

Explanation of a Process: Assignment Description

An explanation of a process is a report detailing a logically ordered series of steps which lead to an identifiable result. The writer becomes an expert in a process by thoroughly researching the topic and clearly explaining each step to a selected audience. All explanations should be factual, complete, and interesting enough to encourage readers to follow and remember the information the writer is presenting.

Assignment

Select a process that interests you. Develop a paper that logically explains the steps and order of the process, including the result. Your writing should be so clear that your readers can successfully follow the steps to a satisfactory outcome simply by reading your explanation. You should also establish your authority to talk about this process and offer enough background information to convey its importance.

Think about the *audience* to whom you'd like to write. Some suggestions include:

- A. a paper or extra credit report for an academic class
- B. an informative essay for younger students
- C. a resource document for others interested in the topic
- D. a three-part essay for AVID
- E. Other: _____

Using the spaces below, indicate your focus. Be as specific as possible.

Audience to whom you're writing: _____

Purpose for writing to this audience: _____

Form this paper will take: _____

Paper length: approximately 1–3 pages (depending on the form you've chosen); 12-point, legible font; double-spaced.

Due date: _____