##### Purpose

The purpose of this assignment is to practice writing a process pattern – specifically descriptive rather than instructional writing – to assist your reader to get a foundation about a topic they are familiar with, but unknown to them in a specific context.

##### Topic & Scenario

As a more experienced student, you've been asked to participate in creating a Student Handbook to help incoming students be successful at school, in their degree, and in life. You've been asked to contribute one chapter. Your chapter is the topic you pick.

Pick a topic from the list provided. Note your topic number to be used as your chapter number, and note your topic to be used as the chapter title.

**Audience**

Your audience for this process writing is an incoming student at UWB who needs background information to ensure their successful completion of their degree.

##### Pre-Writing Steps

For the Pre-Writing Stage:

1. Research your topic, keeping track of any sources you look up.
2. Brainstorming background: Identify what you know about the topic. What are the standards, conventions, generalizations, and assumptions? Remember that the audience does not know why, but knows how, so you're not writing instructions.
3. Group elements in (2) into categories and identify headings and sub-headings. Have sub-sections for each idea you want to explain to the reader. That way you can keep the sections small.
4. Organize the headings and sub-headings in a logical progressive level of disclosure order. This becomes your outline.
5. For this assignment, you need to include a graphic or table using some of the information from your outline. Identify which section you plan to use for the graphic, table, or figure.

##### Length

550-600 words. Do not include your TOC, table/illustration, or References in your word count. Include your final word count at the bottom of your final page, as follows **[word count xxx]**

NOTE: You will need to narrow your topic to fit the word count.

##### Formatting Instructions

* **Do not merely copy the sample formatting.** Using your own initiative, imagination, and creative design sense, but base your chapter design on Robin Williams' C\*R\*A\*P\* and font principles as discussed in her book, *The Non-Designer's Design Book*. Your ability to deploy her design techniques will be part of your grade. Do not be a wimp! But at the same time, don't go overboard, especially with fonts and font sizes. Remember that the C\*R\*A\*P\* principles (especially repetition) applies to fonts.
* Page 1 formatting:
  + On page 1, put your chapter number and chapter title first (For this assignment, all chapter titles should be copied exactly from the topic list, and the chapter number is the topic number. See the Topic list.). NOTE: Do not create a separate title page.
  + Co‑locate your name with the chapter title.
  + After the chapter title and author name, include a Table of Contents (TOC) with page numbers to aid readers to easily identify the chapter contents. Use WORD to generate it. First, you need to set the styles Heading1, Heading 2, Heading 3 to the headings in your document. Then to generate a TOC, put the cursor where you want it, and click **References** -> **Table of Contents**. Select the look you want.

After the TOC, locate your purpose statement on first page, essentially answering, why is this chapter in this book.

* On pages 2 onward, use headers (with the chapter number and title) and footers (with page numbers).

##### Additional Instructions

* **POV:** Address the reader as "you." But be sure to use "you" when you're explaining what they need to do. There is no first person singular ("I") in process writing.
* **PACE:** Write as med-formal, pace fast, but not chatty. Be respectful of your audience's intelligence. Do not write like you're talking to the reader (that's considered chatty writing and is very informal).
* **TONE:** Do not talk down to the reader. Write directly to them, but don't chose words that make you sound pompous or pedantic.
* **AUDIENCE:** Always remember that you're writing to your colleagues, who were hired for their knowledge. In your word choice and tone, don't be pedantic, patronizing, or insulting; honor their intelligence.
* **WHY/RULE:** As you draft your process writing, remember to have small sections with small paragraphs, so that the reader can easily and quickly understand the concept. Headings need to be clear about what their content is, so if the reader understands that content, they can skip that section, but not the rule/command. Under a heading, the first paragraph would explain the WHY or background, then the second paragraph would explain the rule. By separating these paragraphs (Why/Rule), it's easy for the reader to quickly skim for content.
* **INSTRUCTIONS?** Some instructions may naturally leak into your work. However, always describe the background or why first, and don't make the heading the instruction. Then, if necessary, follow with the command (or instruction). NOTE: By describing why first or the results you want, then how to achieve it, you move away from an instructions-oriented document.
* **HEADINGS:** Use headings for each topic area. Be specific in naming each section heading. Remember to use parallelism in your headings. Process writing never has meaningless sections, such as "introduction" or "conclusion" or "summary".
* **Include at least one chart/illustration or table.** Take one section/concept/idea and turn it into a table, figure, or chart. This chart, illustration, table must be of your own work, design. It needs to be related to your topic content, not tangential to the business. It cannot be copied from another source. Do not copy the sample, as it may not have relevance for your topic.

This requirement is designed to help you learn to take what would be paragraphs of text and turn them into visual communications. You're experienced at creating paragraphs of text, because that is what writing courses teach. Learning to turn those paragraphs into a picture, table, graphic, etc. is a muscle that needs to be worked.

Be sure that it has a title and number, and that you refer to it smoothly in your document.

NOTE: Do not put the chart/table in the table of contents.   
NOTE: Your table of contents does not count as the required chart or table.

* **Include a References section** to identify any sources that you looked up for this assignment. If you didn't look up anything, then use the references section as the place where your reader can find more about this topic.

Do not page break before you begin the References. Single space the entries, but put space between the entries, and use hanging indents.

For any work that you quoted or paraphrased, use in-text citations. Use a standard citation format you know, including the URL. In-text citations are not required if your references influenced your thinking, but weren't borrowed directly.

* **"WILL":** Avoid the future tense ("will") unless absolutely necessary. The extra word is rarely needed unless something really will happen in the future. Otherwise it's another word to read and if not consistently used throughout the entire document (and wow there would be a lot of "will"s), then it's confusing to the reader. Instead use the present tense.
* **"IF":** If you use "if" constructs, then be sure you've covered all the options (i.e., "if not").
* **"SHOULD":** Think about whether you should use "should" constructs. What if what "should" happen doesn't happen? Or what if they don't take your advice? Do not leave your reader stranded.

##### See turn-in instructions and due dates on Canvas.