STEP-BY-STEP FOR A PROCESS ANALYSIS ESSAY

A. Introduction: Background information/context for the reader (choose one/combination)
➔ rationale (why it's important to do this)
➔ history (who first did this)
➔ applicability (how it can be used)
➔ personal connection (why/how I started doing this).

Thesis statement:

B. Body: Steps in the Process/"check yourself" details…

PREP STEP: Ingredients list? What do you need to get started?

Step 1 **Transition:**

Step 2 **Transition:**

Step 3 **Transition**:

Step 4
Transition:

Step 5
Transition:

Step 6 (add more if needed)

C. Trouble-shooting: Note any problems to avoid/commonly made mistakes

D. Conclusion: What should your finished product look like? How will you know you're successful?

F. Leave your readers with an encouraging vision of how to enjoy their new ability…how it will change their lives…

Guidelines to think about as you revise:

1. **Write an effective introduction**: The introduction usually presents the thesis statement and includes necessary background information. It should also capture the readers' interest and focus their attention on the process. For some essays, you may want to explain that the process you are describing is related to other processes and ideas (for example, the process of jogging is related to running.)

2. **Include reasons (and warnings) for the steps**: Unless the reason is obvious, explain why each step or group of steps is important and necessary. In explaining why a step is important, consider including a brief anecdote (short story) as an example.

3. **Use transitions**: To avoid writing a process analysis that sounds monotonous, use transitions such as *before, next,* and *finally*.

4. **Define technical terms**: If you have used words that may be unfamiliar to your readers, be sure to define them.