ENG101: 7 DECISIONS for a PROCESS ESSAY:   
DECISION 1

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

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)

DECISION 2

**2)** **Choose 3, 5, or 7 stages (each stage should have 5-10 steps on average)**

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| 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? | |

DECISION 3

**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.

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 **‘The big picture’/end results troubleshooting paragraph:   
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 **CONCLUSION**: An ending that typically closes and

**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 an introduction for the essay. Proofread the whole thing as a single paper  
  **(rubric on back)…**

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| **Process Essay RUBRIC CATEGORIES** | SCORE: |
| 2. Essay delivers its message/ stays on topic [0-5] |  |
| 3. Accurate [0-15] *(could you do action based on details?)* |  |
| 4.Creative/interesting [0-5] |  |
| 5. Detailed/specific content/ enough ex. [0-15] |  |
| 6. Essay breaks down into relevant paragraphs [0-5] |  |
| 8. Grammar & Spelling [0-15] |  |
| 9. Sentences & Paragraphs. [0-15] |  |
| 10. Format [0-5] |  |
| 11. Consistent/Builds [0-5] |  |
| 13. Cohesive/Sounds Good [0-5] |  |
| 15. Introduction [0-5] |  |
| 16. Conclusion [0-5] |  |
| TOTAL: |  |