

# AT-A-GLANCE OUTLINE

## TITLE

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## ACT I (WEEK 1)

Briefly describe what happens in Act I from the initial story hook to the turning point.

Describe the setup.

Describe how the mood or tone is created (props, weather, emotions, setting, characters, style).

Identify the hook/incident.

Identify the first turning point.

Identify what is at stake (why readers should care).

PROTAGONIST'S INTRODUCTION	PROTAGONST'S MOTIVATION	DETAILS TO REMEMBER
ANTAGONIST'S INTRODUCTION	ANTAGONST'S MOTIVATION	DETAILS TO REMEMBER
SUPPORTING CHARACTER 1	SUPPORTING CHARACTER 2	UNUSUAL SUPPORTING CHARACTER
SETTING	PROPS	TIME PERIOD

## ACT II, PART 1 (WEEK 2)

### CHARACTER

Briefly describe what happens in the first half of Act II, from where the problem intensifies to the temporary triumph.

Describe how you want readers to feel (mood/tone) when reading this act. Also think about how you want the protagonist to feel.

Describe how the problem intensifies.

Describe the temporary triumph. Is it an inner (psychological) and/or external triumph for the protagonist?

Think about how this triumph can be foreshadowed.

Decide whether a subplot plays a role or causes any effect.

MAIN SETTING  
FOR ACT II

OTHER  
SETTINGS

PROPS

ANY NEW  
CHARACTERS

WHY THEY  
ARE NEEDED

THINGS TO  
REMEMBER

## ACT II, PART 2 (WEEK 3)

### CHARACTER

Briefly describe what happens in the second half of Act II, from the reversal to the second turning point.

Describe how you want readers to feel (mood/tone) when reading this act. Also think about how you want the protagonist to feel.

Describe how you will create and show the reversal.

Describe the second turning point. Think about how it relates to or sets up the final resolution in Act III.

Think about how you can foreshadow the second turning point in Act I or in the first half of Act II.

Describe how the hero's decisions cause this turning point.

SETTING FOR SECOND TURNING POINT	OTHER SETTINGS USED	PROPS
NEW CHARACTERS	WHY THEY ARE NEEDED	THINGS TO REMEMBER

## ACT III (WEEK 4)

Briefly describe what happens in Act III, from the final obstacle to the resolution.

Describe the final obstacle.

Describe how the mood or tone is created (props, weather, emotions, setting, characters, style).

Describe the climax.

Think about how this triumph can be foreshadowed.

Decide whether a subplot plays a role or causes any effect.

Note any loose ends you might need to tie up in the resolution.

Describe how you want readers to feel when they finish the story.

Think about whether your villain is defeated in the end. If he is, how? What are his crucial mistakes?  
How are readers likely to respond to his failure or success?

Think about whether your hero wins in the end. If he does, how? What does he learn through his victory or defeat?  
What is his biggest accomplishment or mistake?

Describe your story's theme.