

Process Workbook hints and tips

Your Process Workbook should be no more than 4000 words and I know this is difficult for many of you, but being able to condense your thoughts and research into salient and relevant points is a valuable and necessary skill. Your Process Workbook is not about quantity over quality, it is about being able to consider your learning points and highlight **your** process and what you have learned and will take forward.

A few FAQs

Does the 4000 words include quotes/text/scenes etc?

No it does not. The 4000 words are YOUR words. Talking about a monologue and how you have explored the character and created an idea of backstory IS counted. Quoting the lines from the speech is NOT counted.

You may quote someone who has spoken about performing Shakespeare. The quote itself does not count in the word count but **your** thoughts and analysis about what they said is.

Do I need to reference where I have found something?

Yes you do. You need to add your 'footnotes' (please see the Referencing info) which identify where you have got the quote or information from.

Do I need to add a Bibliography?

Yes you do. After the main body of your Workbook you need to add a chapter headed BIBLIOGRAPHY, in there you should put ALL the resources you have looked at. Books, plays, websites, YouTube videos etc. You may not have actually mentioned them within your process workbook but if you have read something, explored something, then put it in your bibliography.

What is an APPENDIX and do I need one?

If you want to 'show your workings' for a section of work then you can put it in the Appendix and refer to it in the main body of your Process Workbook. Eg If you have looked at a section of a scene in your task (either your modern English version of the text task or in an investigation of where a monologue comes from within the play), you could say "see appendix" if you want to direct me to the whole scene for further information.

The Appendix should come at the very end of your Process Workbook after the bibliography.

DO NOT USE THE APPENDIX TO THROW EVERYTHING YOU HAVE NOT MENTIONED IN YOUR PROCESS WORKBOOK. Your appendix is not a place to put everything in the hope that you will not have to edit your book down to 4000 words. You must only include information that is relevant to your writing in the main body of the text. If you do not mention the living conditions of the working classes in the Elizabethan age, then I do not expect it to be in your Appendix.

