

Process Analysis Essays

1. Essays that direct and instruct
2. Essays that explain and analyse a process.



Process Analysis Essay Types

- Process Analysis essays can be divided into 1. essays that **direct or instruct** the reader (the steps of a process) or 2. those that **explain or analyze** (focusing on how something works).
- Example topics for **directional/instructional** essays include:
 - Recipes such as: How to make a burger, How to make ice cream.
 - Instructions on how to: Change a tyre, Apply make up, make the bed.....

Process Analysis Essay Types

- Example topics for explanation and analysis essays include: Explaining the process of getting married in your home country, explaining photosynthesis.
- We are going to focus on **DIRECT/INSTRUCT** essays.

PLANNING THE ESSAY



- **1. KNOW YOUR AUDIENCE:** Are you writing it for an expert or the average man on the street? This determination will influence how and what you write. For most essays you should assume you are writing to the average man on the street. You need to make sure your instructions and steps are clear, well organized and sequential. **DO NOT OMIT STEPS!!!**
- **2. ORDER THE STEPS CHRONOLOGICALLY:** This means you write the first step first and the last step at the end.
- **3. MAKE SURE THE PROCESS IS COMPLETE:** Do not leave out steps. Remember you may be explaining the process to someone who has no idea of how to do it. Just because you know all the steps/procedures does not mean the reader does!

PLANNING THE ESSAY

- 4. EXPLAIN AND NEW OR UNKNOWN TERMS: Depends on the reader/audience's knowledge.
- 5. WARN THE READER: Highlight any potential problems or dangers with the process. (Do this at each stage).
- 6. Always explain why a step is necessary

DIRECT & INSTRUCT

- THESIS STATEMENT:
- The thesis statement must be clear and concise and specifically state the process you will provide instructions/directions for.
- Example: ***Some people may think that mastering the game of Scrabble is difficult and impossible, but this process can be achieved in six essential steps.***

Transitional Topic Sentences

- Your topic sentences for each paragraph must be transitional. This means you must include words that tell the reader the sequence of the steps.
- Example: ***The first step to mastering the Scrabble game is to memorize all of the two-letter words. Then you give an example/examples of some two-letter words.***
- ***The remaining steps are started by using the following words:*** *The next step is..., Once you have finished doing this...,Fourth, the following task should be done...,Finally*

GUIDE QUESTIONS

Paragraph One: Introduction

- **Identify your topic.**
- **Have you selected a process that can be told in five or six simple steps?**
- **Why are you qualified to write a "how to" paper on this process?**

Sample Thesis Sentence:

- *The culinary art of mud pie making can be accomplished in six easy and fun steps.*

Second Paragraph (1st Step)

- Explain ***how*** to accomplish the first step:
- Explain ***why*** this first step is necessary:

Sample Topic Sentence: *First, the location of the "kitchen" and preparation of the area is very important.*

Third Paragraph (2nd Step)

- Explain ***how*** to accomplish the second step:
- Explain ***why*** this second step is necessary:
- **Sample Topic Sentence:**
- *Second, between one and three p.m. is the best baking time.*

Fourth Paragraph (and so on)

- **Explain clearly what is to be done in each individual step and what equipment, materials, etc. are used to complete the step. HOWEVER INTRODUCE ALL NEEDED MATERIALS IN PARAGRAPH ONE.**
- Emphasize the important points of the step and include any cautions about mistakes that may possibly be made for this step.
- Include any theory underlying this part of the process, if applicable.
- Follow these protocols for all of the steps.

Last Paragraph (Conclusion)

- Completion of the discussion of the last step
- Summary of the main steps
- Significance of the process
- Discussion of other methods to do this process or any feasible shortcuts that could be taken to complete the process
- **EXAMPLES & DISCUSSION:** See the handouts provided. Are they effective?

PRACTICE WRITING 1

- Choose a process you know very well (e.g how to bake a chocolate cake) and write a brief outline of the steps you do to make/produce the cake.
- Write your introduction to the process and make sure your outline includes all steps and uses transitional words.
- Bring this to the next class and discuss it with your classmates.

PRACTICE WRITING 2

- Draft and revise your process analysis essay and ensure your spelling, punctuation and grammar are correct and appropriate.
- Bring your essay to class on 1st of December. You will be swapping essays and your classmate will be assessing the clarity of your instructions!.