

## Process Analysis Paper

A **process analysis paper** may serve as one of two purposes: to **instruct**, so that the reader can complete a similar process, or to **inform**, so that the reader may develop a deeper understanding of a process. For example, a process paper may **instruct** a reader on how to bake a cake, or it may **inform** a reader of how to complete a tax return.

The following steps will help you develop your process paper:

**Step 1 → Determine the subject-** What process do you want to explain? Does it interest you? Do you have a good understanding of the subject? Does it suit your audience? Is your subject too broad or too narrow?

**Step 2 → Focus on the subject-** What or who does the process affect? How will your audience benefit from learning this process?

**Step 3 → Determine the details-** What materials and skills are needed for each step of the process? Does your audience need certain terms to be defined in order to understand it? How long does each step take? What is the outcome of the process? Will the outcome always have the same results? Do you need to give your audience any precautions?

**Step 4 → Organize the details-** What are your main points? What details need to go with each point? How many steps are included in the process?

**Step 5 → Create the thesis statement-** Does the thesis statement specifically state the process you are explaining? Are your main points summarized in the thesis statement? Is it written as a one-sentence statement? Does it provide you and your reader with a direction or focus? Is your thesis statement too broad or too narrow?

**Step 6 → Write the steps in chronological order-** Do your steps follow the order of time? Did you include transitional words such as *Before this*, *At the same time*, *Afterwards*, and *Finally*? Did you include every step needed to complete the process?

**Step 7 → Revise-** Is the process organized chronologically? Does each idea flow smoothly from one idea to the next? Are transitional words used? Does your diction or word choice suit your audience? Do you make the process interesting and fun for your audience? Do you provide a topic sentence for each paragraph? Do you provide information that supports your topic sentences? Are the steps specific and clear? Does your sentence structure vary?

**Step 8 → Proofread and check the details-** Are there any spelling errors? Are any words omitted or misplaced? Did you use correct punctuation? Are there mistakes with capitalization?