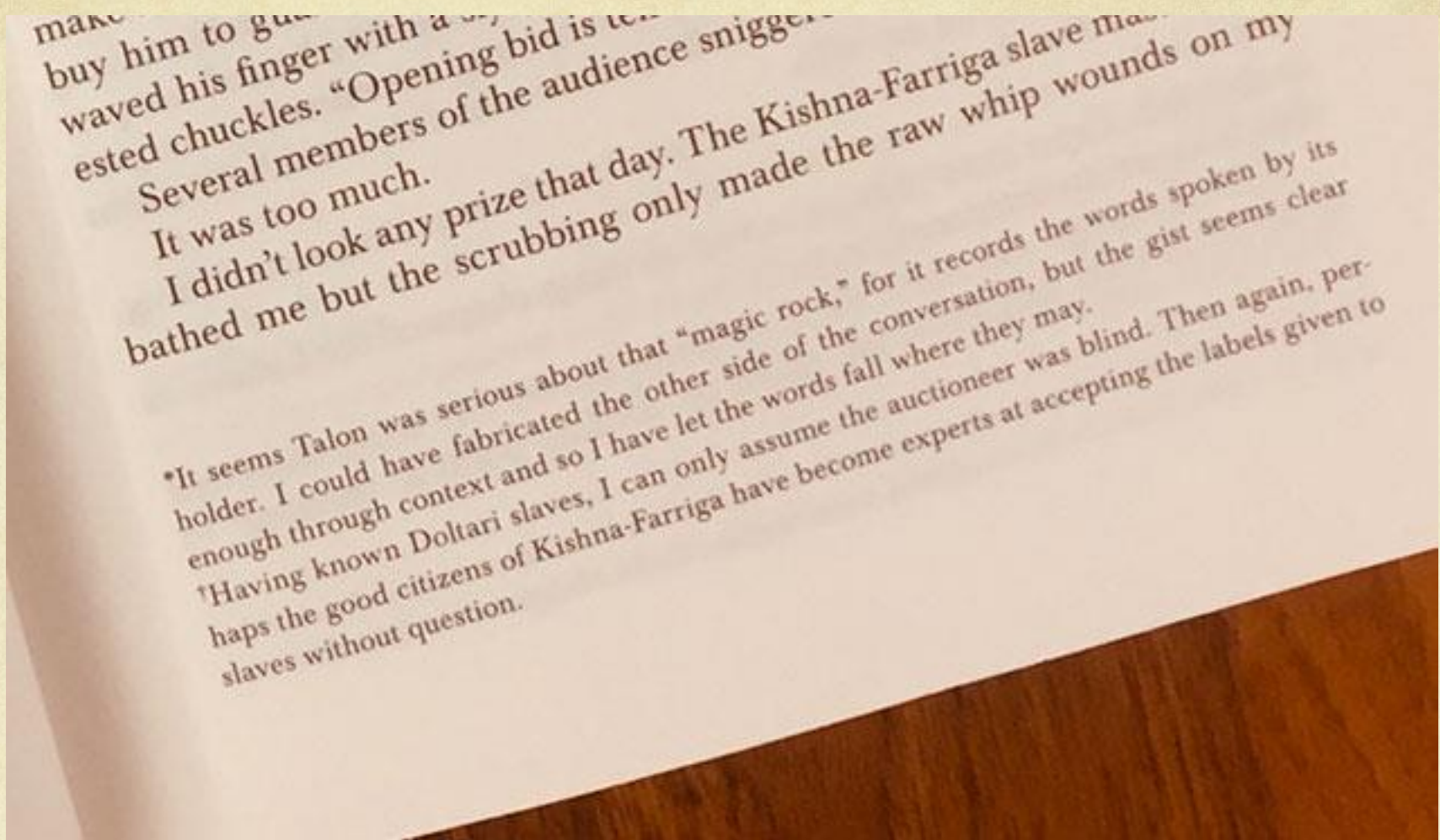
It was a day like any other day. But today was different. I stared up at the wallpaper around the room. The green stripes seemed to call my name as I my eyes danced across the room skipping from the antique pink flower vase to the wooden jewelry box my mother had gifted me on my sixteenth birthday. I sat up in bed, rubbed my eyes and looked at the digital alarm clock next to my bed. It read 7:00, so I swung my feet over the edge of the bed, my feet hitting the worn-out green shag carpet that I'd walked on for the last fifteen years. It was then I realized I wanted to be an interior decorator. Hopefully I can help you become one too. That's probably why you bought my book.



## 12. ACTION POINTS

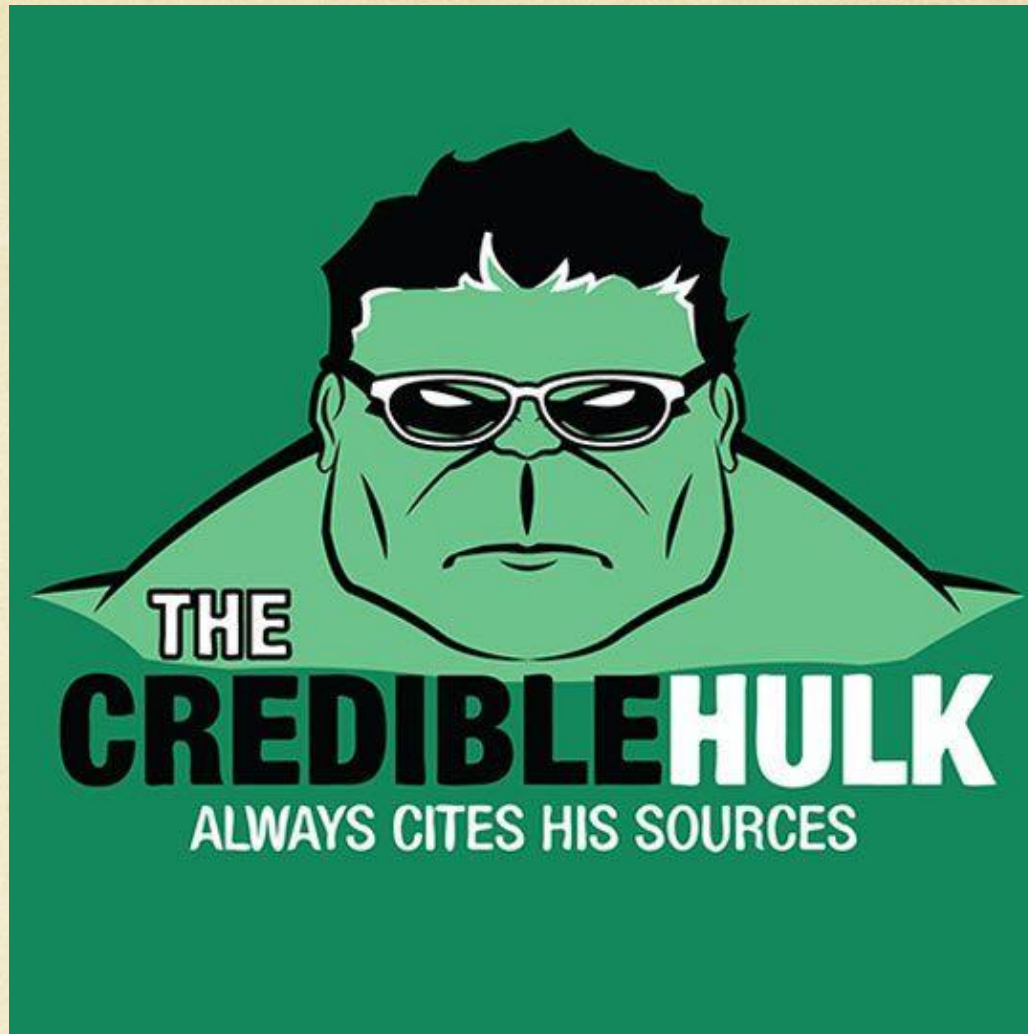


**13.FULFILL PROMISES**

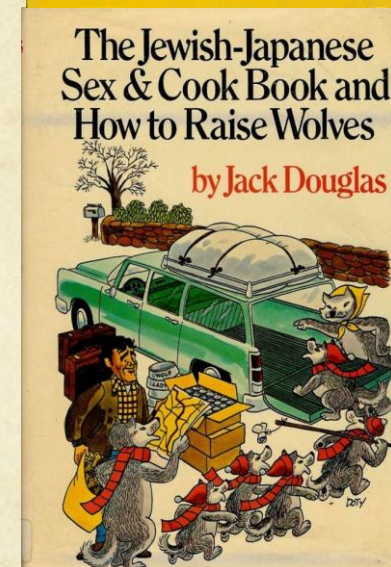
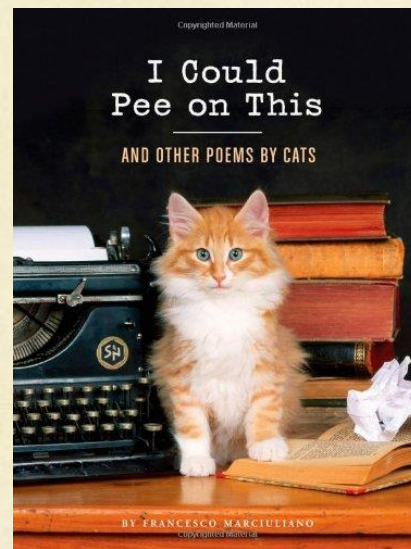
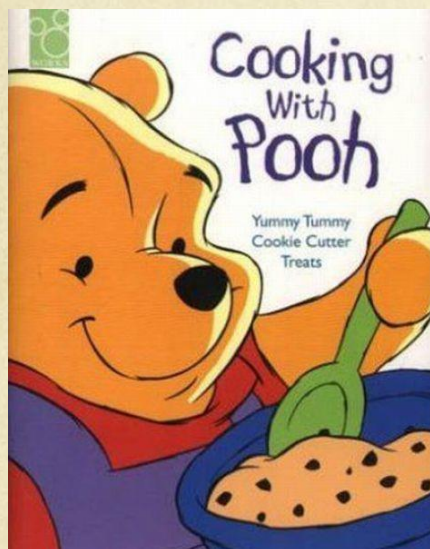
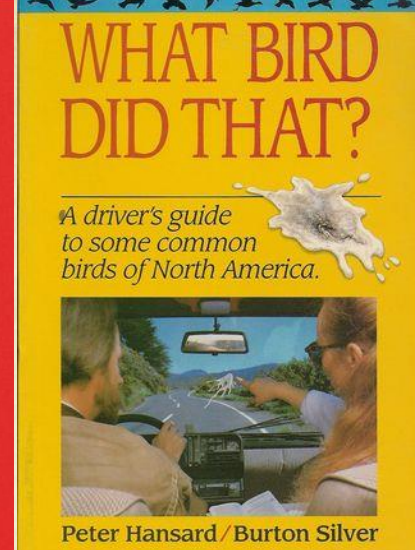
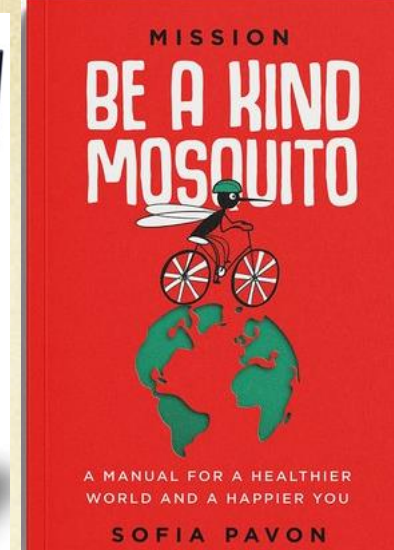
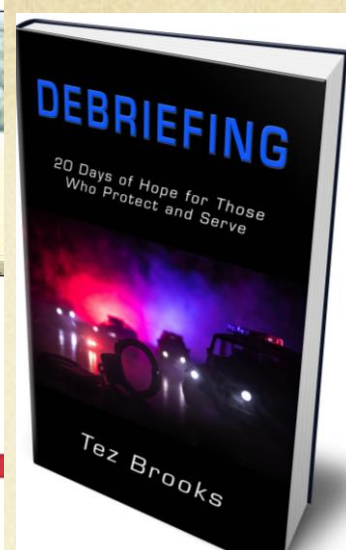
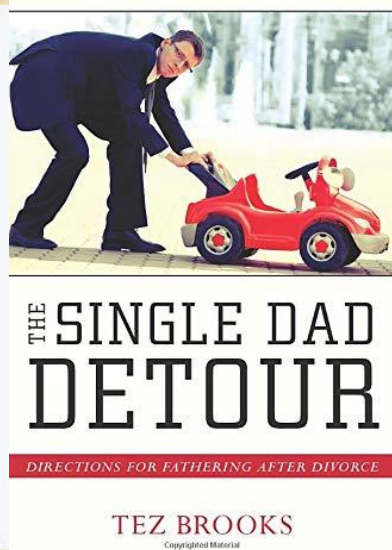
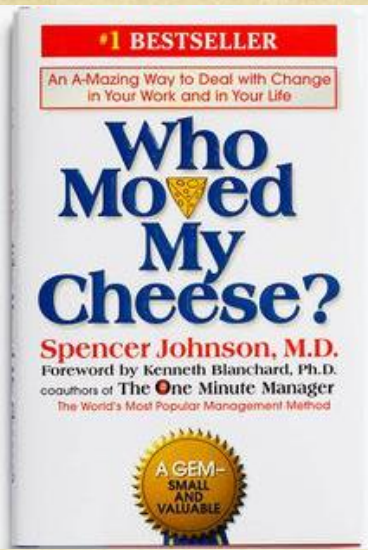


## 14. FOOTNOTES vs. ENDNOTES





## 15. BIBLIOGRAPHIES



## 16. TITLES and COVERS

1. Her eyes were like two brown circles with big black dots in the center.
2. He was as tall as a 6'3" tree.
3. Her face was a perfect oval, like a circle that had its two sides gently compressed by a Thigh Master.
4. From the attic came an unearthly howl. The whole scene had an eerie, surreal quality, like when you're on vacation in another city and Jeopardy comes on at 7:00 p.m. instead of 7:30.
5. John and Mary had never met. They were like two hummingbirds who had also never met.
6. She had a deep, throaty, genuine laugh, like that sound a dog makes just before it throws up.
7. The ballerina rose gracefully en pointe and extended one slender leg behind her, like a dog at a fire hydrant.
8. He was as lame as a duck. Not the metaphorical lame duck, either, but a real duck that was actually lame. Maybe from stepping on a land mine or something.
9. Her vocabulary was as bad as, like, whatever.
10. She grew on him like she was a colony of E. coli and he was room-temperature Canadian beef.
11. The revelation that his marriage of 30 years had disintegrated because of his wife's infidelity came as a rude shock, like a surcharge at a formerly surcharge-free ATM.
12. The lamp just sat there, like an inanimate object.

## 17. OMIT WEAK WRITING



18. EPILOGUES, AFTERWORDS,  
and APPENDICES



## 19. HIRE A COACH



20. JOIN A CRITIQUE GROUP  
[word-weavers.com](http://word-weavers.com)



**21. PRAY BEFORE YOU WRITE**



**Q & A Time**



**For Lecture Notes:**

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**For Coaching:**

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(free 1500-word critique with each quote)

Facebook: [facebook.com/TezWrites/](https://www.facebook.com/TezWrites/)