

Planning a good **process analysis** requires the writer to include all the essential steps. Be sure you have all the tools or ingredients needed. Arrange the steps in the correct sequence. Like all good writing, a process essay requires a **thesis** to tell the reader the *significance* of the process. The writer can tell the reader how to do something, but also should inform the reader about the usefulness or importance of the endeavor."

When developing an essay through **process analysis**, you should keep several points in mind:

- Be sure to include all steps and arrange them in sequence.
- Explain why each step is necessary, and include warnings where appropriate.
- Define any terms that your readers may not be familiar with.
- Offer clear descriptions of any tools or materials needed to carry out the process.
- Provide your readers with a way of determining whether or not the process has been carried out successfully.

Think of a process you already understand how to perform (e.g. how to make a peanut butter sandwich, how to make a left hand lay-up, how to throw a baseball, how to text, how to make an enemy). You may want to brainstorm a list of the things you know how to do or choose a topic from the list on page 2.

(G. H. Muller and H. S. Wiener, *The Short Prose Reader*. McGraw-Hill, 2006)

Fifty Topic Suggestions: Process Analysis

1. How to lose weight without losing your mind
2. How to win at Texas hold 'em
3. How to choose a major
4. How to find the perfect best friend
5. How to get rid of an annoying friend--without committing a crime
6. How to succeed in (or flunk out of) school
7. How to pitch a knuckleball
8. How to plan the perfect party
9. How to survive a night of babysitting
10. How to pitch a tent in the rain
11. How to housebreak your dog
12. How to kick a bad habit
13. How to overcome insomnia
14. How to stay awake in a boring class
15. How to open a combination lock
16. How to avoid a nervous breakdown during exams
17. How to enjoy the weekend for under \$20
18. How to make the perfect brownies
19. How to keep peace with a parent, friend, or teacher
20. How to bathe a cat
21. How to complain effectively
22. How to survive a recession
23. How to toilet train a toddler
24. How to develop self-confidence
25. How to use Twitter
26. How to wash a sweater
27. How to build a great music collection--cheaply and legally
28. How to get along with an instructor without sucking up
29. How to give yourself a haircut
30. How to plan the perfect class schedule
31. How to apply the Heimlich maneuver
32. How to end a relationship
33. How to select the best portable media player
34. How to take decent photographs with your cell phone
35. How to survive lunch in Junior High
36. How to survive without wearing designer clothes
37. How to make the perfect cup of tea
38. How to save money while saving the environment
39. How to build a great sandcastle
40. How to edit a video
41. How to make (and keep) friends on Facebook
42. How to insert a contact lens
43. How teachers make up exams
44. How parents (or children) make us feel guilty
45. How an iPod works
46. How ice cream is made
47. How a cell phone takes pictures
48. How a magician saws a woman in half
49. How a pocket calculator works
50. How a particular accident occurred