

DOVE International Leadership Conference: 2022 - Writer's Workshop

How to become a writing P.R.O.

Our biblical mandate: Matthew 13:32; John 1:1-5; 1 Corinthians 13:1-8

The 5 W's and How

1. WHY do you want to write?

- to inform
- to teach
- to express yourself
- to encourage
- to make money
- to become famous
- to be noticed
- to share your ideas
- to obey
- to impress others

Regardless of the reasons, it is good to write what people will actually read!

2. WHO are you writing for?

Know your audience.

3. WHAT are you writing?

Before you write, you need to have something to say.

WHAT type of writing – for what medium?

- Full book
- Booklet
- Brochure
- Article in a magazine
- Newsletter
- Study guide
- Blog
- Social media post
- Official report
- News

4. WHEN will you write?

Writing takes time! You must plan for it. Commitment will be needed.

Which time is better for YOU?

- A little bit of writing every day
- One day a week
- Morning/ evening
- One week set aside
- In silence
- With music
- A retreat
- Middle of the night

5. WHERE will you write?

Establish a writing space (even if it a corner table at Starbucks)

6. HOW will you write

Gather your tools. Keep them ready.

Distractions are the enemy of writing!

- Pen and paper
- Laptop and printer
- Final copy first
- Rewrite teaching notes
- Index cards
- Whiteboard and markers
- Transcription
- Dictation (voice to text)

How to become a writing P.R.O.

P = Plan and prepare

R = Read and research

O – Outline and own

What makes something readable?

Most people do not want to “work” when they are reading. They prefer to read simple and straight text.

KEEP IT SIMPLE! (simple better than complex; familiar better than unfamiliar; action better than lecture)

- Fog index (9th grade reading level)
- Sentence length
- Word length
- Natural wording
- Variety – do not repeat words
- Simple sentences, but vary patterns
- Appeal to the senses
- Use examples
- Show, don't tell
- Avoid repetition
- Write correctly (grammar)
- Be organized (paragraphs; outline)

The author / editor dilemma - What are the roles?

For serious publishing, you NEED an editor.

A good editor will maintain the author's style and the author's message, but make it better.

The best way to be successful at writing > > > is to put “Pen to Paper,” and WRITE!

Taking Your Book to Print

Helpful ideas to realize your book in print.

The Review Process

When you have done the writing, it is very helpful to have a variety of individuals read your manuscript and give feedback—those with a clear understanding of grammar and sentence structure and a good grasp of what your manuscript focuses on. For example, a book about business principles can be read by another businessman. If the book is written from a Christian perspective, it is important to have someone read it who can weigh the text theologically.

Another idea is to ask a few individuals who are part of the target audience of your book to read through it. Dialog with them to see if there are any needed improvements.

Submitting the Manuscript

Are you ready to release your material? Have you diligently written and checked over your work? You should be satisfied with what you have written before we receive the text. Are you happy with the chapter titles as well as subtitles? We can help you, but it will save cost as well as time if these things are completed before you send your book to us.

Extras

Foreword Is there someone who could write a short foreword for your manuscript? The more people who will recognize this person's name, the better.

Contact information In the back of your book will list ways your readers can connect with you. Possibilities are your website, email address and a business address and phone number. (Personal phone numbers and addresses are not recommended.)

Book Cover

To create your cover, you will need:

- A short biography of approximately 30 to 70 words that briefly describes who you are. If you would like, you may put a longer one inside the book.
- A photo of yourself that will be used alongside your biography on the back cover.
- Endorsements - It is helpful to have a few recommendations on the back cover. Two or three business or ministry associates may be willing to give you a few sentences. The more well-known they are, the better!
- Summary text will give peak the readers' interest and give a brief overview about what the book's contents. We can edit this—but it is helpful if you submit your own suggestion. To get started, write something that will answer questions such as: Why should I read your book? How will it help me? How will it make my life better?

All Important Prayer

Invitie a few prayer warriors to join with you in praying over your book project. Keep your prayer team posted at each part of the project. You can rejoice together when you see the book completed, printed and in your hands.



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