

Non-Fiction Checklist

- Does my Table of Contents progress in an orderly outline of my topic?

- Does my first sentence grab the reader's attention?

- Have I established myself as an authority on my topic?

- Have I introduced the problem?

- Have I illustrated it with examples?

- Have I introduced the main idea/problem first?

- Have I presented the solution?

- Have I backed up the solution with testimonials/examples?

- Have I made it plain how to apply the solution?

- Have I checked all facts?

- Is my language clear?

- Is my writing descriptive?

- Have I used elements of fiction: characters, dialogue, setting, scenes, conflict, etc. ?
- Have I incorporated subheads into my chapters?
- Have I defined technical vocabulary?
- Have I included graphs/illustrations/photos?
- Have I used normal/short words over big words?
- Have I used strong verbs?
- Does my title tell what the book is about and who it is for?
- Have I presented the information in a fresh way?
- Have I used the active voice?
- Have I used questions to create interest?
- Have I included surprises for the reader like in fiction?
- Have I kept my audience in mind while writing?
- Are my chapters at least 2,500 words but not over 7,500?
- Do the chapters compare in length with similar books on the market?