**The Process Essay**

**Introduction**

* Hook reader/identify process to be described
* Thesis - the importance, relevance, or value of

the process

*\*Include any items, tools, materials, or preparations needed to complete the process either in the introduction (if brief), or write these in the first paragraph, or include as they relate to a particular step of the process.*

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| **Body**   * Topic Sentence - 1st step or stage * Explanation/define key terms if necessary * Details/Example * Topic Sentence - Next step or stage in the process * Explanation/define key terms if necessary * Details/Example   *Continue Body paragraphs in chronological or logical order until the process is fully explained.* |

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| **Conclusion**   * If the essay requires an evaluation of the effectiveness   of the process, do so in the conclusion.   * Impress on the reader the importance, value, or   relevance of this process and the impact of following  or not following the process (if relevant). |

*\*Most process essays that describe how to do something will require the use of time, space, or chronological transition/signal words (first, next, after, before, etc.)*

*\*Most process essays use the simple present tense or present perfect tense (have/has +past participle) to describe the steps.*