**Class 12**: + intro to major essay #3: the Process Essay

(Quiz 6: What's an example of a small business you use/know about that provides a customer 'experience' that is more important than getting ‘cheapest’ product or service?

**Next class: For 10/1 T** READ: “But Wait, You promised” 100-114
 Choose one industry (other than cell phones) and how do you think technology will create customer relations problems for future managers and corporate leaders

Hand in your Narrative essays (at least 4 pages all the way to bottom!) at END of class or email by midnight..

And now…

**HERE’s: The 101 Process essay:** Do a type I process essay
--- Choose 1of these 3:
a)How to cook \_\_\_\_\_\_\_\_\_;
b)How to (do something you do for work); or

**c)**How to do something physical (a specific dance, assemble a bike, win a street fight, etc)

* 3 pages (to the bottom of page 3!) minimum with 3 or 5 stages and 1-10 steps per stage;
* Assigned: Audience= competent beginner in your task

**PTAR -Purpose: Have reader able to ‘do’ the task from your steps/descriptions
 Tone/Moods for appeal: Instructive**

 **Brainstorm: start with 2 or 3 ideas and then make sure you could
 break into at least 10-15 steps total (divided among 3 or 5 stages)**

**Choose 3, 5, or 7 stages depending on complexity of your “TO DO” (each stage should have 5-10 steps on average)**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| THREE STAGE (short paper/ 1-4 pages)**\***

|  |  |
| --- | --- |
| **3-STAGE** | **Paint a Room****Example** |
| 1)PREP | Buy paint, floor cover, etc |
| 2)ACTION/ DO | Paint big spots, paint trim |
| 3)CHECK | Missed spots? Another coat? |

 |  FIVE STAGE (medium paper/ 3-10 pages)\*

|  |  |
| --- | --- |
| **5-STAGE** | **Paint a RoomExample** |
| 1) PLAN | Choose color, divide tasks |
| 2)PREP | Buy paint, floor cover, etc |
| 3)ACTION/ DO | Paint big spots, paint trim |
| 4)CHECK | Missed spots? Another coat? |
| 5)TEST | Looks ok w/ furniture? All dry? |

 |

SEVEN STAGE (medium to large/ 10 – 50 pages)\* 🡪 example: How to start a type of business

|  |  |
| --- | --- |
| **7-STAGE**  | **Paint a Room****Example** |
|  |  |
| 1)Preplan/ EXAMINE | Color match? Compare brands vs price |
| 2) PLAN | Choose color, divide tasks |
| 3)PREP | Buy paint, floor cover, etc |
| 4) ACTION/ DO | Paint big spots, paint trim |
| 5)CHECK | Missed spots? Another coat? |
| 6)ADJUST | 2nd coat, trim/art? |
| 7)TEST | Looks ok w/ furniture? All dry? |

\*these are suggestions

Which should it be: 3, 5 or 7 stages?

**Cook a mother’s day meal?**

**Cook a hot dog?**

**Cook Lasagna?**

**Change a tire? Add a NOS system to a car? Change window wiper?**

**Pass a quiz? Pass a course?**

**PROCESS ESSAY :** 1) Decide to write a Type 1 or Type 2 Process Essay

2) Choose 3, 5 or 7 stages/phases [Stages or Phases are not the same as STEPS. (see below)]

3) List steps of each stage (could be 1 step, **5-10 steps (most common),** 100 steps, etc)

**List 0-3 potential problems for each STEP** & how to detect + fix/react (written as part of each step paragraph or its own paragraph right after the step)

4)Write intro, then, for each stage: write out each step like a mini-paper, add problems to detect/fix for each step if new ones not covered in 3)above, and unite as one essay

5)Write a Last troubleshoot paragraph: Before conclusion, write 1-4 potential problems/ things that could go wrong during what you THINK is finished product/action, & how to detect and fix/reach

6)Write a conclusion

7) Proof the whole thing as a single unified paper or essay

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_WALK THROUGH EXAMPLE: How to register for classes

DECISION 1

1. TYPE 1: **HOW TO DO** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Examples: How to cook \_\_\_\_\_\_\_\_\_\_, At my job how to \_\_\_\_\_\_\_, How I do \_\_\_\_\_\_\_\_\_\_\_\_\_\_

type 1 examples: What to do to stay alive if being chased by zombies in a mall, how to survive if lost at sea, how to do stand-up comedy during open mic to a dates audience, etc)

(original ideas that were TOO MANY STEPS so trimmed to make above: What to do if being chased by zombies – too many possibilities/needed it narrowed)

or

 2) TYPE 2: **WHAT IT’S LIKE TO DO** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (vicarious process)

(Someone living thru your experience – main difference, you add author’s comments like writing a short story about feelings, impressions, commentary, etc, eg what’s it like to register for classes when you are only 14, what it’s like to register for classes when you are blind, etc Harder to do, but good for ‘natural’ storytellers or fiction writers that have had a UNIQUE version of the ‘how to’ experience)

 TYPE 2: Not telling someone how to, **BUT You still do all the steps**, as a story that tells each phase and step and comments…so reader can live vicariously through your personal and highly commented upon ‘how I did’ instead of trying to have a ‘how to do’ the action for someone tasked with the action.

WALK THROUGH EXAMPLE: TYPE I: How to register for classes

DECISION 2 STAGES

**2)** **Choose 3, 5, or 7 stages depending on complexity of your “TO DO” (each stage should have 5-10 steps on average)**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| THREE STAGE (short paper/ 1-4 pages)**\***

|  |  |
| --- | --- |
| **3-STAGE** | **Paint a Room****Example** |
| 1)PREP | Buy paint, floor cover, etc |
| 2)ACTION/ DO | Paint big spots, paint trim |
| 3)CHECK | Missed spots? Another coat? |

 |  FIVE STAGE (medium paper/ 3-10 pages)\*

|  |  |
| --- | --- |
| **5-STAGE** | **Paint a RoomExample** |
| 1) PLAN | Choose color, divide tasks |
| 2)PREP | Buy paint, floor cover, etc |
| 3)ACTION/ DO | Paint big spots, paint trim |
| 4)CHECK | Missed spots? Another coat? |
| 5)TEST | Looks ok w/ furniture? All dry? |

 |

SEVEN STAGE (medium to large/ 10 – 50 pages)\* 🡪 example: How to start a type of business

|  |  |
| --- | --- |
| **7-STAGE**  | **Paint a Room****Example** |
|  |  |
| 1)Preplan/ EXAMINE | Color match? Compare brands vs price |
| 2) PLAN | Choose color, divide tasks |
| 3)PREP | Buy paint, floor cover, etc |
| 4) ACTION/ DO | Paint big spots, paint trim |
| 5)CHECK | Missed spots? Another coat? |
| 6)ADJUST | 2nd coat, trim/art? |
| 7)TEST | Looks ok w/ furniture? All dry? |

DECISION 3 STEPS
TYPICALLY…

(for 3 stage usual breakdown is 2-5, 5-10, and 2-5 steps)

for 5 stage: 2-5, 2-5, 10-20, 2-5, 2-5 steps)

for 7 stage: 2-5, 2-5, 2-5, 20-100, 2-5, 2-5, 2-5 steps)

**Write out EACH STEP as at least 1 paragraph,**  SHOWING how, **not** just telling explanations.

For each step you should have

**a)deep details of what to do** (‘stir the paint can thoroughly, clockwise, until you can see that etc’)

**b)sense experience while you are doing the step** (‘if stirring feels like thick mud, you need to go back and…’) **c)Exceptions/special cases**. (When dealing with quick seal acrylics, you need to add an emulsifier to…

**d) 0-3 potential problems per STEP and how to detect + fix/react** (‘If you open the can to find a solid glue’ you must….)

**\*e)\*For Process essay type 2 only** --vicarious how to—**also add** **comments in each step’s paragraph**: literary descriptions, jokes and observations, what it reminds you of, emotional states (as you paint over the shiny spots where the family portraits hung, you know that you are really leaving the house and memories you called home for 18 years), etc.

“GET OUT OF A TICKET FOR SPEEDING” EXAMPLE:

(IMPORTANT: DO NOT WORRY ABOUT PREP, DO/ACTION, CHECK stages at first – you want to brainstorm a list of steps. Some steps will combine; some steps will become prep, some become DO/ACTION, some become ‘CHECK’. Just brainstorm at first!]

|  |  |  |  |
| --- | --- | --- | --- |
| Step 1: make list of needed classes for FALL | Step 1: detailed to do  | Step 1: sense description: | Step 1: special cases |
| Step1: potential problems: (0-3) |
|  |
| Step 2:  | Step 1: detailed to do | Step 1: sense description: | Step 1: special cases |
| Step1: potential problem: |

DECISION 4

Write intro sentence for each STAGE. Think of each stage as a mini-paper . Work on each STEP as a paragraph or two. (for accuracy and ‘reproducibility’ [could someone not an expert follow your instructions] Transition between each stage.

DECISION 5 **Troubleshooting Paragraph: Results Potential Problems: detecting and fixing:** What are end-stage assembly problems? Signs of failure even if all stages and steps completed? Do you have some way to know if something was done wrong all together or in final product? How would you test to see if the finish was done correctly? How do you know or detect? What can you do to fix it?

DECISION 6 write a **CONCLUSION**: An ending that typically

**a)encourages** (“If done right, you…”);

**b)rewards** (“With these skills…”);

**c)Warns** (“It’s not simple, but if you followed the steps carefully..”); or

**d)summarizes**.

DECISION 7: Write a real introduction for the essay.
Proofread the whole thing as a single paper

EXAMPLES:

|  |  |  |
| --- | --- | --- |
| 3 Stages | 5 Stages | 7 Stages |
| Change a Tire | Working on a PHD | How to DJ a wedding Party |
|  1)PREP: Prep Car | 1) PLAN: Decide on school, program, specialty, etc | 1) PREPLAN/EXAMINE Discuss music vs audience, plan equipment, etc |
|  2) DO: Remove old/ Add New tire | 2) PREP: Meet all requirements, application, etc | 2) PLAN: Prepare playlist |
|  3) CHECK: Make sure on well | 3) DO: Coursework, Get Advisor, Qualifier exams, Dissertation, etc | 3) PREP: pack and ready equipment/ music; set up on site |
|  | 4) CHECK: Oral Defense, checklist requirements | 4) DO: Perform sets |
|  | 5) TEST: Approval for dissertation, graduation required | 5) CHECK: Is selection working? Audience pleased?  |
|  |  | 6) ADJUST: Otherwise adjust playlist |
|  |  | 7) TEST: Shutdown, packup, feedback |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

NEXT CLASS: Narratives returned/debriefed, A rubric for the process essay, a look at a STEP paragraph that got a C vs a step paragraph that got an A…,Sample Grade “How to Buy and Install Brakes,” Essay type 1

NEXT CLASS: **Start thinking about TOPIC FOR PROCESS**
DECISION 1)Straight ‘how to” or vicarious ‘how to’ short story type
DECISION 1) What topic you would like to teach to ‘how to’ or short story ‘how you did’

NEXT CLASS: QUIZ ON:

**Next class: For 10/1 T** READ: “But Wait, You promised” 100-114