

# COMP

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# Process

# LEARNING OUTCOMES

- 1 Understand how to read process essays and instructions
- 2 Understand and use signal terms
- 3 Study and use chronological structure
- 4 Describe and analyze steps in a process
- 5 Write, revise, and edit a process essay

# Rhetorical Situation For Process Writing

- Purpose
  - *Essay is written to explain the topic*
  - *Instructions are written to help readers perform a process themselves*
- Audience
  - *Text should meet the needs of the readers which can be achieved by*
    - Including information required by the readers

# Rhetorical Situation For Process Writing

- Using reader friendly language
- Defining technical terms
- Topic
  - *Course-related phenomena that interest the writer and offer insight into a discipline*

# Signal Terms

- Used by writers in instructions to help users complete a process safely and successfully
- Standards for how signal terms must be used in instructions are set by:
  - *American National Standards Institute (ANSI)*
  - *International Organization for Standardization (ISO)*
  - *U.S. military (MILSPEC)*



# Study and Use Chronological Structure

- Essay by Kerri Mertz explaining how cancer cells affect the body
  - *Uses chronological order and transitions to distinguish steps in the process*

# Describe and Analyze Steps in a Process

- The Image of the Indian in Canadian Culture, an essay by Daniel Francis
  - *Starts by outlining the historical change in government*
  - *Body of analysis begins with an explanation of the 1876 Indian Act*
  - *Key terms from the Indian Act are defined and explained*



# Describe and Analyze Steps in a Process

- *Turns to key issue by posing a question*
- *Outlines the government's shifting attitude to the reserve system using a transition paragraph*
- *Captures the essence of assimilation policies and procedures in the final sentence*





# Guidelines to Write, Revise, and Edit a Process Essay

- Select a topic
- Review the process
- Research
- Organize information
- Draft
- Improve the ideas, organization, and voice
- Edit
- Publish

# SUMMARY

- Process writing helps us understand ourselves and the world around us
- Basic forms of writing are a process essay and instructions
- Chapter includes guidelines and writing samples that will help learners read and write process essays

