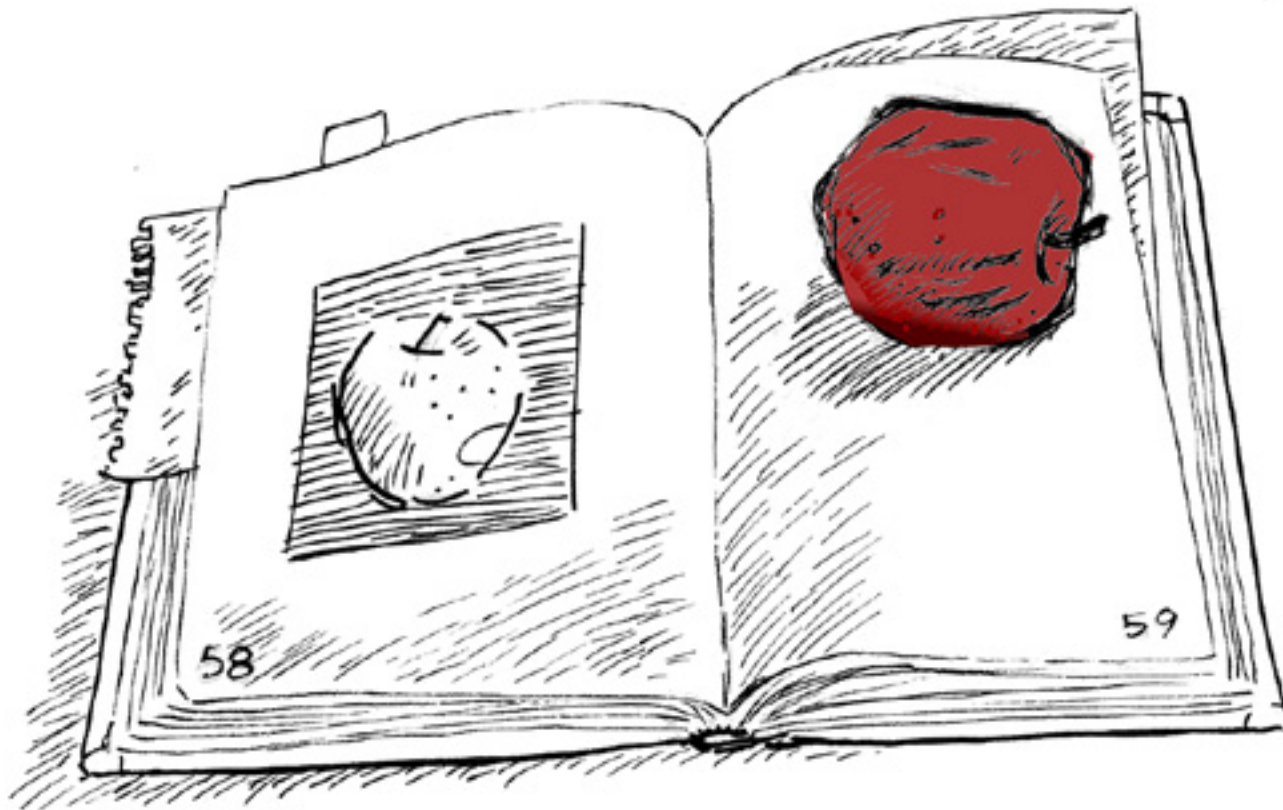


# Process Pattern Writing

---



# *Process Essay Pattern*

---

## **A process paper overview:**

- tells the reader how to do something or
- describes how something is done or
- proposes specific hypothetical steps to fix an issue.

*examples: Current self-help books on the market entitled How To . . .  
or even the Dummy Book Series, any cook book—these are all process works.*

# *Process Essay Pattern*

---

**Before you write** your process essay, consider the following:

- What specific process are you trying to explain? Why is it important?
- Who are the readers?
- What knowledge do they need to understand this process?

**Know your audience.** Having a target audience in mind helps your strategies.

- Are skills/equipment needed for this?
- How long does the process take? Is the outcome always the same?
- How many steps are there in the process?
- Why is each step important?
- What difficulties are involved in each step?
- Do any cautions need to be given?
- Does the process have definitions that need to be clarified?

# *Process Essay Pattern*

---

## **THEN**

- Make a list of all the steps in the process before going into details.
- Organize the steps in sequence, classifying major and minor steps if necessary.
- Check that you have not omitted any steps.

•

Process papers are typically written in the second person (you).

### ***Example:***

*Hand me that book.*

*Go to the principal's office.*

# *Process Essay Pattern*

---

**Target transition words** to lead readers through your essay.

*Transitions are crucial to this pattern.*

*Readers need guidance through the essay.*

## **Examples:**

afterwards

immediately

then, at last, at the same time

in the end, in the future

before, later, during

currently, finally

*The body paragraphs must establish clear stages of development and keep the reader aware of phases through the process.*

# *Process Essay Pattern*

---

## **Types of Process**

- There are two basic types of process writing:  
**informational** and **directional**.

**Informational process** writing provides information on topics we would like to learn about—how something works. Also called **mechanical** process—these explain the way something works so the reader can understand the steps and the result more clearly but you are not necessarily expecting readers to recreate the steps themselves.

**Examples:** how a bill becomes a law, how an egg becomes a chicken, how political events affect the price of gold, how witchcraft was diagnosed in the seventeenth century, how a computer's central processing unit functions, how the heart functions.

# *Process Essay Pattern*

---

On the other hand, **directional** process deals with giving directions on how to do something. An example of this type of writing would be a recipe or an essay showing how to change a tire on a new model Ford pickup.

Also called **Instructional** process they offer specific directions allowing readers to duplicate the process.

## ***Examples:***

how to build a birdhouse

how to train a dog to sit

how to avoid doing homework

how to improve reading comprehension.

You need to choose directional or informational—it cannot be both.

# *Process Essay Pattern*

---

## **Important to Note:**

- a process essay emphasizes **how** something is done, rather detailing **why** something is done. The intentions lie in the directions themselves *not* the motivations.

***Example:*** the writer can explain the steps to create your own tattoo, but the essay will not go into the psychological rationale for wanting the tattoo, nor show statistics detailing types of people who want one, nor offer a subjective opinion regarding the tattoo.

# *Process Essay Pattern*

---

• **Choose an appropriate subject** to either give directions or to inform. *It cannot be both.* If you choose a subject and put it in the wrong format, you'll confuse your readers.

• **Clearly state your topic:** Your thesis states clearly your intentions. Specify whether you are writing to *inform* the reader of a process—

*“When not to text messages”*

or if you are writing specific directions to be followed by the reader—

*“How to operate the new features of your cellular phone”*

# *Process Essay Pattern*

---

## **Organize the series of steps.**

Regardless of whether you write an informational or directional essay, it is critical to organize the steps in the most logical order **FIRST**. The two most widely used methods for organizing a process essay are chronological order and emphatic.

- **Chronological:** works best for the how to change the oil in your pickup
- **Emphatic:** good for suggesting ways to avoid insomnia; this would require a list of important relaxation methods from least important to most important.

# *Process Essay Pattern*

---

## **Offer concrete explanations.**

This is another type of writing which requires strict attention to details—specific, obvious details. A writer should assume, when writing process essays, that the audience knows very little on the subject. Write so that it is clear for those who would be novices at what you are describing, without insulting those people who have some idea. Being too simplistic is just as bad as being too complicated.

## **Write an appropriate conclusion.**

In this particular case you re-emphasize the benefits, describe the finished product or process.