

Write a process paper on **one** of these subjects:

How to break a specific bad habit, or cope with a severe phobia

A process you perform at work

The stages in a technical or scientific process you are familiar with

Make a choice about how you will address the reader based on the type of process you are explaining. The instructional process for readers who will be performing the process takes the form of polite commands. “First, take out two sticks of butter so they can reach room temperature.” **Avoid the second person.**

Processes for readers who will not perform them do not use commands. If you are describing a process that you perform yourself, use the first person: “When I am studying for an important exam, the first thing I do is clear my desk of anything not related to my test subject. Then, I turn on my desk lamp so I have sufficient light to read my textbook.” Use chronological markers to make the transition from one step to another; words like “first,” “next,” “later,” “then,” “after that step is completed,” etc.

If you are explaining a process performed by someone else, use the third person. For example, “When chickadees build a nest in the early spring, they go through a specific process to prepare for the new generation of birds. They first try to find a safe, sheltered area, like a birdhouse or a hollow tree, at least six feet off the ground.” **Then explain why:** “This helps them avoid common predators, like cats and raccoons. They begin by gathering rough sticks to make a base for the nest, filling in the gaps with grass and weeds. When the base is solid, the bird covers the top of the nest with soft leaves, discarded dryer lint, feathers, or even animal fur.” **Again, explain why:** “This creates a perfect cushion for the fragile eggs, and also provides a comfortable environment for the tiny chicks after they hatch.”

Your conclusion should make some observation or offer some advice about the process. Don’t just end with the last step of the process. This indicates a lack of purpose on your part for relating the process to the reader. “Clearly, the chickadee is as careful as any human mother might be in making sure her newborns have a safe, snug place to begin their lives.”

This paper must be at least three pages long, typed, double-spaced, in Times New Roman 12, and in MLA format. The completed version of this paper must be emailed to me by **April 1**. **I will not accept any process papers after that date.** My email address is raganm@macomb.edu.