



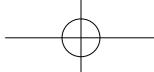
Unit 3

Process and procedure —Finding the right job for you



Learning objectives

- 1) Describe a process or a procedure
- 2) Distinguish between directive and informative processes
- 3) Vitalize a process with verbs



Process analysis or description needs to be employed on many occasions. For example, when you tell your friends how to find your house, you are describing a process; if you are a science student, you may need to write out the procedure for a lab experiment; a science teacher may also need to tell his or her students how chewing gum is made. Process analysis or description identifies and explains what steps must be taken to complete an operation or a procedure. It is an important tool for effective communication.

WARM-UP ACTIVITY

Do you have a part-time job? If you do, how did you get the job? Did you go through a process to find the job? If you do not have a part-time job, do you know how you can find one or what process you need to go through to find one? Describe the process by listing the steps that you need to go through to find a job.

Which step do you think is the most important? Explain why.

SAMPLE ESSAY

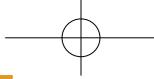
The following essay was written by an American university student. Read the essay and identify the steps that the author suggests for finding a part-time job. Then compare the author's suggested steps with those that you and your partners discussed in the Warm-up Activity. Identify both similarities and differences.



- 1 Are you looking for work? A part-time job is an excellent way to make extra money by working after school or on the weekends. Since I have a great part-time job at a clothing store, I would love to tell you how to find a job of your own. It is really simple to find a job; you only need to follow a few easy steps: Decide where you want to work, find out who is hiring, fill out an application, and interview for the job. Soon you will be earning money and having a good time.
- 2 The first and most important step in finding a job is to decide what your interests are and where you would most enjoy working. Jobs can be difficult and tiresome, but if your job has a great atmosphere and deals with something that interests you, you will enjoy going to work. Make a list of places that spark your interest. For example, if you enjoy dancing, you might want to teach at a dance studio. If you

enjoy camping, you might want to work in a store that specializes in selling outdoor equipment. Not all jobs have to be at stores; you can also find jobs in large companies. If you know what you want to do in the future, you can apply for an intern position at a company or association that specializes in your area of interest. Even if you don't know for sure what you want to do after high school, internship experiences look excellent on any resume or college application. Community associations also offer jobs. If you enjoy spending time with children or want to be a teacher, you could apply for preschools or after-school programs for children. There are many job opportunities available, so make sure you choose something that you will really enjoy.

- 3 After you have made a list of places where you might like to work, check to see which companies or organizations are hiring. For the most part, companies that are hiring will run ads in the newspaper, on TV, or on the Internet. When you have found out who are hiring, you can then ask the employers about working hours, pay, benefits, training, necessary qualifications, and any other information you need to decide whether the job is right for you. When questioning the employers, remember to be polite. First impressions count!
- 4 If a job suits you, submit an application. Some employers will require a resume instead of or in addition to the application, so go ahead and start writing yours. A resume is a short description of your accomplishments. At the top of the resume, put your reasons for wanting the job and why you could be a good employee. Then, list all your previous jobs, including volunteer work. Point out how your experience relates to the job. Collect applications from several employers. Remember that you're competing with other job candidates and that you probably won't be asked for an interview everywhere you apply. Once you have all the applications you feel you need, fill them out neatly. Then, send or take them in right away. Remember that dropping off your application or resume in person shows your interest in the job and helps the employer remember your name.
- 5 After your application has been accepted, you must wait to hear from the employer. If the employer thinks you might be a good match for the job, you will be asked to come in for an interview. You should dress nicely for the interview and show your best manners. Be sure to arrive on time or a little early, and bring anything you might need, including an extra copy of your resume. During the interview, show your interest by making eye contact with the interviewer. Afterward, wait to hear from the employer. Many employers will call you back, even if you are not chosen for the job.
- 6 The most important thing to remember is to look for a job that you will enjoy. That way, your employer will have an enthusiastic employee, and you will make money by doing something you like. If you aren't offered your first-choice job, don't be discouraged. Keep following these steps, and soon you'll hear the magic words—"You're hired!"



POST-READING DISCUSSION

1

Types of process analysis: directive and informative

First, let's decide what type of process analysis the sample essay belongs to.

There are generally two types of process analysis: directive process analysis and informative process analysis. Directive process analysis explains how to do something, aiming for readers to follow the steps and accomplish what the author has already accomplished, while informative process analysis explains how something works to increase readers' understanding. In the sample essay, the author describes the steps that people can follow when looking for a job. It is very likely that readers will follow the steps while looking for their own jobs. Therefore, the sample essay belongs to directive process.

Read another process paragraph and see how it is different from the sample essay.

A microwave oven cooks food with a powerful device called a magnetron. First, the magnetron sends out microwaves, magnetic waves that are between infrared and short-wave radio wavelengths in length. When these microwaves connect with food, they make the tiny water particles in food move around. As the unevenly shaped particles rub against each other, the rubbing action produces friction. The friction then produces heat, just as when you rub your hands together quickly to warm them. Cooking then takes place by heating up the water either on the surface of food or inside it. The microwave doesn't brown food; it steams it. Food is "zapped" by the tiny magnetron.

The above process paragraph explains how a microwave oven works while cooking food. It apparently differs from the sample essay in that readers can better understand the working mechanism of a microwave oven after reading the paragraph, but they cannot follow the steps to work like a microwave oven.

2

A brief discussion on the structure of the essay

A process essay can be written in the typical format of a closed-form essay, just like the sample essay. Although sequential steps are the central part of a process essay, a process essay cannot simply list these steps. It should include a beginning which leads to the central part. In the sample essay, Paragraph 1 is the beginning. It is composed of the hook and the thesis, as other types of closed-form essays are. The steps can be described and elaborated in the body in separate paragraphs, and each step can be supported with details. In the end, a process essay usually concludes with a thesis restatement and a so-what.

POST-READING DISCUSSION

- 1 Sort out the structure of the sample essay by completing the table below. The first line has been done as an example.

Part	Paragraph	Function	Relevant sentences
Beginning	Para. 1	hook	Sentences 1-3
		thesis statement	
Body	Para. 2	topic sentence 1	
		wrap-up	
	Para. 3	topic sentence 2	
	Para. 4	topic sentence 3	
	Para. 5	topic sentence 4	
Ending	Para. 6	thesis restatement	
		so-what	

- 2 In addition to understanding the essential components of the essay, note two more points by answering the following questions.

- 1) In Paragraph 1, there is a sentence following the thesis statement. What is the function of the sentence?
- 2) A typical thesis restatement usually summarizes all the topical points. How is the thesis restatement in the sample essay different from a typical one? Do you think it is acceptable?

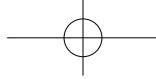
3 Explain the steps in the essay

A process essay needs to describe the steps in detail so that readers can carry out the process successfully by following the description or well understand the process based on the description. In the sample essay, the author provides details—examples or sub-steps, for all four steps.

Identify the details supporting each step and fill them in the table below.

Paragraph	Step	Main idea	Details (examples or sub-steps)	
			Interest	Place
Para. 2	step 1	decide what your interests are and where you would enjoy working most		

(To be continued)



(Continued)

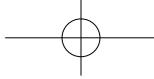
Paragraph	Step	Main idea	Details (examples or sub-steps)
Para. 3	step 2	check to see which companies or organizations are hiring	Sub-step
			1. where:
			2. what:
			3. how:
Para. 4	step 3	submit an application	Sub-step
			1.
			2.
			3.
			4.
Para. 5	step 4	wait to hear from the employer	Important tips for attending an interview
			1.
			2.
			3.
			4.
			5.
			6.
			7.

4 Characteristics of the language used in the essay

Use of transitions for connecting steps

Steps are usually arranged chronologically in a process essay and indicated clearly. Yet we do not literally list and label the steps as “steps”; that is, we do not write “Step 1,” “Step 2,” and so on. Instead, we explain each step coherently and naturally in a regular, normal paragraph by using regular words and sentences. Specifically, we can use transitions (words, phrases, and short sentences) to indicate steps and move from one step to another. Commonly-used transitions are listed in the table below.

At the start	In the middle	At or near the end
at first, in the beginning, as you start, to begin with, the first step, when you begin	next, during, after that, at the same time, meanwhile, the next step is, as you continue	finally, at last, as you finish, toward the end, the last step



POST-READING DISCUSSION

- 1 Identify the transitions used to indicate the steps and sub-steps in the sample essay and list them in the table below.

Step	Paragraph	Transitions
Major steps	Para. 2	
	Para. 3	
	Para. 4	
	Para. 5	
Sub-steps	Para. 3	
	Para. 4	
	Para. 5	

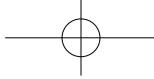
Use of imperative sentences for presenting steps

Another feature of the language of a process essay is the use of imperative sentences to present the steps. In the sample essay, imperative sentences are frequently used.

- 2 Find the imperative sentences in the body paragraphs and list them in the table below.

Paragraph	Imperative sentences
Para. 2	1.
	2.
Para. 3	1.
	2.
Para. 4	1.
	2.
	3.
	4.
	5.
	6.

(To be continued)



(Continued)

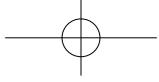
Paragraph	Imperative sentences
Para. 4	7.
	8.
	9.
	10.
Para. 5	1.
	2.
	3.
	4.

Use of the second person pronouns for describing steps

Along with the use of imperative sentences, we also see the use of second person pronouns (i.e. "you," "your," and "yours") in the essay when the author presents and describes the steps. In imperative sentences, the second person pronouns are subjects, though often omitted.

3 Answer the questions and discuss in groups.

- 1) Why does the author use imperative sentences sometimes (e.g. in Paragraph 4) and use second person pronouns at other times (e.g. in Paragraph 2)?
- 2) How will you compare the effects that the two structures have on the essay?



YOUR TURN TO PRACTICE

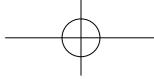
- 1 After one decides on the process he or she wishes to describe, it is important to determine the thesis of the essay, which usually includes “process”+“point about the process.” Examine the following thesis statements and identify the processes analyzed and the points about the processes.
 - 1) Applying for a driver’s license is time-consuming and exhausting.
 - 2) Getting myself ready for work in the morning is a mad dash.
 - 3) The process of applying for financial aid is time-consuming, but not difficult—and it’s a process you should learn.
 - 4) When you read, paying attention will help you recall.
 - 5) Breaking up a relationship is always difficult, but if you follow a few simple steps, you can avoid a lot of unnecessary pain.

- 2 When describing a process, an author needs to think carefully about what the individual steps are so as not to leave out any essential steps. In each of the following process paragraphs, an essential step is missing. Supply the missing step in each paragraph and indicate with the sign “^” where the missing step should appear.
 - 1) Getting myself ready for work in the morning is a mad dash. First I switch off the alarm clock and drag myself out of bed. I turn on the shower and splash cold water on my face while waiting for the shower to get hot. Then I jump into the shower for a quick shampoo and lather up with soap. After rinsing myself off and turning off the tap, I grab the towel and dry myself off. Blow-drying my hair takes just two minutes. Then I go down to the kitchen for the coffee that my roommate has already made. I gulp down one cup at the table and then walk around with a second one, gathering up what I need to take with me to work. After running a comb through my hair, I’m out the door. I run down to my bus stop and off to another fast-paced day. From the beginning to the end, the whole process takes only twenty minutes.
 The missing step: _____
 - 2) Anyone can make a cake from a packaged cake mix. First get the package and read the directions. Then assemble the ingredients you will need to add. These usually include water, eggs, and sometimes oil. If the instructions say so, grease the cake pan or pans you will use to bake the cake. Next mix the ingredients together in a bowl, and stir or beat as directed. Then transfer the batter to the right-sized cake pans. Put the pans into the oven and set the timer for the baking time indicated. It’s hard to go wrong.
 The missing step: _____

- 3 When analyzing the sample essay, we examine the details used for supporting each step. Below are six steps to help people recall what they have read in the process of reading. The first step has been supplied with details. Work in pairs and supply details for the remaining five steps.

Thesis statement

To remember what you read, pay attention to what you are doing and why.



Body

- 1) Before the beginning, think about what you need and gather it together.

Get your reading material, along with a pen, some paper, a highlighter, glasses if you wear them, and whatever you might want to drink or eat. Otherwise, you will keep finding excuses to stop reading or to go and get something you need.

- 2) Once you have everything together, remind yourself of why you are reading.

- 3) Next review the material quickly.

- 4) Now you are ready to read actively.

- 5) Go back and review what you have read.

- 6) Finally test yourself on what you have read.

Conclusion

If you don't pay attention to what you read and how you read it, you may find that you turn to the last page without remembering anything.

- 4) While describing a process, most often you will arrange the steps in a logical time sequence (chronologically). The steps following each topic sentence or thesis statement below are in the wrong order. Put them in the correct order.

- 1) To choose the courses you will take next semester, just follow a few simple steps.

- _____ Get the current course catalog.
- _____ Decide which courses match your schedule.
- _____ Decide what courses you need most.
- _____ Pick up a course schedule.
- _____ Find times of the courses you want.
- _____ Make a list of the courses.

- 2) It is faster to use an automatic teller machine (ATM) to get cash than to wait for a human teller.

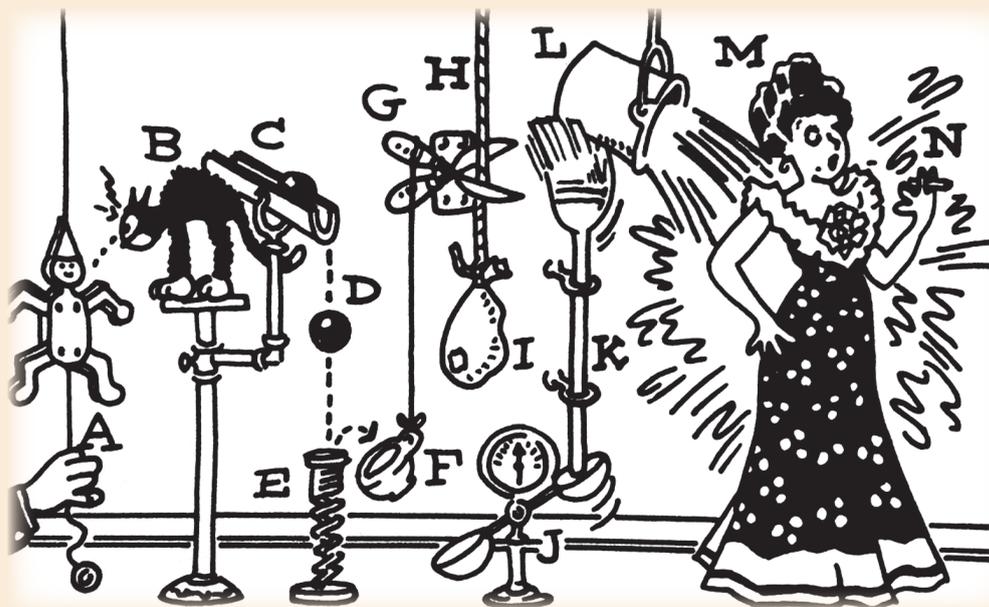
- _____ Push the button next to "Withdraw."

YOUR TURN TO PRACTICE

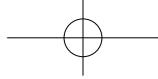
- _____ Insert your card into the machine.
- _____ Count the money to make sure the amount is correct.
- _____ Punch in personal identification number (PIN) or password.
- _____ Take your card and your receipt.
- _____ Collect the cash from the machine.
- _____ Tell the machine what account to make the withdrawal from.
- _____ Enter the amount of cash you want.

- 5 The following picture shows one possible way of extinguishing a cigarette. Each letter in the picture corresponds to an item in the box. The sentences describing the process are in the wrong order. Put them in the correct order with the help of the picture.

A: string	B: cat	C: plank
D: cannonball	E: spring	F: cup
G: clipper	H: rope	I: sandbag
J: balance	K: broom	L: bucket
M: woman	N: cigarette	



- _____ The broom meets the bucket of water.
- _____ The frightened cat arches its back and upsets the plank.
- _____ Water pours onto the woman and extinguishes the cigarette.
- _____ Pull the puppet's string.
- _____ The cannonball rolls off the plank and lands on the spring.
- _____ The spring hurls the cannonball into the cup attached to the clippers hanging on the wall.
- _____ The puppet frightens the cat.
- _____ The sandbag strikes the balance, which propels the broom skyward.



- 6 When writing a directive process analysis essay, we often use imperative sentences to present the steps. Complete the passage below with the verbs in the box.

use spin remove tighten get attach apply lower

Anyone who drives should know how to change a flat tire. First, before you drive, you must make sure that you have an inflated spare tire, a jack (千斤顶) that works, and a crowbar (铁撬棍). If you are driving and have a tire go flat, be certain to choose a safe place to pull off the road. 1) _____ out the crowbar, jack, and tire. Use the sharp end of the crowbar to remove the hub (轮轴) cap from the tire. 2) _____ the other end of the crowbar, which has a socket (孔) in the same shape as the wheel's lug nuts (螺母), to loosen the lug nuts. Next, 3) _____ the jack and lift the car so that the wheel comes off the ground. Now, 4) _____ the wheel clockwise with one hand, and 5) _____ the socket end of the crowbar to each lug nut. Turning the wheel will loosen each lug nut. 6) _____ all of the lug nuts, and then take the wheel off the car. Put the flat tire in the trunk of your car and put the spare on. Place the lug nuts back on, first by hand, and then with the crowbar, spinning the wheel counterclockwise. Once all lug nuts are on tight, 7) _____ the wheel to the ground and remove the jack. Finally, 8) _____ the lug nuts even more with the crowbar, reattach the hub cap, and put everything away in the trunk of your car. You are now ready to drive to an auto shop to get your flat tire repaired.

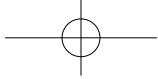
- 7 When describing a process, especially an informative process, we often use the present passive tense (e.g. The trees are cut down.) to give a general description. Sometimes, in order to avoid repeating a subject, a relative pronoun and a relative clause (e.g. The bark is stripped from the trunks which are sawn into logs.) are used. Read the following text "How Paper Is Made" carefully. Some sentences from the text have been joined together on the next page to form a paragraph. Complete the paragraph with appropriate verbs in the passive form or with relative pronouns and relative clauses.

How Paper Is Made

Paper is made from wood, and many of the world's paper mills are found in those countries which have great forests—Canada, Sweden, and Finland.

- The trees are felled or cut down.
- The branches and leaves are removed.
- The trees are transported to the sawmill.
- The bark is stripped from the trunks.
- The trunks are sawn into logs.
- They are transported to the paper mill.
- They are placed in the shredder.
- They are cut into small chips.
- They are mixed with water and acid.
- They are heated and crushed to a heavy pulp.
- This wood pulp is cleaned.
- It is also chemically bleached to whiten it.

(To be continued)



YOUR TURN TO PRACTICE

(Continued)

- It is passed through rollers to flatten it.
- Sheets of wet paper are produced.
- The water is removed from the sheets.
- These sheets are pressed, dried, and refined until the finished paper is produced.

First, the logs _____ in the shredder. Then they _____ into small chips and _____ water and acid. Next they _____ to a heavy pulp _____. It _____ also chemically _____ to whiten it. After this, it _____ through rollers to flatten it. Then, sheets of wet paper _____. Finally, the water _____ from the sheets _____ until the finished paper _____.

- 8 Read the following paragraphs carefully. Complete them, maintaining a similar style of writing. Exchange drafts with one or two classmates. Give feedback on each other's work.

Paragraph 1

Successful exercise

To exercise successfully, you should follow a simple plan consisting of arranging exercise time, making preparations, and starting off at a sensible pace.

First, arrange time for doing physical exercise. Everyone has an excuse for not exercising, e.g. _____.
 _____ . However, one solution is simply to _____ . Look at it this way: If you have already got up too early, what's the extra 30 minutes? Of course, that time could be cut to 15 minutes earlier if you could _____ .
 _____ .

Paragraph 2

The fun of riding a bus

By following a few simple steps, a smart and observant person can have a good time riding a bus in America. First, everyone should know a few basic things before riding the bus, such as _____ .
 _____ .
 Second, a person should have a monthly pass or the exact change so _____ .
 _____ . Once on the bus, a person should find a seat where _____ . Don't be afraid to look around—a person can see much of America not from the bus but in the bus. Don't stare at anyone, of course, and always have something to read in case _____ .
 However, since everyone, from business people to college students, rides the bus, what one sees on a bus is _____ . Finally, a person should not get so involved in people—watching that _____ ! Bus riding can be fun if one knows how.



Major Assignment

Write a process essay of no less than 600 words. You need to decide on the subject matter by yourself, and make sure that your essay involves a directive process. Remember to use details or examples to elaborate each step. When you have finished writing, mark the structural elements and rhetorical modes (in brackets) to the left side of your essay.

SUGGESTED STEPS OF YOUR WRITING TASK

1
STEP

Brainstorming

- Brainstorm the steps you need to take to implement the process.
- List the steps.
- Decide who your audience is and how much they might know about your topic. Keep in mind that you are trying to help readers so that they can follow the steps in order to implement the process.

2
STEP

Outlining

- Formulate the thesis statement based on the steps you have listed.
- Develop each step into a topic sentence.
- Support each topic sentence with details, including your personal experiences.

3
STEP

First draft

- Write your first draft based on the outline, following the structural requirements of open-form or closed-form writing.
- Make sure each part/paragraph in the body is dedicated to a specific step, and each topic sentence is supported by specific examples and other details. Cite what your audience are acquainted with, and clearly define any concepts which may not be quite familiar to your readers.
- Use transitional expressions to help the text flow smoothly from point to point.
- Draw a conclusion by summarizing the points and writing a natural so-what.

4
STEP

Peer review

- Exchange your first draft with one or two classmates.
- Carry out a peer review by completing the table on Page 71, and then have a discussion with your peer reviewer(s).



5
STEP

Revision and proofreading

- Revise your writing by referring to the comments made by your peer reviewer(s).
- Check the spellings, collocations, and word usage.
- Make sure your essay is neatly organized.
- Add structural and rhetorical markers to the left side of your essay.

6
STEP

Submitting your work to your teacher

7
STEP

Further revision

- Improve the coherence of your arguments and the quality of your language based on your teacher's feedback.

Suggested Focuses for Peer Review

Title of the writing: _____

Author: _____ Reviewer: _____

Standard	Evaluation scale	Focused comments
Length and succinctness		
The essay satisfies the length requirement.	1 2 3 4 5	
The language is concise and without redundancy.	1 2 3 4 5	
The writing is neat, legible, and presented properly.	1 2 3 4 5	
Content		
The steps are sensible.	1 2 3 4 5	
The thesis presents the process and the author's stance about the process.	1 2 3 4 5	
Each topic sentence contains a step.	1 2 3 4 5	
Each topic sentence is supported by evidence.	1 2 3 4 5	
At least one topic sentence is supported by details.	1 2 3 4 5	
Organization and style		
The essay follows the typical five-paragraph format in structure.	1 2 3 4 5	
Transitions are properly used to move from one part to the next part of the essay.	1 2 3 4 5	
Language		
The writing is free of misspellings; sentences are punctuated accurately without run-ons or fragments.	1 2 3 4 5	
The essay is free of obvious language errors.	1 2 3 4 5	
The language flows naturally with effective wording.	1 2 3 4 5	

Note: 1=very poor; 2=poor; 3=fair; 4=good; 5=excellent

Global suggestions for revision: (to be written on a piece of paper)

How to Be Successful in a Job Interview

by He Peishan (何佩珊)

HOOK

(COMPARISON & CONTRAST)

THESIS STATEMENT

In the fiercely competitive job market, those who did not get the job might not necessarily have been less capable of fulfilling the role than the ones who got it. Often, they were just not able to communicate or to deliver what was expected from them in the crucial moments of the interview. To present the interviewer with the best version of you, it's essential to prepare adequately before the interview, behave well during the course of it, and follow up the interview with a thank-you letter.

STEP 1

SUB-STEP 1

SUB-STEP 2

SUB-STEP 3

WRAP-UP

First, adequately prepare yourself before the interview. An initial step of successful interview preparation is analyzing the company. Try your best to get to know as much information as possible about the company's profile and background, future goals and plans. Also, it's of equal importance to know about the position you are applying for and how it fits your strengths. Making a list of the skills, knowledge, and professional and personal qualities that are required by the employer is helpful to the success in the job interview. As for the interview itself, perfect practices and rehearsals make perfect. Suppose you were the interviewer, what questions would you ask and how would you answer them? You need a friend to practice with and give you feedback. With all these preparations well done, success is not far away.

STEP 2

SUB-STEP 1

SUB-STEP 2

(DETAILS)

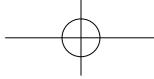
SUB-STEP 3

WRAP-UP

When the big day comes, the golden principles are to be well-presented, good-mannered, and to be a good communicator. To begin with, wear a neat, tidy, and well-ironed suit. Get your hair done and be punctual. And then behave in a good manner at the interview office. As proper interview etiquette is essential, it's suggested you remember to greet the receptionist, your interviewer, and everyone else you meet politely, pleasantly, and enthusiastically. Look everyone in the eye, smile, and say "please" and "thank you" all the time. "Picking up the waste paper on the ground might give you the ticket to the job," as the cliché tells us. Most importantly, communicate well. When the interview begins, use body language and a clear voice to give a good first impression. Then, state the advantages you have for this job and your former colleagues' good comments on you. However, please remember that the last thing a good communicator would do is to criticize his or her former employer. More importantly, a good communicator knows the importance of listening, because if you don't pay attention, you won't be able to give a good response. If you follow these three "good" principles, you should be guaranteed success.

STEP 3

In the end, follow up a job interview with a thank-you letter reiterating your interest in the job. Restate why you want the job, what your qualifications are, and how you might make a significant contribution to the company. This thank-you letter is also the perfect opportunity to bring up anything of importance (whether it is something that your interviewer omitted to ask or a question that you didn't answer but you would like to answer).



THESIS RESTATEMENT

SO-WHAT

To conclude, adequate preparation, good performance, and a thank-you letter afterward make a successful job interview. In order to succeed in an interview, even the smallest details before, during, and after the interview should be considered. If you follow the three “good” points, you should be guaranteed success at your interview.

Transnational peer review



An American student's comment:

Your essay is well done. You have quite a nice way of putting words together and presenting the process. Your ideas are easy to follow and well supported. Your essay is fluent and enjoyable to read. There are very few corrections needed to be addressed.

I like the fact that you have conceptualized the issue in three points. You introduce the three points in a thesis statement at the beginning, elaborate the three points in the middle, and restate the three stages in the concluding part. This makes your writing neatly organized.

What I especially like about your essay is that you do not list the steps but present them within the text and use connective words to make your writing flow well and coherently.

The author's response:

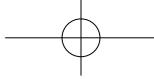
Thank you for your comments. Actually my first draft was written by listing the steps, which I thought might be too straightforward. After getting my writing teacher's feedback, I changed the style of my writing, making it more like a typical argumentative essay. After reading your comments, I am more confident in my writing.

I also have a question. I have used the second person in my writing. I am afraid it is too didactic. What is your opinion on this?



The American student's comment:

I am glad you find my comments useful. Concerning your question, I think using the second person is all right, since your essay aims to provide your audience with directive information so that they can follow your steps when attending a job interview. By using the second person, it sounds as if you were talking to your audience face to face, teaching them how to attend an interview successfully.



The author's response:

Many thanks for your explanation and confirmation. Have you noticed any areas in which I can improve?



The American student's comment:

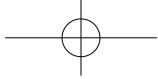
Sure. One place I think you could improve is the last sentence of Paragraph 3. This sentence seems to be very similar to the last sentence of your essay. I know this is caused by the fact that Paragraph 3 contains three sub-steps while the essay focuses on three steps. I suggest you keep the last sentence of the essay but revise or simply delete the last sentence of Paragraph 3 since a wrap-up is not a must for each body paragraph.

Another place is the seventh line of Paragraph 2. In this line, there is an expression—"perfect practices." Actually, using "practices" is enough; "perfect" is redundant. If possible, do pay more attention to those unnecessary words in your writing.

The author's response:

Thank you very much for pointing out the problems in my writing. I really appreciate your valuable feedback and suggestions.





修辞层面

过程论说文是一种常见的写作类型，它按照步骤先后顺序逐项说明一个操作是如何完成的，或者一件事情是如何发生的。过程写作可分为两类：一是“指令型过程”（directive process），二是“信息型过程”（informative process）。

一、指令型过程

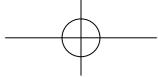
指令型过程旨在满足读者的实际需求，指导读者完成某项操作，重点在于为读者提供可操作、可复制的步骤，例如：如何做蛋糕、如何组装台灯、如何策划一个晚会等。要写好指令型过程，作者需要对所讲解的过程心中有数，最好有过实践经验，这样才能给出具体细节，对于每一步该做什么、不该做什么有明确的交代，以便读者可以顺利复制相关过程。

指令型过程常常使用第二人称、祈使句、现在时以及主动语态，还有一些表示时间顺序的词语，如 first、second、third 等。这些写作特点在以下例文中有所体现。

Making a milk shake may seem to be a simple task; however, several different steps are involved in the procedure. First, you must assemble the necessary equipment: a special metal container which has two distinct lines marked on the inside, and the ingredients. The first ingredient is ice milk. Second, place two and a half scoops of ice milk in the metal container. Then, add milk until the mixture reaches the second line on the inside of the container. Now, add the flavoring: three squirts for cherry, strawberry, or vanilla but only two for chocolate; otherwise the milk shake will be too chocolatey. Once you have put the ingredients into the container, attach it to the machine which thoroughly mixes them. (If they are not left in the machine long enough, the ice milk will remain on the bottom.) When the mixture is ready, pour it into a large wax-coated paper cup topped with a lid and hand it to the customer with a straw and a smile.

这是一篇指令型文章，教读者如何做奶昔。作者按照先后顺序讲解了整个过程。第一步，列出所需要的器具和食材（container、ice milk 等）。第二步，将冰牛奶加入容器中。第三步，往容器中倒入常温牛奶，直至第二刻度线。第四步，加入适量樱桃糖浆、草莓糖浆或者香草糖浆以及巧克力糖浆。第五步，用机器搅拌直至均匀。最后，将做成的奶昔倒入杯中交给客人。作者给出了具体细节，并且指出了注意事项，方便读者复制整个过程。

怎样表达自己的思想？



二、信息型过程

信息型过程旨在扩大读者的信息量，使读者了解一项工程是如何完成的，或者一件事情是如何发生的，例如：长城的建造过程、人造卫星的发射过程、两个国家之间如何签订协议等。与指令型过程不同，信息型过程不期待读者复制整个过程，毕竟，读者通常也无法复制这些过程。

不同于指令型过程，信息型过程常用第一或第三人称。在时态方面，如果描述的过程已完成（如长城的建造过程）则用过去时；如果描述的是经常性的过程（如纸的制造过程）则用现在时。在语态上，主动和被动皆可。

以下例文讲述了美西战争爆发的缘起。

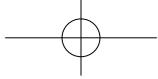
A series of dubious events led to the outbreak of the Spanish-American War. Cubans had long attempted to overthrow Spanish rules in their country. The rebellion lasted for many years. William Randolph Hearst, owner of the *New York Journal*, falsely reported on the war; his reporters made the conflict seem as if the Spanish had massacred the Cubans. Such propaganda caused a wave of anti-Spanish feelings to sweep across America. In February 1898, the American vessel *Maine*, sent to Cuba to protect American people and property, blew up in Havana Harbor, killing more than 260 people. Consequently, Americans instantly assumed that the Spanish had blown up the *Maine* by means of a submarine. War frenzy broke out in the United States, and Americans wanted war more than ever. "Remember the *Maine*! To hell with Spain!" was a popular chant shouted by war enthusiasts.

这是一篇信息型文章，介绍了美西战争爆发的缘起：古巴反抗西班牙→《纽约杂志》错误报道西班牙对古巴人的镇压方式→美国派出军舰“缅因”号→“缅因”号在哈瓦那港爆炸→美国人将事故归咎于西班牙→美西战争一触即发。作者除了客观地描述这场战争爆发的缘起外，还使用了一些词语，如 *dubious*、*falsely*、*propaganda*、*frenzy*，以表明自己对这场战争的态度。

语言层面

过程论说文中过渡语的使用

过程论说文一般按照时间逻辑顺序进行组织，需要运用顺序标志词（如 *first*、*next*、*after that*、*and so on*）和时间状语从句作为过渡语，来描写顺序或者步骤间的过渡。这一点和叙事文体相似。比如，在“修辞层面”部分刚刚讲过的“奶昔的制作”一文中，作者运用了四个顺序标志词 *first*、*second*、*then* 和 *now*，以及两个时间状语从句 *once you have put the*



ingredients into the container 和 when the mixture is ready, 来表示步骤间的过渡。

除了使用顺序标志词和时间状语从句, 还可以运用 -ing 短语增强过程论说文的连贯性, 并增加语言结构的多样性。例如:

After finishing the written test, you must wait to take the driving test.

Having finished the written test, you must wait to take the driving test.

在连接两个独立的句子时, 如果两句的主语相同, -ing 短语和时间状语从句可以替换使用。例如:

First he melted the gold. Then he began to shape the trinket.

(两个独立句子)

After he melted the gold, he began to shape the trinket.

(时间状语从句)

After melting the gold, he began to shape the trinket.

(-ing 短语)

Having melted the gold, he began to shape the trinket.

(-ing 短语)

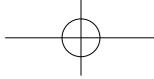
不要混淆 even though 和 even 的用法。even though 是连接词, 可以引导从句, 而 even 是副词, 不可以引导从句。比如下面的两个句子中, 显然第一句不正确, 而第二句是正确的表达方式。

*Friendship lasts even contact is lost.

Friendship lasts even though contact is lost.

与 even though 不同, even 用在独立的句子中, 会加强句中另一个成分的含义。比如: 强调形容词或者副词修饰语 (e.g. She looked tired, even exhausted.), 强调未预料到的事情 (e.g. Even John laughed at the joke.), 或者强调比较级 (e.g. My brother was even more fanatical than my sister about speaking English.)。

防微杜渐:
even 不同于
even though



My Recent Writing Companions



Congratulations! You've completed this unit! You must have made the acquaintance of many new writing companions in this unit. Write them down in the corresponding boxes below. Do not forget to revisit them constantly, and more importantly, to call them out to enhance your own writing whenever possible.

Words & phrases

Sentence structures

Writing skills