

Name _____

Process Essay Outline

A. **Introduction:** Background information/context for the reader

- Rational (why it is important)

- History (who did it first)

- Applicability (how it can be used)

THESIS STATEMENT:

B. **Body** (may be 1-3 paragraphs): Steps in the process

- Materials

- Step 1 with transition:

- Step 2 with transition:

- Step 3 with transition:

- Step 4 with transition:

Name _____

➤ Step 5 with transition:

➤ Step 6 with transition:

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

D. **Conclusion:** What should the finished product look like? How will the reader know they are successful?

- Leave reader with something encouraging. How will this help the reader or change their lives?

❖ IMPORTANT THINGS TO KEEP IN MIND

- Hook your reader in the introduction
- Use *advanced* transition words (refer to sheet)
- Define any technical terms the reader might not know
- Try to use semicolons and colons