

Basic Writing Modes 5

EXPOSITION : PROCESS ANALYSIS

Explain to your reader how to do a simple job that you know in detail. You are the expert, the teacher. Imagine that you are breaking in your reader as a replacement for you in this work.

THINKING STEPS

1. Choose a job, action or process that you are good at that fits the following conditions:
 - A. It takes place in less than an hour
 - B. It follows definite steps one after another.
 - C. It takes place one step at a time.

2. Think out the following
 - A. What is the goal of this process?
 - B. What are the separate steps that lead to the goal?
 - C. What materials, if any, are needed?

WRITING STEPS

3. Put the article together in the following way:
 - A. Write an introduction that tells:
 1. What the process is
 2. What the goal is
 3. How your plan is the best way to get there.

 - B. Tell, showing expert knowledge of quality and brand names, what materials are needed in this action.

 - C. Explain the process in your series of steps (in the order that you do them); use the following pattern, showing detailed, expert knowledge:
 1. What each new step in the action is
 2. What it must accomplish
 3. What common errors are made at this point.

 - D. Write a brief conclusion letting us know again that your way is the best way to your goal.