

# Topic Based Writing Practice

In this exercise, you will practice applying topic-based writing principles to an everyday process that you know how to do well. Follow the steps below (you can start with step 3, if that is easier!).

Make sure to pick a process that is relatively complex and has multiple elements. For example, **Making a Sandwich** is not a good process candidate because there is only one set of steps involved. Instead, you could choose something like **Preparing Lunch**, which might also include topics on packing the lunch or preparing other food.

PROCESS: \_\_\_\_\_

1. List any **prerequisites** or **materials** that are needed to complete the process.

*(deli meat & bread, a knife, condiments, etc.)*

2. List the general steps someone would take to complete the process.

*(decide on food to pack; make a sandwich; pack the sandwich)*

3. List a few specific steps needed to complete each of the steps you listed above.

*(for make a sandwich: 1. take slices of bread out of the bag; 2. add condiments; 3. add deli meat)*

On the back of this paper, organize the topics you defined in a logical progress, starting first with any *concept* topics, then moving to *task* topics, and finally *reference* topics if applicable.

## Topic Reminders

**CONCEPT** topics give readers general or important information about a topic. In our “Making a Lunch” example, your concept topic might be entitled “About Lunch,” and could give the reader an idea of the types of foods that are usually eaten at lunch along with time of day.

**TASK** topics instruct the reader on how to do something. They include **steps** arranged in chronological order. Think of these as the **procedure** part of the document.

**REFERENCE** topics give the reader additional information that is useful, but not essential. Examples could include a link to a website that has a lot of lunch food recipes.

TOPIC TYPE: \_\_\_\_\_ TOPIC NAME: \_\_\_\_\_  
STEPS:

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