

## Process Essay and Speech Prompt

**The Essay:** A Process Essay, which could also be called a “How To” Essay, explains how to do something. The process you describe can be anything you like that is a process related to your internship, but it must fit the requirements, so it cannot be too simple or too complicated. The key to this paper is to provide clear and precise language that explains what to do, step by step. At times, you may need to begin by introducing specialized vocabulary related to the process or by explaining the types of materials one will need and where to find them.

**The Research:** Since it is crucial that you explain the process precisely and accurately, you will conduct research in order to discover details and pertinent information related to the process you will be explaining. After conducting the research, you should be an expert on how to explain the process to an audience. You must document the research in your paper in the MLA format. Synthesize the information from several sources to support your explanation of the process.

**The Speech:** After explaining the process in writing, you will organize and present a process speech to the class, incorporating two visual aides and polished speaking skills in order to make your explanation of the process more effective.

### **Requirements:**

#### **Web Site Notes**

Students should know and follow the format for MLA style research papers based on notes taken during class. These notes will be turned in with the essay.

#### **Research**

A Works Cited page with at least 4 sources, also in the correct MLA format; 15 research note cards total with at least one card for each source. Note cards must follow the MLA format for research. A PowerPoint print out of note cards is also acceptable.

#### **Process Essay**

A 3-6 page essay that explains how to perform a process related to the field the student is researching

#### **Process Speech**

3-6 minute speech based on the process essay

#### **Visuals**

Incorporation of at least two visual aides (handouts, PowerPoint, objects, photos, video, etc.) to clarify the process

### **Remember:**

- Include a hook and a thesis statement in the introduction. For this essay, the thesis should suggest the process you will be describing.
- Divide the essay into steps. Section headings may even make the process clearer
- Define key terms that the reader may not be familiar with before using the terms
- Do not use “you” or “your” in the speech or the essay when they can be avoided; use formal language without contractions
- Explain every step of the process clearly and in the proper order (for example, gather materials before the first step)
- Use diagrams or photos in the paper if they will assist in the explanation
- Essays will not be accepted without a Works Cited page and in-text citations
- Do not begin your speech by saying “My speech is about...” and do not end it by saying “That’s it.”
- Keep to the time requirements for the speech or points will be deducted