

Definition:

A Process Essay could also be called a “How To” Essay. The purpose of the essay is to instruct or guide the reader in performing a particular activity in the right way. It is one of the most difficult types of essays to write because it requires precise language so that the reader can follow directions exactly. One incorrect phrase or direction and the reader can be headed down the wrong path. Instruction manuals are written in the Process Essay style.

Characteristics

- Clear and precise language
- A step by step explanation of what to do, say, etc.
- Warnings against following an incorrect process to keep the reader on track
- An organized, definite, and logical order to the explanations
- Diagrams, pictures, charts, etc. to act as visual aids
- Use of a respectful and appropriate tone when instructing the reader
- Elimination of confusing and unrelated details

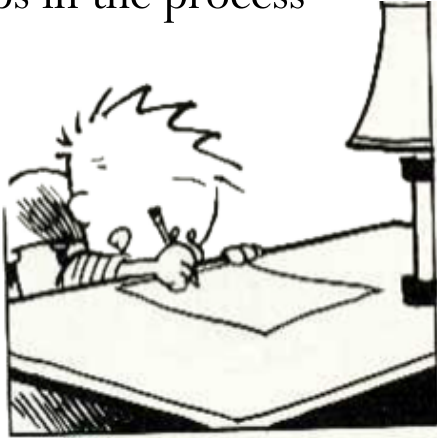


Essay

Helpers

Key Elements the Essay Must Have

- ✓ hook
- ✓ thesis statement
- ✓ several body paragraphs that explain the major steps in the process
- ✓ visual aids
- ✓ detailed instructions
- ✓ a conclusion that states what the outcome of the process should be



Related Vocabulary

First, second, third

Carefully

Next, then, later

To begin

Finally

Avoid

Continue

You must (second person)

After, before

Afterwards, beforehand

Quickly, slowly

Do, Do not

Pay special attention to

Be especially mindful of

The result should be

Sample Prompt

Write a speech that explains very precisely how to do an everyday activity. Be certain to prepare visual aids to enhance understanding. Use clear and specific language and be certain that your audience will understand exactly how to perform the activity. As a helpful suggestion, try imagining that your audience is full of visitors from another planet who have no idea how to perform the activity you are about to describe.