**WEEK 2 WORKSHEET – OUTLINING**

**Instructions:** This worksheet is designed to walk you through an outlining process. Please download and modify this document in Word or Google Docs or other word processor. Remember, be as brief or detailed as you need to be to facilitate your own writing. The worksheet is divided into three parts, each progressively adding more detail. Fill in as much as you find useful to set some of your ideas into a structure. If you get to a point and decide that you have enough detail, and don’t need to go to the next level of detail, go ahead and stop there.

**PART 1**

**Instructions, Part 1:** Write the main, central idea for each of your chapters. This could be a word or a sentence describing what the chapter will focus on. We have outlined the first 5 body chapters; you should add as many more chapters as necessary for your project (at least as you envision it now).

Title of project –

Intro/Chapter 1 –

Chapter 2 –

Chapter 3 –

Chapter 4 –

Chapter 5 –

Add more chapters as needed –

Conclusion –

**PART 2**

**Instructions, Part 2:** This next level of outlining asks you to add more detail about your chapters. First, try to think of the specific topics (1-3) that each chapter will discuss. You can add a sentence describing how this topic relates to the main idea of the chapter, if you like. Then, try as well to think about a rough word count for each chapter (a good length for chapters is often ~2000 words, though this of course depends on your specific project). Finally, try to think of a single piece of content for the chapter – content may include a specific story or anecdote for the chapter, a particular piece of information to relay, or other such details.

**Example (for a chapter about meditation)**

Chapter 1: Meditation (2,000 words)

* Types of meditation
* Creating a space
	+ Anecdote about the expansiveness of space and the unconscious mind
* Clearing your mind
	+ 5 techniques to focus the meditative mind
* Developing a personal practice
	+ Perhaps story from life of Buddha and how we can relate to it today

Title of project – (insert your project title)

Intro/Chapter 1 – (insert central idea + word count)

* (insert topic 1)
* (insert topic 2)
	+ (insert specific content point)
* (insert topic 3)
	+ (insert specific content point)

Chapter 2 –

Chapter 3 –

Chapter 4 –

Chapter 5 –

Add more chapters as needed –

*
*

Add more chapters as needed –

*
*

Conclusion –

*
*

**PART 3**

Now that you have the skeleton outline of your book, this exercise asks you drill down even further into each chapter and to get more detailed about how each chapter functions in relation to the overall book. In this third part of the activity, we ask you to include details on how the chapter will open, develop (the middle), and how it will end. We also ask you to think of specific vignettes or stories that go in each chapter. Then we ask you to consider any research you may need in a chapter. Finally, we ask you to think of any formal or structural considerations for the chapter, such as if you will include graphs or tables or images, if the chapter will be further sub-divided into sections, and anything else you may want to include.

**Example (for a chapter about meditation)**

 Chapter 1: Meditation

* Beginning: the chapter opens by discussing the history of meditation
* Middle: the chapter develops by showing the reader specific practices of meditation
* End: the chapter closes by explaining the many benefits of meditation for everyday life
* Vignette: a) Buddha on the lily pad; b) cosmos and sand analogy
* Research: might need to read more Yogic source texts like the Yoga Sutras
* Form/structure: 4 sub-sections in chapter; one graphic of chakras

Intro/Chapter 1

* Beginning
* Middle
* End
* Vignette
* Research
* Form/structure

Chapter 2

* Beginning
* Middle
* End
* Vignette
* Research
* Form/structure

Chapter 3

* Beginning
* Middle
* End
* Vignette
* Research
* Form/structure

Chapter 4

* Beginning
* Middle
* End
* Vignette
* Research
* Form/structure

Chapter 5

* Beginning
* Middle
* End
* Vignette
* Research
* Form/structure

Add more chapters as needed

* Beginning
* Middle
* End
* Vignette
* Research
* Form/structure

Add more chapters as needed

* Beginning
* Middle
* End
* Vignette
* Research
* Form/structure

Conclusion

* Beginning
* Middle
* End
* Vignette
* Research
* Form/structure

**NOTES**

Are there any other details or outline points you want to keep track of? Characters? Themes? Motifs? Settings? Point of view? Tools and techniques to be discussed? Quotations you want to add? Books or authors or other cultural works you want to mention? Any details at all? Put those here in notes: