

## English 1301

# The Process Analysis Essay

### Instructions

Choose one of the following actions as the focus for your essay and a realistic audience that would have a natural interest or “need to know” your instructions. Then, compose a paper that explains “how to” perform the associated task. Be specific enough to anticipate the level of knowledge, prior experience, or expertise with this or similar processes. Tell them only what they need to know to successfully complete the process. As may be assigned, write the rough draft during our class period. Consult with your instructor as you may wish. Finish the final draft at the computer.

### Topics

- 1) How to operate a piece of equipment
- 2) How to arrange or organize a successful function
- 3) How to install a unit
- 4) How to assemble a product
- 5) How to evaluate a result
- 6) How to repair an object

### Organization

Compose your essay as a traditional “thesis-support” essay with an introduction, a body, and a conclusion. Organize the body paragraphs sequentially, devoting a separate paragraph to each step or major sub-step in the process. Close with a description of the successfully completed operation.

### Style

Observe the principles of objective description, avoiding the use of figures of speech and emotionally-impacted descriptors. Maintain the informative, objective voice of the “reporter.” Use short paragraphs and headings, bulleted lists, or other itemized steps to assure the reader’s understanding.

### Length

The paper should be long enough to explain the steps in the complete process but no shorter than 700 words.

### Submission

Attach the fully developed and edited rough draft to the back of your printed final copy and turn them both in at the next class meeting.

### Criteria for Grading

Your essay will be evaluated on the following standards:

- 1) the successful organization, layout, and development of process analysis
- 2) the effective use of the conventions of standard American English
- 3) the clarity of your explanation