

# PROCESS ESSAYS

- I. ORGANIZATION – explains the steps or stages in processes or procedures. It is organized chronologically, that is, in time-order. The introduction names the topic (the process to be described) and gives the reader information about the essay’s organization (chronologically-ordered steps or stages). Thus the thesis statement is often very direct (e.g., *There are four steps in tying a shoe*)
- A. **Instructional Process Essays** – *how-to* essays that instruct the reader about how to do something (e.g., how to change a tire, bake a cake)
- B. **Analytical Process Essays** – tells the steps involved in how something works or how something happens or happened.
- II. CONTENT - The introduction:
- names the topic (the process to be described)
  - gives the reader information about the essay’s organization (chronologically-ordered steps or stages).
  - has a thesis statement that is often very direct (e.g., *There are four steps in tying a shoe*)
  - often employs the funnel-method to engage the reader. It begins with very general ideas about the topic and gradually becomes more and more focused until it reaches the most specific and focus point
- II. COHERENCE - Writers must present the steps in process essays in the correct order. Chronological order adds coherence to process essays, so the effective use of chronological transition expressions is a very important.
- A. ***FIRST*** (SECOND, THIRD, etc.), ***NEXT***, ***NOW***, ***THEN***, ***FINALLY***
1. **Function** – ***First*** signals the first step in a process. ***Second, third, next, now,*** and ***then*** signal steps that follow the first step.
  2. **Use** - These words are adverbs and usually come at the beginnings of sentences and are followed by a subject and verb. With the exception of finally, they can also be used in the middle or at the end of a sentence to indicate chronological order. A comma is used after these adverbs when they occur at the beginning of the sentence (exception – then)

3. Examples
  - You should put the egg in the water *first*.
  - *Next*, heat the water until it boils.
  - *Then* add a little salt
  - *Finally*, remove the pot from the heat.

B. ***BEFORE, AFTER, ONCE, AS SOON AS, WHILE***

1. Function – signal chronological order to indicate which steps in a process come before, after, or at the same time as others.
  - *Before* signals a step that precedes another step.
  - *After, once, and as soon as* signal a step that occurs after another.
  - *While* is used to describe two steps or stages in a process that happen simultaneously
2. Use - These words are all subordinating conjunctions which are used in adverb clauses
3. Examples
  - *After* you put the egg in the water, heat it until it boils.
  - *While* the water is heating, peel the vegetables.
  - Eat the egg and vegetables *as soon as* they are cooked.

C. ***DURING, OVER, BETWEEN + noun phrase***

1. Function – indicate chronological order.
  - *During* and *over* mean “throughout or inside a time period”
  - *Between* indicates a step that happens within a specific interval or period of time
2. Examples
  - *Over / During* the first few weeks, many changes occur.
  - *Between* week 1 and week 3, the plants will grow rapidly.