

WRITING A PROCESS ESSAY

Process essays are basically concerned with how something works or how to make something. These kinds of compositions are generally organized in simple sequential order. Here are five techniques that are especially useful in organizing compositions dealing with processes:

1. **Specify** in as few words as possible the **major divisions or steps** you will discuss.
2. Use **topic headings** to define and limit sections of your paper.
3. Use a **combination** of 1 and 2: Open with a list of main ideas and repeat them as topic headings.
4. Use a **vivid image** to help the reader see your subject.
5. Use a **series of questions** to control brief passages.

Sample Outline for a Process Essay

A. Introduction

- a. **Arouse interest.** This may mean naming the subject you are writing about, showing that it is important, and putting it into context.
- b. **State the main idea or purpose of the paper.** If this is clear from your title, this step is optional.
- c. **Give some clues as to the main divisions of the paper.** (optional)

B. Take the major divisions of the paper in an appropriate and logical order. It will probably be sequential, but it could follow some other pattern. Make the movement from one division to another clear. Use topic headings, questions or transitional devices.

C. Conclusion

D. Summarize the main divisions. (optional)

E. Provide interesting, satisfying closure. (ending).

Transitions which serve as bridges between ideas, may be placed in five categories:

1. **Time signals** – first, then, next, later
2. **Place signals** – on the left, nearby, in the centre, beside
3. **Contrast signals** – however, but, unfortunately, on the contrary, on the

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Scott C. Dulebohn



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