

## *A Writers Guide To Planning A Novel In Ten Days*

In today's competitive business environment, a well thought out business plan is more important than ever before. Not only can it assist you in raising the money needed to start or expand a business-by attracting the interest of potential investors-but it can also help you keep tabs on your progress once the business is up and running. Completely revised and updated to reflect today's dynamic business environment, The Ernst & Young Business Plan Guide, Third Edition leads you carefully through every aspect involved in researching, writing, and presenting a winning business plan. Illustrating each step of this process with realistic examples, this book goes far beyond simply discussing what a business plan is. It explains why certain information is required, how it may best be presented, and what you should be aware of as both a preparer and reviewer of such a proposal. Divided into three comprehensive parts, The Ernst & Young Business Plan Guide, Third Edition outlines the essential elements of this discipline in a straightforward and accessible manner. Whether you're considering starting, expanding, or acquiring a business, the information found within these pages will enhance your chances of success. \* Advice on how to write and develop business plans \* A realistic sample plan \* All new sections on funding and financing methods with provisions for restructuring and

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**bankruptcy \* Tips for tailoring plans to the decision makers**

**How to balance writing and publishing your book faster with taking time to plan and outline your book. So, you have a book idea, what next? Jump in front of the keyboard and start punching keys? Or bury your head under a table lamp writing your novel-length outline? Most writers find it really hard to balance pantsing with outlining. But it doesn't have to be that hard. What if I tell you that it doesn't matter whether you like to outline or not? What if I tell you that you can balance writing by the seats of your pants with outlining? I show you how to find that balance in Plan, Research, and Outline Your Nonfiction Book in a Day. Some of what you'll learn are: What your #1 reason for writing a book should be. How to create a compelling title that clearly states what your book is about and get you discovered. How to eliminate the friction of starting to write a book and the lack of friction of stopping. What planning is and isn't. How to plan your book for maximum effects. What many research associate with research and what research is really all about. How to research the smart way. The merits and demerits of outlining a book. Tools for outlining your book. The book outline formula that makes writing your book easier. ...and many more. Scroll up and click the buy button or download a sample now. Topics: planning a nonfiction book, research, how to outline a nonfiction book, outlining your book, elements of bestselling book ideas, validate book**

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**SAGE Study Skills** are essential study guides for students of all levels. From how to write great essays and succeeding at university, to writing your undergraduate dissertation and doing postgraduate research, **SAGE Study Skills** help you get the best from your time at university. Visit the **SAGE Study Skills** website for tips, quizzes and videos on study success!

This volume explores adult work-world writing issues from the perspectives of five seasoned professionals who have logged hundreds of hours working with adults on complicated written communication problems. It examines the gap between school-world instructional practices and real-world problems and situations. After describing the five major economic sectors which are writing intensive, the text suggests curricular reforms which might better prepare college-educated writers for these worlds. Because the volume is based on the extensive work-world experiences of the authors, it offers numerous examples of real-world writing problems and strategies which illustrate concretely what goes wrong and what needs to be done about it.

**The Hound of the Baskervilles** is the third of the four crime novels written by Sir Arthur Conan Doyle featuring the detective Sherlock Holmes. Originally serialised in *The Strand Magazine* from August 1901 to April 1902, it is set largely on Dartmoor in Devon in England's West Country and tells the story of an attempted murder inspired by the legend of a

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fearsome, diabolical hound of supernatural origin. Sherlock Holmes and his companion Dr. Watson investigate the case. This was the first appearance of Holmes since his apparent death in "The Final Problem", and the success of The Hound of the Baskervilles led to the character's eventual revival

Written by an experienced teacher and literacy consultant, *Planning to Teach Writing* offers an easy-to-use, tried-and-tested framework that will reduce teachers' planning time while raising standards in writing. Using the circles planning approach, it provides fresh inspiration for teachers who want to engage and enthuse their pupils, with exciting and varied hooks into writing, including picture books, short stories, novels and films. Exploring effective assessment practice, each chapter puts the needs and interests of pupils at the forefront of planning, and models how to design units of work that will lead to high-quality writing outcomes in any primary school classroom. The book uses a simple formula for success:

- 1 Find the gaps in learning for your students.
- 2 Choose a hook that you know will engage your students.
- 3 Select a unit plan that you know will support you to get the best writing out of your students.
- 4 Tailor it.
- 5 Teach it!

With a fantastic range of hooks to inspire teaching and learning, *Planning to Teach Writing* ensures successful planning that will maximise engagement, enjoyment and achievement. This book is an accessible and necessary resource for any teacher planning to teach writing in their classroom.

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**Craft a Story That Towers Above the Rest You know it when you read it: In page after page and scene after scene, a truly engrossing novel has qualities that set it apart. Authentic characters, a well-rounded plot, and immersive settings work in harmony to create a three-dimensional experience--one you can practically step inside and explore. But while you can recognize this work when you read it, writing it can be much more challenging. Bring Your Fiction to Life teaches you how to build a solid narrative structure and layer in lush, textured scenes to create a story that rings true. You'll learn how to:**

- Master the three-dimensional aspects of characters, plots, and settings using detailed sketches that define the past, present, and future aspects of each element.
- Develop complex opening, resolution, and bridge scenes that expertly lead readers through your fictional world.
- Construct and analyze an outline for your manuscript, using tools and techniques to analyze scenes that lack dimensionality.

**Brainstorm, research, and draft efficiently and effectively, and juggle multiple projects with ease. Packed with story-development charts, worksheets, and checklists, Bring Your Fiction to Life shows you how to craft a vivid story world that readers will instantly recognize as remarkable.**

**[A Writer's Guide to Planning a Novel in Ten Days](#)**

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Learn How to Make Your First Draft Easy! Award-winning author K.M. Weiland's previous book, the bestselling *Outlining Your Novel*, showed writers how to embrace outlines in a way that makes the writing process fun, inspiring, and easy. Now it's time to put those lessons to use! Building upon the principles you've already learned, the *Outlining Your Novel Workbook* presents a guided approach to getting the bones of your story down on paper, identifying plot holes, and brainstorming exciting new possibilities. Containing hundreds of incisive questions and imagination-revving exercises, this valuable resource will show you how to: Create your own personalized outlining process Brainstorm premise and plot ideas Discover your characters Choose and create the right settings Organize your scenes And so much more! This accessible and streamlined workbook will empower you to create a powerful outline-and an outstanding novel. Start writing your best book today!

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In this book, the author walks you through every step of how to write a book. After you read it, you'll be ready to start writing today.

Is this the year you are finally going to share your message with the world? Don't let the idea of having to write a book hold you back. It's easier than you think, and you don't even have to actually write the book yourself... Never thought about writing a book? Maybe you should consider it! Publishing a book will give you expert status, help spread your message and increase sales of your other products and services. It may even kick-start or boost your public speaking career. Writing, publishing and promoting a book has never been easier. You can do it in a week. This guide will teach you: The best kept secrets to a quick start for writing, promotion and sales Smart writing process hacks Alternatives to writing the book yourself Self-publishing The keys to launching a successful book, superfast "I just published my book. What I haven't been able to achieve in the past three years I did in just 7 days!" Chris About the authors Esther Jacobs (The Netherlands, 1970) is an international (TEDx) speaker and author. Esther has given over 1000 keynotes and is (co)author of 21 books. Her workshops have helped over 400 entrepreneurs to write their book. The NO EXCUSES LADY helps leaders and entrepreneurs to transform their challenges into opportunities. Marie Stern (Germany, 1982) is an "Amazon Self-Publishing Ninja." She authored 7 bestselling Amazon books, even though she wasn't even good at writing in school. However, she spent many hours browsing and reading in bookstores, discovering the secret behind successful books. As a former data mining analyst, she knows how important research is and how to find structure in any process. Marie helped many non-writers have their book written and likes to share her best



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knowledge on how to self-publishing and sell books. Esther and Marie met at a conference, where they were giving a book writing workshop. They decided to write this book in just one day, using their own tested method. And now they're inviting you to try it, too!

'A comprehensive, well-written and beautifully organized book on publishing articles in the humanities and social sciences that will help its readers write forward with a first-rate guide as good company.' - Joan Bolker, author of *Writing Your Dissertation in Fifteen Minutes a Day*

'Humorous, direct, authentic ... a seamless weave of experience, anecdote, and research.' - Kathleen McHugh, professor and director of the UCLA Center for the Study of Women  
Wendy Laura Belcher's *Writing Your Journal Article in Twelve Weeks: A Guide to Academic Publishing Success* is a revolutionary approach to enabling academic authors to overcome their anxieties and produce the publications that are essential to succeeding in their fields. Each week, readers learn a particular feature of strong articles and work on revising theirs accordingly. At the end of twelve weeks, they send their article to a journal. This invaluable resource is the only guide that focuses specifically on publishing humanities and social science journal articles.

Strategic Planning is woefully out of fashion, with many bloggers and thought-leaders claiming it is, in fact, dead. They couldn't be more wrong! Strategic Planning is an integral part of any nonprofit's ability to conduct effective social change. It allows the organization's staff, management, volunteers and board to identify and focus on the top priorities that the stakeholders agree will matter most to accomplishing their mission. Without a strategy, and the execution that follows - nonprofits are awash in mission creep, money chasing, and burned out and

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demoralized staff. Ain't nobody wants that. This book will walk you through the process of Strategic Planning invented by Sarai Johnson of Lean Nonprofit. Her practice is based on recent innovations in the business sector, building on the concepts of Lean Canvas and the Business Model Canvas. Adapting this strategic, action-based tool for nonprofits provides you, the nonprofit practitioner, with step-by-step instructions for leading a group of people through the planning process. Oh, did we mention it is a ONE DAY PROCESS? Yeah, it's cool. We know.

This bestselling guide will help you choose the right type of outline to unleash your creativity as a writer, guide you in brainstorming plot ideas, and aid you in discovering your characters.

Before beginning any journey, you need a plan. Writing a novel is no different. Through a simple ten day challenge, The Ten Day Outline guides you in creating an outline built to support every step of your writing journey. Along the way, it'll help you form the foundation you need to write a novel you're proud of. You'll learn to:

- Strengthen the ideas you have and discover new ones, even when inspiration seems far away.
- Expand your original idea into a fully fledged story.
- Develop a fleshed-out cast of characters, without overwhelming yourself with complex formulas and "best-practices."
- Apply structure to your story in a way that honors and refines your original idea.
- Bring it all together in a final Master Outline, designed to guide you through every stage of writing your novel.

Each day of this outlining challenge comes with easy to follow prompts and intuitive goals, streamlining the outlining process. By the end, The Ten Day Outline will have taken the stress out of planning a novel, so you'll be ready to set out on your own epic, writing journey!

[Outlining Your Novel](#)

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[Lessons From Teaching and Consulting in Worlds of Work](#)

[Technical Writing 101: A Real-World Guide to Planning and Writing Technical Content \(Third Edition\)](#)

[Start Writing Your Book Today](#)

*Are you a fiction writer? Do you ever find yourself slogging through your novel wondering, what am I doing? Why am I doing this? What day is it, anyway? And where the heck is the vodka?! Well, never fear, dear writer. I am here for you. Within these pages you will discover the highlights of story structure from beginning, middle to end. This book also includes information on writing effective dialogue, crafting scenes that do double duty, creating dimensional characters and much more, delivered in a humorous and (hopefully) entertaining way.*

*You are a writer and you have a killer*

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*book idea. When your project starts to take off you will find yourself managing a writhing tangle of ideas, possibilities and potential potholes. How do you turn your inspiration into a finished novel? Writing a User's Manual offers practical insight into the processes that go into writing a novel, from planning to story development, research to revision and, finally, delivery in a form which will catch the eye of an agent or publisher. David Hewson, a highly productive and successful writer of popular fiction with more than sixteen novels in print in twenty or so languages, shows how to manage the day to day process of writing. Writers will learn how to get the best out of software and novel writing packages such as Scrivener, which help you view your novel not as one piece of text, but as individual linked scenes, each with their own statistics, notes and place within the novel structure. As you write, you will need to assemble the main building blocks to underpin your artistry : story structure; genre - and how that affects what you write; point of view; past, present or future tense; software for keeping a book journal to manage your ideas, research and outlining; organization and more. The advice*

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contained in this book could mean the difference between finishing your novel, and a never-ending work in progress. An essential tool for writers of all kinds. Foreword by Lee Child.

*A Magical Key to Unlock Your Creative Wizard* Are you writing a novel, but having trouble getting your first draft written? You've heard of "outlining," but that sounds too rigid for you. You've heard of "organic writing," but that seems a bit squishy to you. Take a look at the wildly popular Snowflake Method—ten battle-tested steps that jump-start your creativity and help you quickly map out your story. All around the world, novelists are using the Snowflake Method right now to ignite their imaginations and get their first drafts down. In this book, you'll follow the story of a fictitious novelist as she learns to tap into the amazing power of the Snowflake Method. Almost magically, she finds her story growing from a simple idea into a deep and powerful novel. And she finds her novel changing her—into a stronger, more courageous person. Zany, Over the Top, and Just Plain Fun *How to Write a Novel Using the Snowflake Method* is a "business parable"—a how-to guide written in story form. It's zany. It's over the top. It's just plain fun. It

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shows you how it's done, rather than tells you. You'll learn by example how to grow your story idea into a sizzling first draft. You'll discover: How to define your "target audience" the right way, so you know exactly how your ideal readers think and feel. Forget what the experts tell you about "demographics." How to create a dynamite selling tool that will instantly tell people whether they'll love your story or hate it. And you want them to love it or hate it. How to get inside the skin of each of your characters—even your villain. Especially your villain. How to find a deep, emotively powerful theme for your story. Do you know the best point in your novel to unveil your theme? How to know when to backtrack, and why backtracking is essential to writing great fiction. How to fire-test each scene to ensure it's high-impact—before you write it. Excerpt Goldilocks had always wanted to write a novel. She learned to read before she went to kindergarten. In grade school, she always had her nose in a book. In junior high, the other kids thought she was weird, because she actually liked reading those dusty old novels in literature class. All through high school, Goldilocks dreamed of writing a book of her own someday. But when she went to

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college, her parents persuaded her to study something practical. Goldilocks hated practical, and secretly she kept reading novels. But she was a very obedient girl, so she did what her parents told her. She got a very practical degree in marketing. After college, she got a job that bored her to tears—but at least it was practical. Then she got married, and within a few years, she had two children, a girl and then a boy. She quit her job to devote full time to them. As the children grew, Goldilocks took great joy in introducing them to the stories she had loved as a child. When her son went off to kindergarten, Goldilocks thought about looking for a job. But her resume now had a seven-year hole in it, and her practical skills were long out of date. The only jobs Goldilocks could qualify for were minimum wage. She suddenly realized that being practical had made her horribly unhappy. On a whim, Goldilocks decided to do the one thing she had always wanted more than anything else—she was finally going to write a novel. She didn't care if it was impractical. She didn't care if nobody would ever read her novel. She was going to do it just because she wanted to. For the first time in years, she was going to do something just for herself. And

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nobody was going to stop her.

So you want to write a non-fiction book?

*How to Write eBooks to Make Money* is a practical guide to planning and writing quality non-fiction books that readers will be willing to buy. It is about producing quality books using freely available resources. Here are some of the things you will learn in this book:

*Preparing to Write; Mental and physical preparation for writing, materials and methods. Topic Selection; How to identify a profitable topic to write about.*

*Discovering Keywords; How to find and use the right words that connect the reader to your book. Rapid Market Research; Fast and efficient market research methods allow you to take the guess work out of your planning. Book Outline Strategies and Methods;*

*Discover effective ways to outline your book and cut down on writing time. Researching Your eBook Content;*

*Where to get free content quickly and efficiently. Writing Your Book;*

*Learn how to produce quality sentences and paragraphs, How to write captivating book titles. The Psychology of Writing includes tips on overcoming Writer's Block.*

*Practical exercises in each chapter help you to work on your own book at each stage.*



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"Carol is the perfect mix of what you look for in an event planner: she is knowledgeable, accessible, and attentive. She knows her audience as well as the resources at her command; shake (not stir) liberally with some outside-the-box thinking, and you have the makings for a near-perfect event." -Kim and Danny Adlerman, authors of *Africa Calling* and *How Much Wood Could a Woodchuck Chuck?* Writing a book requires technique and skill, but reaching and captivating an audience is another skill altogether-one that does not come naturally to most authors. In *The Author's Guide to Planning Book Events*, award-winning author and accomplished book-event coordinator Carol Hoenig provides the know-how to show authors how to Find and choose the perfect venue Plan an event for optimum results Build on each success to reach more readers Hoenig has worked with hundreds of successful authors and book publicists and shares the best of her stories and theirs. She explains why nontraditional venue functions can be much more lucrative than traditional events at a local bookstore. And she provides step-by-step instructions for planning, organizing-and enjoying-publication and book-signing events. The result is a must-have resource for every

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author's bookshelf.

*THE AFRICAN-AMERICAN WRITER'S GUIDE TO SUCCESSFUL SELF-PUBLISHING* gives you an Easy-to-Follow Ten Step Plan for Successful Writing and Publishing. You will learn Takesha Powell's winning techniques for Successful Self Publishing, as she elaborates on topics such as: How to Make Money with Your Self-Published Book; How to Sign Contracts for Large Advances; How to Get a Literary Agent; How to Craft your ideas; How To Format your Manuscript; How to Capture Your Market; How to Do Internet/Electronic Publishing; How to Write Query Letters and Winning Proposals; How to Market and Promote Your Book for Little or No Money; How to Sell Your Book Nationally. IT'S ALL HERE!! Includes a complete listing of African American Bookstores, Book Publishers, Distributors/Wholesalers, Black Newspapers, Editorial Resources and more

A step-by-step guide to writing the book you've always dreamed of writing: from testing your story ideas, to visualizing your characters' types and voices, to building a world that comes to life, to navigating the publishing industry, and going the distance to reach your writing goals.

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[Nonfiction Book in a Day](#)

*This book walks you step by step through planning your novel to writing your novel. This book is full of personal stories, tips, and exercises to inspire you and to help you write your novel. This book is honest and realistic with an easy to follow step-by-step approach to writing a book. This book is for the writer who wants to follow their dream of completing a book but doesn't know where to start or where to find the time. This is more than just a book about writing, this is a book about surviving the writing process. THE BOOK IS DIVIDED INTO FOUR MAIN SECTIONS: 01 | THIS*

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*IS YOUR DREAM* This section is all about discovering yourself within the writing world. It's about getting over your insecurities and creating your dream writing life. *02 | PLAN IT ALL OUT* This section teaches you to plot and plan your book. From time scheduling to discovering ideas and writing applications and resources. *03 | WRITE IT OUT* This section covers the actual writing process that happens. *04 | WHEN THINGS GET TOUGH* This is a survival guide to writing. This section of the book handles everything from writers block to loss of inspiration and falling behind schedule as well as when you're getting yourself down too. *BONUS MATERIAL* This is not called an interactive book for no reason. This book comes with access to a resource library of downloads like; word trackers, worksheets, charts, and checklists. And you will get a 28-day course to get you ready for writing.

"The journey from the head to the hand is perilous and lined with bodies. It is the road on which nearly everyone who wants to write-and many of the people who do write-get lost." So writes Ann Patchett in "The Getaway Car", a wry, wisdom-packed memoir of her life as a writer. Here, for the first time, one of America's most celebrated authors ("State of Wonder", "Bel Canto", "Truth and Beauty"), talks at length about her literary career-the highs and the lows-and shares advice on the craft and art of writing. In this fascinating look at the development of a novelist, we meet Patchett's mentors (Allan Gurganas, Grace Paley, Russell Banks), see where she made wrong turns

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*(poetry), and learn how she gets the pages written (an unromantic process of pure hard work). Woven through engaging anecdotes from Patchett's life are lessons about writing that offer an inside peek into the storytelling process and provide a blueprint for anyone wanting to give writing a serious try. The bestselling author gives pointers on everything from finding ideas to constructing a plot to combating writer's block. More than that, she conveys the joys and rewards of a life spent reading and writing. "What I like about the job of being a novelist, and at the same time what I find so exhausting about it, is that it's the closest thing to being God that you're ever going to get," she writes. "All of the decisions are yours. You decide when the sun comes up. You decide who gets to fall in love..."*

*In this Byliner Original by the new digital publisher Byliner, "The Getaway Car" is a delightful autobiography-cum-user's guide that appeals to both inspiring writers and anyone who loves a great story. The 'Insider Guides to Success in Academia' offers support and practical advice to doctoral students and early-career researchers. Covering the topics that really matter, but which often get overlooked, this indispensable series provides practical and realistic guidance to address many of the needs and challenges of trying to operate, and remain, in academia. These neat pocket guides fill specific and significant gaps in current literature. Each book offers insider perspectives on the often implicit rules of the game -- the things you need to know but usually aren't told by institutional postgraduate support, researcher*

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*development units, or supervisors -- and will address a practical topic that is key to career progression. They are essential reading for doctoral students, early-career researchers, supervisors, mentors, or anyone looking to launch or maintain their career in academia. Accessible, insightful and a must-have toolkit for all final year doctoral students, the founders of the 'Thesis Boot Camp' intensive writing programme show how to survive and thrive through the challenging final year of writing and submitting a thesis. Drawing on an understanding of the intellectual, professional, practical and personal elements of the doctorate to help readers gain insight into what it means to finish a PhD and how to get there, this book covers the common challenges and ways to resolve them. It includes advice on: Project management skills to plan, track, iterate and report on the complex task of bringing a multi-year research project to a successful close Personal effectiveness and self-care to support students to thrive in body, mind and relationships, including challenging supervisor relationships. The successful 'generative' writing processes which get writers into the zone and producing thousands of words; and then provides the skills to structure and polish those words to publishable quality. What it means to survive a PhD and consider multiple possible futures. Written for students in all disciplines, and relevant to university systems around the world, this unique book expertly guides students through the final 6-12 months of the thesis.*

*"The Insider's Step-by-Step Guide to Proposals that*

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*In one engaging, outcome-oriented book, The FT Essential Guide to Writing a Business Plan gives you: The essential knowledge you need to write a winning business plan - quickly and without fuss Guidance on how to focus throughout on the plan's purpose - to win backing Samples of what a good plan looks like, so you can benchmark your own as you write it Checklists, tips, examples and milestones to ensure you're on target Prompts to reflect on, evaluate and learn from your experience With advice that's instantly applicable, whether your business is a start-up or a more established company looking to grow, this is the one guide you need to create a credible and persuasive plan.*

*The second book in the Writer's Compass series from professional writing instructor Elizabeth Lyon offers both aspiring and established authors the fundamentals of writing and selling a great novel or short story. In addition to the basics of characterization, plot, pacing, and theme, A Writer's Guide to Fiction also features a plan for revising fiction, a guide to marketing, samples of cover and query letters, and methods of honing the writing craft. Learn How to Create Stories That Captivate Agents, Editors, and Readers Alike! Inside you'll find the tools you need to build strong characters, keep your plots moving, master the art of dialogue, choose the right point of view, and more. This comprehensive book on the art of novel and short story writing is packed with advice and instruction from best-selling authors and*

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writing experts like Nancy Kress, Elizabeth Sims, Hallie Ephron, N.M. Kelby, Heather Sellers, and Donald Maass, plus a foreword by James Scott Bell. You'll learn invaluable skills for mastering every area of the craft:

- Define and refine your characters.
- Make your plot and conflict high-energy and intense.
- Hone your story's point of view.
- Create a rich setting and backstory.
- Craft dialogue that rings true.
- Select the right words and descriptions throughout your story.
- Revise your story to perfection.

Throughout you'll find supplemental sections that cover special topics like getting started, beating writer's block, researching your work, and getting published. They'll help you integrate your skills into a balanced, productive, and fulfilling career. Whether you're writing flash fiction, a short story, a novel, or an epic trilogy, you'll come away with the tools you need for strong and effective storytelling.

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**"The Meeting Planning Process -- A Guide to Planning Successful Meetings" by Certified Meeting Professional Mary Jo Wiseman offers a common sense approach to managing the meeting planning process based on the knowledge and experience she garnered over a 20+ year career as a corporate meeting and event coordinator. The author's systematic approach to project management helped her to get and stay focused on the task at hand while handling multiple details, projects and deadlines throughout her career and she wants to share her secrets for success with others. The author firmly believes it is NOT just one person who makes a meeting or event happen, but rather a well led TEAM of dedicated, enthusiastic, talented individuals who come together to do what they do best to help organizations EXCEED PROGRAM OBJECTIVES and make them SHINE. It is the PROCESS or system used to get started that can either keep you on track or send you off the rails. This Guide offers a practical overview of the entire planning process for people just starting out in the business or meeting planning**

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veterans alike, and offers keen insights and valuable tips to help CREATE the perfect EXPERIENCE for their audience by staying true to the basic elements of the planning process. It is intended to lead people through the proper steps and the sequence of tasks involved in planning a meeting such as: Establishing a Planning or Design Team; Developing an Overall Plan; Budgeting; Site Selection; Communications; Contract Review and more. The Guide also includes handy templates developed by the author -- a Meeting Time Line; Overall Plan; and Request for Proposal as well as descriptions and diagrams of possible room set-ups. Be your own travel agent. Plan the trip of your dreams. If you think you can't plan the trip of your dreams all on your own, then this book is for you. You don't need to pay someone to do this because you are capable. You can be your own travel agent and take yourself on the vacation of your dreams. No one knows what you want better than you. The tips in the book will work for you no matter what kind of traveler you are; budget-conscious or want-it-all luxury style. When you design your own trip, you can tailor it to your own interests, budget and style. If trip-planning seems daunting, frustrating or

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