

- d. Select something easily manageable, not something too big. For example, how to build an entire house would be much too big and complicated for this essay; however, how to repave the driveway would be more manageable.
5. One of the most important purposes of this whole assignment is your ability to look at the process critically (analyze) and to divide the whole thing into several concrete steps.
- Have at least three steps. Obviously, the more complex the process, the more steps you will have.
 - Each step should be easy to visualize as you explain it to the reader.
 - Each step must be distinct and different from the previous step.
 - Write one whole paragraph to explain each step. When a new paragraph begins, the reader of your paper should correctly assume that a new step in the process is also beginning.
6. The process itself should have a definite beginning point, a middle point, and an ending point. (See transitional words and phrases below.) Your paper should seem to be always moving forward through the process to get to the end. Don't dawdle around or get bogged down in the middle of the process.
7. Your introductory paragraph contains no steps; instead, it simply prepares the reader for the topic of your paper. You might try including such information as the following: When did you first try this process? Why is this process important? Why should the reader care about this process or be interested in it?
- NOTE: By the time the introductory paragraph ends, the reader should know clearly what the process is and that you are about to explain to him how to do it. Don't make your reader have to "guess" what you're going to talk about.
8. By the same token, the concluding paragraph of your essay also contains no steps. The purpose of the concluding paragraph is to "ease out" of the topic by talking somewhat generally about the product or the service and then ending on a nice, warm, positive note about the topic in general.
9. Even though you are dealing with several steps in this essay, do not literally list and label the steps as steps. For example, do not write anything like this:

Step I: Get two pieces of 2 by 4 plywood.
Step II: Sand them down until both are very smooth.

Instead, explain each step in a regular, normal paragraph using regular, normal words and sentences. In short, this essay is not any different in appearance and style from any of the other essays you have already written for this course.

You are to write a regular, normal essay that has the purpose of explaining to the reader in great detail the various steps involved in how to make a product or how to perform a service. That's it!