

Process Essay

For the second major assignment of the semester, you will do a process essay. This essay is worth **20 points** or 20% of your final grade.

- Your Process Essay must be a minimum of **3 full pages**. The pages should be in 12 point font (Times New Roman or equivalent) and should be double spaced.
- Your essay will describe a process in detail. Basically, you will tell us “how to” do something. For example, you might:
 - Explain how to make something, such as a computer, a piece of art, or a meal.
 - Explain how to do one of your hobbies, such as go fishing, prepare for a marathon, or go paragliding.
 - Explain how to become better at something, such as a language, a sport, or a social skill.
- The process must have multiple steps from beginning to end, and each step must be described in detail.
- Your essay should use appropriate process language.
- Your essay is **not** a recipe or a list. You are describing things with words and not with short lists or pictures.

For this essay, you will need to do three drafts:

- The first draft of your essay will be due on **Wednesday, October 29th** (Mon/Wed Class) or **Thursday, October 30th** (Tues/Thursday Class) for peer review.
- The second draft of your essay will be due on **Wednesday, November 5th** (Mon/Wed Class) or **Thursday, November 6th** (Tues/Thurs Class) for instructor evaluation.
- The final draft of your essay will be due on **Wednesday, November 12th** (Mon/Wed Class) or **Thursday, November 13th** (Tues/Thurs Class) for grading.

Late or incomplete drafts:

- All drafts must be complete, including the first draft. If a draft is incomplete, it will lose up to 5 points.
- All drafts must be turned in on time. Late drafts will lose one point per day (up to 5 points). Late drafts begin losing points at the **beginning** of class on the due date. If you do not have the draft at that time, it's late. Drafts more than 5 days late will not be accepted.
- Second and final drafts must include all previous drafts. The second draft must include the first draft, and the final draft must include the first and second draft. If you do not turn in previous drafts, you will lose up to 5 points.
- Second and final drafts must be changed and improved for the next draft. If a draft is turned in unchanged, you will lose up to 5 points.

Your final drafts will be graded on the following:

- Do you follow the assignment, including format and page length?
- Do you have a clear process?
- Are there several steps to the process? Is each step described in detail?

- Can I follow this process?
- Is your essay clear and easy to understand?
- Are spelling, grammar, and word choice correct?
- Does the paper improve between drafts? Are the second and final drafts better than the first?

Ryan Shepherd RPShep@yahoo.com