

## The CME process:

1. I will distribute the prompt. You need to have pencils with good erasers. Lined paper will be provided. Remember to double-space your response and make sure that is legible. Something that's hard to read will usually get a lower score.
2. I will begin to read the essay aloud.
3. As I'm reading, take notes on your impressions. Use the time to brainstorm. What is the author saying? What questions are being raised?
4. There are some questions at the end of the essay that I will read. They may be helpful, or they may send you off on tangents. Be careful not to *just* answer the questions since you need to understand and engage the essay.
5. I will ask you if you have any questions about the prompt.
6. You then have two hours to write your response. Again, remember to double-space and write legibly since readers get tired and even a great response that's hard to read may get a low grade if the reader just isn't sure what you're writing.
7. Go through the article again, briefly summarizing what the author is saying. Remember that most articles, especially short ones which this will be, have a beginning, middle and end.
8. Brainstorm what you're going to say about each section of the essay. Make your brainstorming specific by thinking of examples and illustrations that apply to what the author is saying, and then remember that you have a host of rhetorical forms at your disposal that you can use to analyze the essay. Compare & contrast, classification, division and analysis, description, cause & effect and definition may all be helpful. After we've talked about argumentation, you'll understand better how to use this form as well.
9. Remembering the response outline with its five parts—intro ¶ + beginning ¶ + middle ¶ + end ¶ + concluding ¶—quickly outline your response to organize the author's and your main points. Remember to use present tense when summarizing points in the article. You may also want to include a couple short quotes from the essay. Remember to analyze whatever you write. Don't just state something expecting us to understand its significance.
10. Look carefully at your title, thesis and concluding thoughts. Do they tie together? Does your title intrigue the reader? Does your thesis engage the questions raised by the reading and also hook your reader? Does your conclusion look back at what you've written, pulling together your views and the author's, and look forward at the end to a somewhat broader view?
11. Legibly write your double-spaced draft so that you have room to make corrections.
12. Slowly reread your draft to yourself. Do your ideas make sense and do they relate well to what the author states?
13. If there's time, rewrite your essay. If you're short on time, make legible corrections in between lines. You can also write a new paragraph and tell us how to incorporate it into your response.
14. Read your essay slowly one final time, checking coordinating and subordinating conjunction punctuation. Make sure you've removed all sentence fragments and that there are no run-on or comma-spliced sentences.
15. Hand in, but don't rush the process. Nothing is gained by finishing early. If time remains, reread and correct. Writing is all about understanding, creating, rereading, and rewriting until you get to that point when your ideas cohere.