

- c. List all the steps you can think of that may be included in the process. Don't worry, at this point, about how each step fits or whether two steps overlap. Here, for example, is the list prepared by the author of "Sneaking into the House at Night":

*Quiet on stairs*

*Come in after Dad's asleep*

*House is freezing at night*

*Bring key*

*Know which steps to avoid*

*Lift up front door*

*Late dances on Saturday night*

*Don't turn on bathroom light*

*Avoid squeaky spots on floor*

*Get into bed quietly*

- d. Number your items in the order in which they occur; strike out items that do not fit in the list; add others that come to mind. The author of "Sneaking into the House at Night" did this step as follows:

*Quiet on stairs*

2 *Come in after Dad's asleep*

~~*House is freezing at night*~~

1 *Bring key*

5 *Know which steps to avoid*

3 *Lift up front door*

~~*Late dances on Saturday night*~~

6 *Don't turn on bathroom light*

4 *Avoid squeaky spots on floor*

8 *Get into bed quietly*

7 *Undress quietly*

- e. Use your list as a guide to write the first draft of your paragraph. As you write, try to think of additional details that will support your opening