



Literature and Composition II

Literature & Composition II continues the development of writing skills started in Introduction to Literature & Composition, and includes a wide variety of writing assignments, such as compare/contrast, process, analysis, archetypal stories, and vignettes. Grammar and punctuation skills are refined through written work. In addition, students write two research papers following the traditional form. Students also read three novels and explore poetry by a variety of authors. Reading comprehension and critical thinking are emphasized.

The following books are needed for this course:

Oak Meadow Literature & Composition II Syllabus

A Separate Peace

The Adventures of Huckleberry Finn

Anthem

Oak Meadow Literature & Composition II

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Lesson 10: A Process Paper

In this lesson, we'll focus on another type of formal writing that you will have to do many times in school and in your work. This is called a *process paper*. In a process paper you explain something very clearly so that someone else can understand.

A good process paper must be organized clearly, with great attention to the steps in the process, so that no steps are overlooked. In addition, it must provide plenty of details, so the reader can visualize what he/she must do to carry out what you are explaining. Finally, it must proceed in the proper sequence, so that someone just starting won't be faced with advanced steps before the beginning steps have been explained. Some kinds of processes, such as baking a cake, for example, can be explained easily by breaking the activity into several steps. Describing processes for developing talents and skills that take a much longer time to perfect, such as playing a guitar or ballet dancing, may not contain one specific order of steps. However, they should still be explained in a sequence that begins with the early stages and progresses to the more advanced stages.

In this lesson, we'll focus upon a process paper that explains how to do something. This paper should follow this format:

- **Introduction:** A brief paragraph about what you intend to explain and what specific personal experience you have had with this process.
- **Steps of the process:** Each step should be arranged as a separate paragraph. Keep them in the proper order, from beginning to end, and explain each step fully, using as much description as possible, so that someone who has never done what you are describing could read your paper and know how to do it.
- **Conclusion:** A brief paragraph summarizing the benefits of this process so the reader will want to do it.

Assignment

Write a two-page process paper on one of the following topics:

- How to train a [dog, cat, bird... your choice] to [some specific trick or skill... your choice].
- How to use a specific tool (your choice).
- How to cook a specific dish (your choice).
- How to... (your choice of a special skill or talent you have).