**Process Essay Revisions**

After reading “Explaining a Process” (Bullock 414-418) and the assigned process analysis essays, select one of the following topics and **compose a clear, well-written directive process essay. Your reader should be able to understand and complete the process successfully by following your instructions**. While use of the second person (“you”) may be appropriate in your introduction and/or conclusion, use the indefinite pronoun (“Next, one should make sure that...”) or the imperative mood (“Next, close the door...”) in the body of your essay, and be consistent: do not switch back and forth between “one” and “you,” either explicit or implied. ***Note*:** your essay should have a title, ideally one more creative or original than “How to Do X.,” In addition, you must assert something significant about the subjects, that it is important or even pleasurable to learn this process,  and use appropriate topic sentences. For example,

**Thesis Statement:** Your thesis must be an assertion concerning the process being explained, indicating the importance or benefit of the process, and the major steps necessary to complete the process.

***For example:***Although [process] may seem intimidating to the beginner, one can save time and money by [step 1], [step 2], and [step 3].

**Topic sentence 1:** A sentence utilizing an appropriate chronological transition (time marker), indicating the first major step (your first major division), and emphasizing the main idea from your thesis (the process and its importance, ease, interest, or value).

***For example:*** The first step in [process] is to [name and define Step 1].

**Topic sentence 2:** A sentence utilizing an appropriate chronological transition, indicating the next major step, and emphasizing the main idea from your thesis.

***For example:*** Next, to [process], be sure to [Step 2]

**Topic sentence 3:** A sentence with an appropriate transition, indicating what the step is, et cetera.

***For example:*** After that, [Step 3].

**Topic sentence 4 (if necessary):** *and so on.*

**Delete the above instructions, and complete and print the form below, to submit with your revisions.**

**=============================================================================**

ENG 101-

Brian T. Murphy

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***Your thesis:***

**Include the process being explained (Topic), the importance or significance of the process (Focus), and the three to four major steps (Major Divisions).**

***Your first topic sentence:***

**What is the first major step in the process?**

***Your second topic sentence:***

**What is the second major step in the process?**

***Your third topic sentence:***

**What is the third major step n the process?**

***Your fourth topic sentence:***

**And so on….**

**Note:** This form must be completed, typed, and submitted attached to your revisions. In addition, your revised essay must use the thesis and topic sentences developed here. Failure to follow directions will result in the submitted revision being returned unread.

*Last Revised Sunday, 12 March 2017*