How to Write a Process Essay

A process paper either tells the reader how to do something or describes how something is done. As you write your process essay, consider the following:

- What process are you trying to explain? Why is it important?
- Who or what does the process affect?
- Are there different ways of doing the process? If so, what are they?
- Who are the readers? What knowledge do they need to understand this process?
- What skills/equipment is 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? How can they be overcome?
- Do any cautions need to be given?
- Does the process have definitions that need to be clarified?
- Are there other processes that are similar and could help illustrate the process that you are writing about?
- If needed, tell what should not be done or why something should be done.
- Process papers are often written in the second person (you), but some teachers prefer that you avoid this. Check with your teacher.

Suggested Transition Words

- After a few hours,
- Afterwards,
- At last
- At the same time,
- Before
- Before this,
- Currently,
- During
- Eventually,
- Finally,
- First, Second, Third, etc.
- First of all,
- Formerly
- Immediately before,
- Immediately after,
- Initially,
- In the end,
- In the future,
- In the meantime,
- In the meanwhile,
- Last, Last but not least, Lastly,
- Later,
- Meanwhile,
- Next, Soon after,
- Previously,
- Simultaneously,
- Subsequently,
- Then,