

SCRIPT WRITING

(An overview of how to write with good skills)

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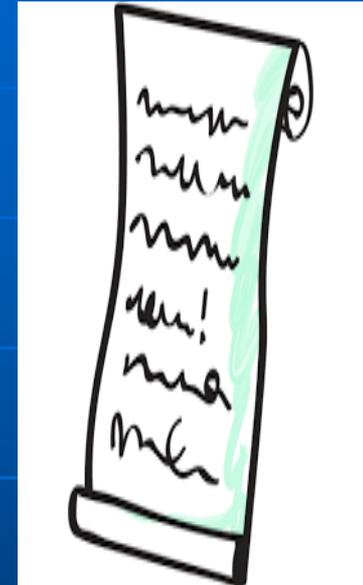
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What is SCRIPT WRITING?

- ❖ Script is a document that outlines every aural, visual, behavioural and lingual element required to tell a story.
- ❖ Script writing therefore is the art and mastering of way to put all these together to become a document for proper understanding and evaluation.
- ❖ In other word, it is the craft of writing scripts for mass media such as feature films, television productions or video games. It is often a freelance profession.



Why a good script is important?

- Writing a good script is a critical skill in many occupations, from school to business management to geology.
- The goal of a script/proposal is to gain support for your plan by informing the appropriate people.
- Your ideas or suggestions are more likely to be approved if you can communicate them in a clear, concise, engaging manner.
- Knowing how to write a persuasive, captivating proposal is essential for success in many fields.



What are types of Scripts?

- There are several types of Scripts
- **Concept Notes** – deals with summary of ideas
- **Proposals** – deals with projects, programmes, researches, business etc.
- **Agreement Notes** – deals with negotiation and legal documentations.
- **Reports** – deals with summary of activities that has been executed or project feedbacks.
- **Academic Notes** – deals with educational teaching and lecturing activities.
- **Record Notes** – deals with summary of routine actions in an organization or a system.
- **Book** – deals with narrations of inspirations, stories, thoughts, science investigations etc.



What are tips to writing a good script?

- Define Your Purpose
- Use Concise, Active, Engaging Language
- Organize Your Ideas for Clarity and Coherence
- Edit, Proofread; Do It Again
- Give to other people to critic
- Package in unique style



What are steps to take in writing a script?

■ Define your audience

You need to make sure that you think about your audience:

- What they might already know or not know about your topic before you begin writing?
- Who will be reading your script?
- What level of familiarity with your topic will they have?



What are steps to take in writing a script?

■ **Define your issue**

Think about the following when you plan to write:

- It is clear to you what the issue is, but is that also clear to your reader?
- Supporting your ethos, or writing persona, by using evidence and explanations to back up your assertions.
- Setting your issue properly, you start convincing the reader that you are the right person to take care of it.



What are steps to take in writing a script?

■ **Define your purpose / solution**

- Consider thinking about your solution in terms of objectives.
- This should be straightforward and easy to understand.
- How would you like to go about it or solve it? Keep it simple (doable) as possible.
- Is the purpose or solution logical and feasible? **What's the timeline for your implementation?**



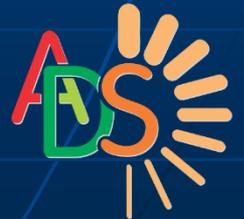
Winning READERS in writing a script?

- Your primary objective is the goal that you absolutely must achieve with your script.
- Secondary objectives are other goals that you hope your project achieves.
- It is therefore helpful to think about your purpose / solution in terms of "outcomes" and "deliverables."
- Outcomes are the quantifiable results of your objectives.



What are STPES in REPORT Writing?

- There are many different types of reports, including business, scientific and research reports, but the basic steps for writing them are the same. These are:
 - Step 1: Decide on the 'Terms of reference'
 - Step 2: Decide on the procedure
 - Step 3: Find the information
 - Step 4: Decide on the structure
 - Step 5: Draft the first part of your report
 - Step 6: Analyse your findings and draw conclusions
 - Step 7: Make recommendations
 - Step 8: Draft the executive summary and table of contents
 - Step 9: Compile a reference list
 - Step 10: Revise your draft report



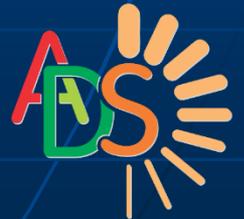
What are STPES in PROPOSAL Writing?

- Similarly, there are many different types of proposals such as scientific, research and project proposals. The basic steps are:
 - Step 1: Start TITLE with an introduction
 - Step 2: State the problem
 - Step 3: Propose approaches / methods for solutions
 - Step 4: Determine timeline / schedule and budget.
 - Step 5: Have a conclusion / Expected Outcomes
 - Step 6: Edit, proofread
 - Step 7: Revise your draft proposal



What are STPES in PROPOSAL Writing?

- Specific steps in business / contract proposal are:
 - **Study the Requirements / Scopes**
 - **Ask All Questions about the business / Feasibility studies**
 - **Who:** Who will do the required work?
 - **What:** What is required? What must be delivered? What are the expectations? How much will it cost?
 - **Where:** Where should the job be done?
 - **When:** When do we start? When will the job be complete? When should the payment(s) be made?
 - **How:** How will the project be executed? How will it be properly managed? How to satisfy? How will risks be controlled? How long will the project take?
 - **Why:** Why are the choices?
 - **Transcript all into Executive Summary**



What are STPES in STORY Writing?

Basic steps in story scripting / screenplay are:

- Step 1: **Craft your premise / Your Interest**
- Step 2: **Roughly sketch scene ideas**
- Step 3: **Interview / Imagine your characters**
- Step 4: **Explore your settings / styles**
- Step 5: **Write your complete / detailed outline**
- Step 6: **Condense your outline / Shorten / Revise**
- Step 7: **Put your outline into action**
- **Step 8: Present it for professional review**



BOOK Writing as BUSINESS?

STEPS TO BECOME A BESTSELLER

- Step 1: READ AS MANY GOOD BOOKS AS POSSIBLE
- Step 2: WRITE A GOOD BOOK
- Step 3: MAKE A GREAT FIRST IMPRESSION
- Step 4: DO YOU BESTSELLER CAMPAIGN
- Step 5: PICK THE RIGHT CATEGORIES TO PROMOTE
- Step 6: MAKE FANTASTIC CAPTION FOR YOUR BOOK
- Step 7: WRITE GUEST ARTICLE AND BLOGS POSTS ABOUT YOUR BOOK
- Step 8: LEAD WITH VALUE / WORTH



BOOK Writing SOFTWARE?

- Google Sheets (Spreadsheet) - Character tracking, Scene lists, Outlines
- Google Docs (Word Processor) – Editing, Getting feedback, Auto-storage
- Microsoft Word (Word Processor) - Excel, Powerpoint, Outlook etc for Text, Photo, Character Edting, Track changes, Fonts, Colours, Multi-design, Publishing and others.
- Grammarly – Grammar / Spell Check



Thanks for your attention

