

# Drafting a Process Essay

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## Step 1: Plan Your Essay

Before you write, organize your ideas.

- \* Make a list of steps in order.
- \* Include details, tips, or warnings for each step.
- \* Decide on time, materials, or tools the reader might need.
- \* Think about what the final product should look like.

Example Outline:

1. Gather ingredients
2. Prepare tools
3. Follow steps in order
4. Serve or finish

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## Step 2: Write Your Introduction

Even though you're drafting, the introduction matters:

- \* Grab the reader's attention with a vivid description.
- \* Include time or tools needed for the task.
- \* End with a thesis statement that explains what your essay will show.

Example Thesis:

"This essay shows how to make sushi at home by organizing ingredients and following a clear, step-by-step process."

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## Step 3: Draft the Body Paragraphs

- \* Each paragraph covers one main step.
- \* Use transition words like first, next, then, finally to connect steps.
- \* Include details so readers understand exactly what to do.
- \* Add caution notes if something could go wrong.

Tips:

- \* Avoid using "I" or "we"; write in a neutral voice.
- \* Keep sentences clear and simple.
- \* Describe what the final step should look like.

Mini Example:

\*Next, prepare the fish carefully. Make sure it is fresh, sliced evenly, and ready to use.\*

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## Step 4: Draft the Conclusion

\* Summarize the main steps.

\* Remind readers why completing the process is worthwhile.

\* Encourage creativity or trying new variations.

Mini Example:

\*Now your sushi is ready to serve! Experiment next time with different fillings to make it your own.\*

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## Step 5: Review and Revise

After drafting, make your essay easy to follow:

\* Read aloud to check clarity and flow.

\* Check that all steps are in the right order.

\* Ensure details are complete but not confusing.

\* Ask a friend if they understand the instructions.

\* Add or adjust transition words to guide the reader.

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## Quick Drafting Checklist

- ✓ Steps are in order and detailed
- ✓ Each paragraph has one main step
- ✓ Transitions connect steps smoothly
- ✓ Warnings or tips are included
- ✓ Conclusion summarizes and encourages the reader
- ✓ Essay is clear and easy to follow