**Process writing**

Process essay explains how to do something. This is a kind of tutorial that describes a process step by step.

For example, you need to cook a pie or draw a picture. In this case, you will need to follow step-by-step instructions. Each preceding step influences each subsequent one.

## **What is a Process Essay?**

In order to understand how to write it, firstly you need to learn what it is. Therefore, let’s start from the definition. This paper explains the process of making something. The numerical order is used when writing a process essay. This type is written in a descriptive manner. It has qualities of technical documents. Words, such as “later”, “next”, “finally”, “eventually” are often used to describe the process.

The following features characterize a process paper:

* The chronological order of described events
* Description of repeated steps to follow
* Fixed order
* Clarity of narration
* The presence of transition words.

## **Process Essay Outline**

The structure of this paper is similar to any other assignment, meaning that it comprises of introduction, main paragraphs and conclusion. You need to create an outline to ease the procedure of writing process essay. Use bullet points not to forget the essential ideas you would like to deliver.

***For instance***, if you’re creating a process essay about making excellent sushi, in your outline you may state the following: “Add fish”. Further, you could add the following description: “Add salmon, shrimps or eel”. More details you add to it, the better.

## **Introduction of Process Essay**

So, how to write a process essay? The introduction is the first part of the text exposed to readers. Therefore, it should grab their attention from the first lines. A colorful description can help to fulfill this task. This method is inherent to creative essays also, so if you've written this type before, it'll be a big plus for you.

***For example***, if you are describing a receipt of sushi, you may wish to start from following words: “Japanese sushi is a well-known dish which is loved all over the world for many years.” By keeping a lively and vibrant language, you can stimulate people to continue reading.

Further, you need to let readers know how much time they should to cook sushi because we are living in a world where every single minute is precious. They will be thankful to you if you help save their time. It is essential to provide people who read with the exact time estimate from the beginning to the end. Let them know the materials or tools that help reduce the amount of time spent on cooking sushi. You may share advice related to preparations and making a list of all ingredients to shorten the cooking time.

***For example***, you may write in your process paper: “Making sushi takes 30 minutes of preparation time and 10 minutes of cooking.”

The next action is to write a thesis statement. It is one sentence that describes the research problem to be considered in the paper. It can be the last sentence of the introduction.

***For example***, a great thesis may sound like: “This assignment explores how to create sushi at home quickly by preparing necessary ingredients in advance.”

## **Body Paragraphs of Process Essay**

Before starting to compose the main part of your process essay, consult your outline. Follow your outline closely and create appropriate headlines to divide your paper into smaller pieces. Pay attention to clarity and order of paragraphs. Be careful with items that contain many steps. Use different words to maintain flow. Make clear transitions and acknowledge previous steps regarding particular items.

***The process essay outline may look as follows***:

* Make a list of ingredients
* Cook rice
* Prepare fish and cheese
* Prepare ginger
* Prepare soy sauce
* Prepare tools to make sushi (sushi rug)
* Make this sushi
* Cut sushi
* Serve sushi

You need to use enough details when writing process essay, but don’t overload it with unnecessary details not to confuse your readers. Your paper must be clear and coherent to deliver core ideas without excessive details.

By adding transition words, you can encourage people to read. You should use the words “then”, “next” and “now” to add coherence. Use of these words gives you an opportunity to make your paper more cohesive.

***For example***, if you don't know how to start a phrase in process essay, use “next” to switch from one step to another: “Next, prepare your fish.”

Further, using first-person pronouns like “I”, “me”, “mine”, “we”, “us” or “ours” is not a good idea. It would be better to narrate from the second or third person (“it”, “they”) to make your readers trust your instructions more. For instance, it is better to write as follows: “This paper describes...” rather than “I shall describe”.

You should mention any cautionary notes if any to warn your readers about actions they should skip. You can discuss these actions either in the main text or in the conclusion part of your essay. This is important if your task can cause harm.

***For example***, caution a reader if the food may be spoiled: “Make sure salmon is of good quality because raw fish is used in sushi”.

You should also mention when writing process essay what people need to do with the final product. By describing what this product looks like you will give the idea of what readers should expect from it. You may also specify how to use the product because potential users do not necessarily know how to do it.

***If you’re explaining*** how to make tasty sushi, you could write the following: “Now you need to serve the table to eat sushi. Propose plates of sushi, soya sauce and ginger to your friends or family members.”

## **The Conclusion of Process Essay**

In conclusion, you can restate the importance of the topic discussed. Try to end your paper positively Remind people why they spent a lot of time to complete this task. Praise your readers and encourage them to follow your directions.

***An example***of a proper conclusion can be: “We finished! A delicious and quick meal that is good for the whole family is ready to be served now. Next time, do experiments with different filling for sushi.” In this way, you will encourage your readers to track your upcoming publications.

## **Final Steps**

After finishing, you need to do editing and proofreading of the text:

First, read your text and evaluate whether it is easy to understand. It is better to read it aloud because you can hear stylistic and grammar mistakes.

Picture each detail of your text in mind, check all phrases for coherence and feel confident that your descriptions match images. Also, ensure all paragraphs are placed in the right order.

Do not rely on online spell-checkers too much when checking mistakes and typos because they don’t take into account the context of your assignment.

Check if your instructions are clear and detailed enough so readers can understand them.

Give your text to a friend for reading and ask him if he understood instructions. If possible, choose someone from your target audience.

## **How to Write a Process Essay: Composing Tips**

The procedure of creating this paper reminds of creating a manual. Its objective is to explain the process of doing something in details to someone who had never done this before. These tips will help you while writing:

* Choose your research topic – 50% of the success of your future paper depends on the choice of topic
* Gather as much information as possible about the issue of your research, study your subject well
* Research your topic thoroughly before starting to write and take notes
* Make a coherent essay featuring precise and relevant comments to enhance its quality
* Assume that your readers are not aware of the topic under discussion and explain all details of the procedure
* Observe flow and maintain logical order when you want to tell about the next step
* It’s crucial to explain each step of the action you’re describing because everyone needs to know the reasons behind each action
* Use specific words when switching to another activity (furthermore, then, before, that, etc.)
* If you use terms that don’t belong to common knowledge, you need to explain their meaning
* Using imperative sentences is not a cool idea because in this case, your work will remind a manual rather than an essay.

When you finished this paper, check phrases for consistency and run your paper through an online plagiarism checker.

## **Advantages of Writing Process Essays**

Each type helps develop certain skills. For example, a comparison paper helps improve different skills and find similarities and differences between two events or actions. Process essay helps expand the following abilities:

**Analytical** – when composing a process paper, you need to switch logically and represent events in order. Aiming to write this essay, you need to be able to think analytically. Also, you need to keep the interest of everyone and describe the action in dynamics. One of the benefits is that you can transfer these analytical skills into other areas of your life. For example, you can use your skills at work when performing complicated tasks.

**Information prioritization** – when you are writing a paper, use precise phrases because vague expressions reduce the paper quality. On the stage of research you have to analyze a great number of resources and choose several of them that add value to your work. You need to include only valuable information and exclude unnecessary information.

**Complying with instructions** – when you’re trying to do something in compliance with guidelines, you’re learning to follow the procedure of smooth transition to another step. Gradually you learn how to reach a goal. This skill can be used in each aspect of your life as well.

**Keeping an eye for details** – details are very important when you're writing a process essay. Just try to scrutinize each word and phrase to present value for your readers. This is particularly important when you need to complete this paper because your readers will follow you little by little. Attention to details is essential in any workplace.

**Sample Question:**

**The Process of Essay Writing/ How to Write an Essay**

**Answer:**

Writing is a process that allows ideas to be expressed on paper. Writing an essay can be a task that requires some time to complete, but if a writer allows preparation time, then the process can be quite simple. Several steps are involved in the process of writing. Three basic steps will allow a writer to achieve the best possible outcome when trying to develop an essay.

First, brainstorming and writing a thesis statement may make the process easier for a writer. Clustering, sometimes called mapping, is similar to brainstorming. If all ideas are planned and organized first, the writer does not need to keep thinking about the content while writing. Based on the major ideas, a thesis statement should be written. In the thesis statement, the writer explains, defends, or proves the chosen topic. Usually, the thesis statement also identifies the writer's method of essay development. If these pre-writing tasks are completed properly, writing an essay is quite easy.

Second step requires the while-writing skills. Ideas are now formed into complete paragraphs when writing the rough draft. The introduction paragraph will include the thesis statement, normally located at the end of the paragraph. The thesis statement is followed by supporting paragraphs using the organized ideas. Paragraphs are constructed as follows: main idea, major supporting sentences, and minor supporting details. ​During this stage of writing, the writer writes without worrying about sentence structure or spelling.When there is no more to write the writer is ready for the final step, revising the piece of writing.

Finally, post-writing work of revising consists of two important parts: proofreading and editing. The writer reads what he or she has written and uses this step to perfect sentence structure and grammar. He or she must be sure that the essay follows the expected pattern of organization, supports the main idea, and contains enough examples and details so that the essay is clear to the reader. Writers should ask themselves some questions about grammar, writing style, organization, spelling, content etc. before considering the essay finished.

A writer's point of view can be expressed on paper when it is presented in a clear, concise form. Drafting a thesis statement, organizing ideas, preparing a rough draft, and revising an essay are effective steps for writing that will allow a writer to complete a well-developed essay.

**Sample Essay Written by Student:**

**How to Attend Online Exam**

Online exams are one of the ways to evaluate a student’s performance in an online semester. Nowadays, as classes are being held online, the importance of an online exam has dramatically increased. There are certain steps for attending an online exam, for example, having a compatible device, a stable internet connection, and using the proper e-mail id for answering the questions.

To begin with, a student must have a compatible device that supports the required classroom management applications. A device that supports necessary applications is a must. If anyone fails to have a compatible device, they will face problems while attending an exam. The required applications must be installed in the device and if required additional microphone and webcam should be installed on the device. By taking all these necessary steps, a student can prepare a compatible device for attending an online exam.

Then, a stable internet connection is required. Usually, broadband connections are considered to be more stable as they are supplied through cables. So, students should think of having a broadband internet connection at home. Also, mobile data connections should be kept for backup in case of unavailability of broadband connection. During a power cut, even if the broadband connection is online but the router gets turned off and so, mobile data can be a saviour at that time. Thus, internet connection is the second most required thing.

Furthermore, signing in from the proper email id is a must. Teachers give authority to attend the exam to the one id recognized by the institution. If logged in from a different account, a student may not be able to get access to the question paper. Also, students should follow the instructions given by the teachers and they should submit their files according to the expectation of the teacher, for example, in word file or in PDF. Through submitting answer scripts in the proper way a student can successfully attend an online exam.

To conclude, online exams are part and parcel of evaluating students in an online course and by following certain processes one can easily attend an online exam.

**Sample Topics for Practice:**

1. How to Arrange a Group Tour

2. How to Explore a New Place