

CHAPTER 7

COMPARISON / CONTRAST ESSAYS

OBJECTIVES

To write academic texts, you need to master certain skills.

In this chapter, you will learn to:

- Analyze a comparison / contrast essay
- Construct a thesis statement for a comparison / contrast essay
- Organize a comparison / contrast essay
- Use comparison signals to connect similar ideas
- Use contrast signals to connect different ideas
- Write, revise, and edit a comparison / contrast essay about culture



The world is full of diverse cultures.

INTRODUCTION

In a comparison / contrast essay, you explain the similarities and differences between two or more items. You can compare and contrast people, objects, ideas, countries, traditions, or just about anything else that makes sense. Comparison and contrast is a very common organizational pattern in most academic fields. It is also a common type of essay test prompt. You might encounter prompts such as these:

POLITICAL SCIENCE Compare the forms of government of Great Britain and the United States.

AMERICAN LITERATURE Compare the characters of Uncle Melik and his nephew in William Saroyan's short story "The Pomegranate Trees."

BUSINESS Compare and contrast methods for promoting a new business, product, or service.

ANTHROPOLOGY Compare the methods of childrearing in two different societies.

At the end of this chapter, you will write a comparison / contrast essay about a topic related to culture.

ANALYZING THE MODEL

The writing model is a comparison / contrast essay that describes some of the similarities and differences between Russia and the United States.

Read the model. Then answer the questions.



Writing Model



Russia and the United States: Differences and Similarities

- 1 In a shrinking world, it has become vitally important to know and understand countries and cultures that were once seen as distant. Improvements in technology and long-distance transportation, along with the rise of a global economy, have created a need to identify how the society and circumstances of one country may be similar to or different from another's. In fact, although countries may differ significantly, usually enough similarities exist to enable each culture's representatives to find common ground. The United States and Russia provide a good example of two countries that are geographically distant and have fundamental differences but that still find commonalities.
- 2 As many people are aware, there are significant differences between Russia and the United States in their history and form of government. The United States is a young country with a long history of democratic government. Russia is a country with ancient roots that has experienced different kinds of government, including hundreds of years of monarchy, almost a century of communism, and, more recently, democracy. However, there are also many other areas in which the similarities and differences between these two countries can influence their relations.
- 3 A key difference between Russia and the United States is population growth. Russia's population has been shrinking because the birth rate is fairly low, although it has increased in recent years. In the United States, on the other hand, the fertility rate

has been consistently high: 2.06 children, compared to only 1.6 for Russia (CIA). There is comparatively little immigration to Russia, mostly from countries that were once part of the former Soviet Union. In the United States, on the other hand, immigration adds about 2.3 million people per year. The difference in population growth in Russia and the United States is also due in part to the fact that the death rate in Russia is second highest in the world. This is much higher than in the United States, which is 87th. The Russian population growth has increased with recent economic improvements, but the United States is likely to continue to grow at a faster pace.

- 4 Another important difference is in energy production and consumption. The U.S. population is much more reliant on energy than Russia, but the United States also produces more energy. While residents of the United States consume roughly 12,000 kilowatt-hours of electricity per capita, Russia uses only half that amount (The World Bank). Russians use even less oil compared to Americans, at a rate of 15 barrels per day per capita. This is about one-third of the American rate of 62 barrels per day (Indexmundi). At the same time, U.S. energy production is about 1.5 times that of Russia. However, Russia has large reserves of natural gas and does surpass the United States in the production of this energy source (U.S. Energy).
- 5 Despite the differences in population growth and energy use, there are still similarities between the two countries. One common factor is the relative diversity of the populations. The United States and Russia both have a majority racial group that constitutes about 80 percent of the population and several significant minority groups (CIA). Like the United States, Russia also has linguistic minorities, and there are parts of both countries in which it is common to see signs in two or more languages. The countries are also similar in their religious diversity. Although both countries' populations are largely Christian, they also both have significant numbers of religious minorities. Both countries have substantial populations of Muslims, Jews, and other small groups of religious minorities.
- 6 Not only do Russia and the United States have similarly diverse populations, but they have also both faced economic challenges in the recent past. Russia had a financial crisis in the late 1990s, and the United States followed almost ten years later. In both cases, the crises led to high unemployment, reduced social spending, and increased poverty (Perry). In Russia's case, the crisis was preceded by confused government policies regarding currency and privatization of industry (Stiglitz). Similarly, in the United States, inadequate government policies for regulating the financial industry were partly responsible for the recession. In both cases, the economic downturns had far-reaching global consequences.
- 7 In conclusion, there are many differences between Russia and the United States in areas as diverse as population growth and energy consumption. However, the similarities in other areas, such as diversity and recent economic challenges, cannot be ignored. Furthermore, their similarities and differences point to the need that these two countries have to cooperate in the international arena. It will be interesting to see how Russia and the United States work together in the future.

Sources:

1. CIA World Factbook.
2. Indexmundi.com.
3. Perry, Brian. *Credit Crises: Historical Crises*. Investopedia.com.
4. Stiglitz, Joseph. "The Ruin of Russia." The Guardian.
5. U.S. Energy Information Administration.
6. The World Bank.

Questions about the Model

1. What is the thesis statement of this article? Underline it.
2. What differences between the countries are discussed in paragraph 2?
3. What are two other differences between the countries? In which paragraphs are these differences discussed?
4. In which paragraph(s) are similarities discussed?
5. What is the function of the first sentence in paragraph 5?



Noticing Vocabulary: Antonyms

In Chapters 2 and 3, you learned about using **synonyms**, or words that mean the same thing. In this chapter, you will learn to enrich your vocabulary by using **antonyms**, or words that have opposite meanings. Just as synonyms can help connect similar ideas, antonyms are particularly useful when describing contrasting ideas. And just as a thesaurus is a useful tool for finding synonyms, it will also point you toward one or more antonyms for words you look up.

PRACTICE 1

Noticing Antonyms

- A** Find these words and their antonyms in the model. Write the antonyms.

1. differences (*paragraph 1*) _____
2. low (*paragraph 3*) _____
3. less (*paragraph 4*) _____
4. minority (*paragraph 5*) _____
5. reduced (*paragraph 6*) _____

- B** These words are also in the model. Write one or two antonyms for each word. Use a dictionary or thesaurus as needed.

1. distant (*paragraph 1*) _____
2. rise (*paragraph 1*) _____
3. adds (*paragraph 3*) _____
4. preceded (*paragraph 6*) _____
5. together (*paragraph 7*) _____

ORGANIZATION

The first key to writing a successful comparison / contrast essay is to organize it carefully. In order to structure your essay, you need to select which things you are going to compare. Then you need to choose the specific points of comparison, or factors, that you will use to explain the similarities and differences you identify.

POINTS OF COMPARISON

Suppose, for example, that you want to compare family life in two cultures. There are many different aspects of this topic that you could examine. Which points of comparison will be your focus?

Before deciding how to organize your essay, you can list the points of comparison that you want to examine in each culture. After listing these points, you can make a chart that shows how they are similar or different in each culture.

Comparison / Contrast Chart

Topic: Family Life in Culture X and Y			
Point of Comparison	Culture X	Culture Y	Same or Different
Number of children	1–2	5–6	Different
Living arrangements	Each set of parents and small children lives separately	Grandparents, aunts, uncles, cousins, children live in separate buildings on the same property	Different
Financial support	Both parents work outside the home	Both parents work outside the home	Same
Role of grandparents	Occasional visits	Primary childcare provider	Different
Age of adulthood	When they get married	When they get married	Same

Once you have decided on the particular points of comparison you want to use for your essay, you are ready to decide how you want to organize it. There are two methods for organizing a comparison / contrast essay: point-by-point and block.

POINT-BY-POINT ORGANIZATION

In point-by-point organization, each point of comparison becomes the topic of a paragraph. As you discuss individual points, you describe both similarities and differences. You can put the paragraphs in any order you wish—perhaps in order of importance.

Point-by-Point Outline

If you decided to use point-by-point organization for an essay based on the chart on page 137, your outline might look like this:

I. Introduction

Thesis statement: It's possible to better understand Culture X and Culture Y by comparing several important aspects of family life in both cultures.

II. Body (Points of Comparison)

A. Number of children

1. 1–2 in X
2. 5–6 in Y

B. Living arrangements

1. Separately in X
2. Extended families together in Y

C. Financial support

1. Parents work in both countries
2. Willing to work outside home

D. Role of grandparents

1. Occasional visits in X
2. Primary caregivers in Y

E. Age of adulthood

1. At marriage in both cultures
2. Specific ages

III. Conclusion

BLOCK ORGANIZATION

The other way to organize a comparison / contrast essay is to arrange all the similarities together in one block and all the differences in another. The writing model on pages 134–135 uses this type of organization. In block organization, you can discuss either the similarities first or the differences first. Of course, you could discuss only similarities or only differences.

The number of paragraphs in each block depends on the topic. For some topics, you might write about all the similarities in a single paragraph; for other topics, you might need to discuss each similarity in a separate paragraph. The same is true of differences. Of course, some topics may have one paragraph of similarities and several paragraphs of differences, or vice versa.

Block Outline

If you decided to use block organization to write an essay based on the chart on page 137, your outline might look like this:

I. Introduction

Thesis statement: Family life in Culture X and Culture Y is very similar in some ways, but it also shows several key differences.

II. Body

A. Similarities

1. Financial support
2. Age of adulthood

B. Differences

1. Number of children
2. Living arrangements
3. Role of grandparents

III. Conclusion

Notice that the points of comparison in this outline are the same as the ones in the outline on page 138. However, each point in this outline is used to explain either similarities or differences, instead of being the topic of its own paragraph.

Writing Tip

Point-by-point is often the best choice when the two things you are comparing have both similarities and differences in all of the areas you are discussing. Block is better if there are only similarities in one area or only differences in another area.

Transitions in Block Organization

In block organization, you often insert a transition sentence or short transition paragraph between the two blocks. Its purpose is to conclude one section and introduce another section. You do not always have to write a whole transition paragraph, but it is helpful when your topic is long and complex.

Look at the writing model on pages 134–135. Then complete the outline.

I. Introduction

Thesis statement: The United States and Russia provide a good example of two countries that are geographically distant and have fundamental differences but still find commonalities.

II. Body

A. One key difference between Russia and the United States is population growth.

1. The United States has higher fertility.

2. _____

B. _____

1. _____

a. _____

b. _____

2. Americans produce more energy than Russians.

C. There are similarities between the two countries.

1. Diverse populations

a. _____

b. _____

c. _____

2. _____

a. Russian economic crisis in 1990s

b. U.S. recession 10 years later

III. Conclusion

COMPARISON AND CONTRAST SIGNAL WORDS

If the first key element in writing a successful comparison / contrast essay is organization, the second key is the appropriate use of comparison and contrast signal words. These are words that introduce points of comparison and points of contrast. It is not sufficient simply to describe each item that you are comparing. You must refer back and forth to—for example, Culture X and Culture Y—and use comparison and contrast signal words to show what is the same and what is different about them. Of course, you should also use transition signals, such as *first*, *second*, *one . . . , another . . . , the final . . . , for example*, and *in conclusion*.

Comparison Signal Words

The chart lists some of the words and phrases used to discuss similarities. Review the words and how they are used.

COMPARISON SIGNAL WORDS	
Transition Words and Phrases	Examples
similarly likewise	Human workers can detect malfunctions in machinery; similarly , a robot can be programmed to detect equipment malfunctions.
also	Human workers can detect malfunctions in machinery; a robot can also .
too	Human workers can detect malfunctions in machinery; a robot can, too .
Subordinators	Examples
as just as	Robots can detect malfunctions in machinery, just as human workers can. <i>Note:</i> Use a comma when <i>as</i> and <i>just as</i> show comparison even when the dependent clause follows the independent clause as in this example.
Coordinators	Examples
and both . . . and	Robots and human workers can detect malfunctions in machinery. Both robots and human workers can detect malfunctions in machinery.
not only . . . but also	Not only robots but also human workers can detect malfunctions in machinery.
neither . . . nor	Neither robots nor human workers are infallible ¹ .
Others	Examples
like (+ noun) just like (+ noun) similar to (+ noun)	Robots, like human workers, can detect malfunctions in machinery.
(be) like (be) similar (to) (be) the same as	Robots are similar to human workers in their ability to detect malfunctions in machinery.
(be) the same	In their ability to detect malfunctions in machinery, robots and human workers are the same .
(be) alike (be) similar	Robots and human workers are alike in their ability to detect malfunctions in machinery.
(be) compared (to / with)	Robots can be compared to human workers in their ability to detect malfunctions in machinery.

¹ **infallible:** always right and never making mistakes

PRACTICE 3**Recognizing Signal Words**

Look at the words in the chart on page 141 and then see how many of them you can find in the writing model on pages 134–135.

PRACTICE 4**Using Comparison Signal Words**

Write one new sentence to combine the information in each item below. Use a different comparison signal word in each sentence.

1. The United States has a democratic form of government. Great Britain has a democratic form of government.

*The United States has a democratic form of government, just as
Great Britain does.*

2. The United States operates under a two-party system. Great Britain operates under a two-party system.

The United States operates under a two-party system, as Great Britain does

3. The British Parliament has two separate houses, the House of Commons and the House of Lords. The United States Congress has two separate houses, the Senate and the House of Representatives.

The British Parliament has two separate houses, the House of Commons and the House of Lords; likewise, The United States Congress has two separate houses, the Senate and the House of Representatives.

4. The members of the U.S. House of Representatives are elected by district. The members of the British House of Commons are elected by district.

The members of the U.S. House of Representatives and The members of the British House of Commons are elected by district.

5. The method of choosing cabinet members in the United States = the method of choosing cabinet members in Great Britain. (*Use the comparison signal the same.*)

The method of choosing cabinet members in the United States and in Great Britain are the same

6. In Great Britain, the prime minister appoints the cabinet. The U.S. president appoints the cabinet.

In Great Britain, both the prime minister and The U.S. president appoints the cabinet.

7. The British monarch has the right to veto any law passed by Parliament. The U.S. president has the right to veto any law passed by Congress.

The British monarch has the right to veto any law passed by Parliament; likewise, The U.S. president has the right to veto any law passed by Congress.

TRY IT OUT!

On a separate sheet of paper, write five sentences of your own, comparing two things you are familiar with. Use a different comparison signal word in each sentence, and remember to focus on the things that are the same. Some possible topics include:

- The culture of a local high school compared to that of a large university
- The culture of a small town compared to a big city
- Aspects of culture in two different societies

Contrast Signal Words

Contrast signal words fall into two main groups according to their meaning. The words in the first group show a relationship that is called concession. The words in the second group show an opposition relationship.

Concession (Unexpected Result)

Concession signal words indicate that the information in one clause is not the result you expect from the information given in the other clause.

Although I studied all night, I failed the exam.

Failing the exam is not the result you might expect from the information in the first clause *I studied all night*.

See *Contrast Clauses* on pages 235–236 for additional examples of contrast subordinators.

CONCESSION SIGNAL WORDS

Transition Words and Phrases	Examples
however	Millions of people go on diets every year; however, very few succeed in losing weight.
nevertheless	
nonetheless	
still	
Subordinators	Examples
although	Although most dieters initially lose a few pounds, most gain them back again within a few weeks.
even though	
though	
Coordinators	Examples
but	Doctors say that “fad” diets do not work, yet many people still try them.
yet	
Others	Examples
despite (+ noun)	Despite ten years of dieting, I am still overweight.
in spite of (+ noun)	

PRACTICE 5**Recognizing Concession Words**

Look at the words in the chart on page 143 and then see how many of them you can find in the writing model on pages 134–135.

Direct Opposition

The second group of contrast signal words shows that two things are direct opposites. With direct opposites, the signal word can introduce either piece of information.

I am short, **whereas** my brother is tall.

My brother is tall, **whereas** I am short.

DIRECT OPPPOSITION SIGNAL WORDS

Transition Words and Phrases	Examples
however	Rock music used to appeal primarily to younger listeners; however , some rock today has enthusiastic fans among senior citizens.
in contrast	
in (by) comparison	
on the other hand	
on the contrary	Jazz is not just one style of music; on the contrary , jazz has many styles such as Chicago jazz, Dixieland, ragtime, swing, bebop, and cool jazz, to name just a few. <i>Note:</i> <i>On the contrary</i> contrasts a truth and an untruth.
Subordinators	Examples
while	New Orleans-style jazz features brass marching-band instruments, while ragtime is played on a piano. <i>Note:</i> Use a comma with <i>while</i> and <i>whereas</i> even when the dependent clause follows the independent clause.
whereas	
Coordinators	Examples
but	Jazz music was born in the southern part of the United States, but it now enjoys a worldwide audience.
Others	Examples
differ (from)	Present-day rock music differs from early rock music in several ways.
compared (to / with)	Present-day rock music has a harder sound compared with early rock.
(be) different (from)	The punk, rap, grunge, and techno styles are very different from the rock music performed by Elvis Presley 50 years ago, but they have the same roots.
(be) dissimilar to	
(be) unlike	

PRACTICE 6**Recognizing Direct Opposition Signal Words**

Look at the words in the chart on page 144 and then see how many of them you can find in the writing model on pages 134–135.

PRACTICE 7**Using Contrast Signal Words**

Write one new sentence to combine the information in each item. Use a different comparison signal word in each sentence.

1. The chief executive in Great Britain is called the prime minister. The chief executive in the United States is called the president.

While the chief executive in Great Britain is called the prime minister,
the chief executive in the United States is called the president.

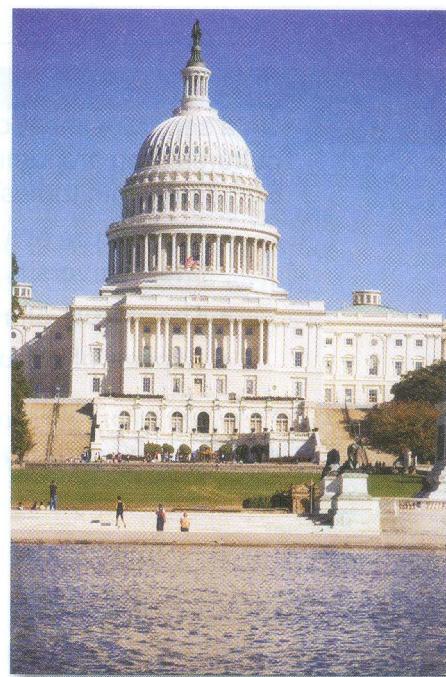
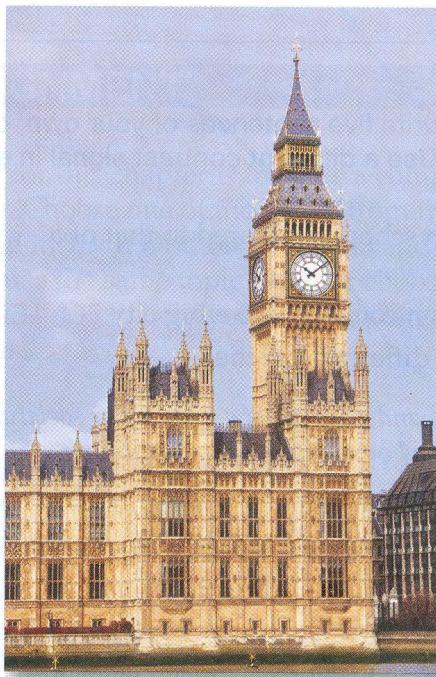
2. In the United States, the president fulfills the functions of both political leader and head of state. These two functions are separate in Great Britain.

In the United States, the president fulfills the functions of both political leader and head of state; However, These two functions are separate in Great Britain.

3. In other words, Great Britain has both a monarch and a prime minister. The United States has only a president.

In other words, Great Britain has both a monarch and a prime minister; in contrast, The United States has only a president.

(continued on next page)



4. The president of the United States may be of a different political party than the majority of Congress. The British prime minister is the head of the political party that has the most seats in Parliament.

The president of the United States may be of a different political party than the majority of Congress, whereas The British prime minister is the head of the political party that has the most seats in Parliament.

5. The United States has a written constitution. Great Britain has no written constitution.

The United States has a written constitution, but Great Britain has no written constitution.

6. In the United States, elections are held on a regular schedule, no matter how popular or unpopular the government is. In Great Britain, elections are held whenever the prime minister loses a vote of confidence.

In the United States, elections are held on a regular schedule, no matter how popular or unpopular the government is; on the contrary, In Great Britain, elections are held whenever the prime minister loses a vote of confidence.

7. The members of the U.S. Senate are elected. The members of the British House of Lords are appointed or inherit their positions.

The members of the U.S. Senate are elected, while The members of the British House of Lords are appointed or inherit their positions.

8. As you can see, the two systems of government differ in several major aspects. They are both democracies.

As you can see, the two systems of government differ in several major aspects, but they are both democracies.

TRY IT OUT!

On a separate sheet of paper, write five sentences of your own, contrasting two cultures* you are familiar with. Use a different contrast signal in each sentence. Some possible topics include:

- The culture of a local high school compared to that of a large university
- The culture of a small town compared to a big city
- Aspects of culture in two different societies

* *Culture often refers to the values and customs of a country or society, but it can also describe small units, such as a school or a smaller community.*

Applying Vocabulary: Using Antonyms

In your writing assignment for this chapter, you are going to write a paragraph about a topic related to culture. You will probably want to use antonyms to connect contrasting ideas.

PRACTICE 8 Using Antonyms

- A** Write antonyms for the words. You may want to use some of these words and their antonyms in your writing assignment. Use a dictionary or a thesaurus as needed.

1. large _____
2. rural _____
3. respect _____
4. closeness _____
5. give _____

- B** On a separate sheet of paper, write four pairs of sentences. Use the words from Part A in your sentences. Include one of the words in the first sentence of each pair and then use an antonym in the second sentence.

EXAMPLE

Classes at a university are often very large, with 100 or more students.

The classes at my high school were small, with only about 20 students.

WRITING ASSIGNMENT

Your assignment for this chapter is to write a comparison / contrast essay on a topic related to culture. Choose one of the topics from the list for your essay. (These are the same topics found in Try It Out! on pages 143 and 146. If you used one of these topics before, you may use the same topic again or choose a different one.) Use the writing model on pages 134–135 to help you. To complete the assignment, follow the steps in the writing process.

TOPICS

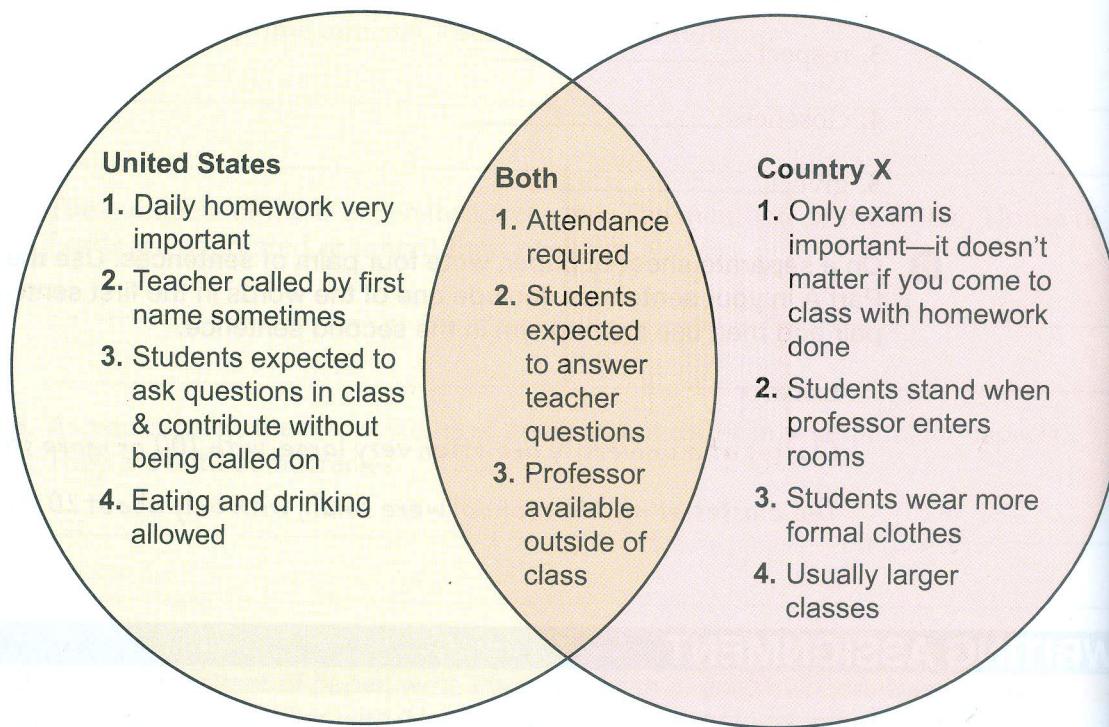
- The culture of a local high school compared to that of a large university
- The culture of a small town compared to a big city
- Aspects of culture in two different societies



Prewrite

STEP 1: Brainstorm about the topic.

- Collect information and generate ideas about your topic. One tool you can use is a **Venn diagram**. A Venn diagram is a brainstorming tool that uses overlapping circles to show the similarities and differences between two or more ideas.
 - Draw two circles that are partly overlapping.
 - Write one thing that you are comparing in one circle and the other thing in the other circle.
 - Then write the similarities between the two things in the overlapping part of the circle, and the differences between them in the separate areas of the circle. Brainstorm as many ideas as you can. You can decide which ideas to include later.



This Venn diagram could help generate and organize ideas for an essay comparing university culture in the United States with that of another country.



Organize

STEP 2: Organize your ideas.

- Review the comparison / contrast chart on page 137. Create your own chart, using the most important points from your Venn diagram. Which points of comparison will you examine in your essay? Once you have listed them on your chart, note whether there are more similarities or differences.
- Use your chart to decide whether you will use point-by-point or block organization. Write a preliminary thesis statement that indicates a comparison / contrast essay.

- You may want to make an outline based on your chart. Follow the type of organization you chose. Put your thesis at the top. Then for letters A, B, and C, write the sentences that will form the topic sentences of your body paragraphs.



Write

STEP 3: Write the first draft.

- Begin writing your first draft. Remember to use comparison / contrast transitions in your body paragraphs.
- Don't worry if you think of new ideas that are not in your outline as you write. You can add or delete ideas later. Just be sure that your new ideas support your thesis.



Revise

STEP 4: Revise the draft.

- Review the content and organization of your draft. Do not try to correct errors in format, mechanics (capitalization, punctuation, and spelling), grammar, and sentence structure at this stage. You will do this in Step 5.
- Begin by reading over your paragraph to get a general overview. As you read, check to make sure that
 - your essay has a thesis statement that is appropriate for a comparison / contrast essay;
 - you have organized information clearly;
 - and you have used appropriate comparison / contrast transition signals.
- Make notes in the margin about anything you want to improve.
- Ask a classmate to read and give you feedback on your first draft using the Chapter 7 Peer Review on page 333.
- Discuss your classmate's suggestions and decide which ones to take.



Proofread

STEP 5: Edit and proofread the draft.

- Make sure that you have identified all of the changes you want to make in content and organization. Then review your essay for errors in format, mechanics, grammar, and sentence structure. Use the Chapter 7 Writer's Self-Check on page 334 to help you.
- When you find an error, make a note on your paper using the correction symbols from Appendix D on pages 309–311.



Write

STEP 6: Write a new draft.

- In your new draft, include the changes you identified in Steps 4 and 5.
- Proofread your new draft again carefully. Make sure it is neat and error free.
- Hand in your essay to your teacher.

SELF-ASSESSMENT

In this chapter, you learned to:

- Analyze a comparison / contrast essay
- Construct a thesis statement for a comparison / contrast essay
- Organize a comparison / contrast essay
- Use comparison signals to connect similar ideas
- Use contrast signals to connect different ideas
- Write, revise, and edit a comparison / contrast essay about culture

Which ones can you do well? Mark them 

Which ones do you need to practice more? Mark them 

EXPANSION



TIMED WRITING

In this expansion, you will write an essay in class. As you write, focus on using the writing process steps that you followed in this chapter. You will have 50 minutes. To complete the expansion in time, you will need to budget your time accordingly. Follow this procedure.

1. Read the writing prompt (or the prompt your teacher assigns) carefully. Make sure you understand the question or task. You may want to underline the key words in the prompt. (5 minutes)
2. Brainstorm to get ideas, choose a thesis and make a rough outline to organize your ideas. (10 minutes)
3. Write your essay. Be sure to include an introductory paragraph with your thesis, body paragraphs, and a concluding paragraph. (25 minutes)
4. Check your essay for errors. Correct any mistakes. (10 minutes)
5. Give your paper to your teacher.

Prompt: Compare and contrast the relationship between parents and children in two different cultures. You may include your own culture as one of the two you discuss. You may also write about two different subcultures within a larger cultural group. For example, you might look at the parent-child relationship in two different ethnic or religious groups in your local community.



WRITING A SUMMARY AND RESPONSE

In this assignment, you will write a four- to six-paragraph essay in which you summarize and respond to an article called "Marital Exchanges." The topic of the article is cultural differences in the custom of exchanging gifts at marriage. Your response should compare marital gift-giving in your culture to the examples given in the article.

Read the article "Marital Exchanges" on page 283 in Appendix A and answer the questions. Then following the steps in the writing process, write your summary essay.