

Process Analysis Essay

APSU Writing Center Handout

A process analysis explains how something happens or how something is done, breaking it down into clear, logical steps. There are two main types:

Informative Process Analysis

Explain how something works or occurs.

Focuses on describing the process rather than giving instructions.

Examples:

How to create a simple research project

How a rainbow forms

Directive Process Analysis

Provides step-by-step instructions to help the reader achieve a specific goal.

Tell the reader exactly what to do.

Examples:

- How to bake a cake
- How to build a bookshelf

Steps to Write an Informative Process Analysis

Choose a Process to Explain

Pick a process you know well or find interesting.

Ask yourself:

What is my purpose, to inform, explain, or persuade?

Is the process simple enough to break into steps?

Examples:

- How a coffee maker works
- How football players train for the season

Use Credible Sources

Support your explanation with reliable academic sources.

Include relevant quotes or research to strengthen your analysis.

Consider Your Audience

Include the right amount of detail so readers can understand the process.

Avoid skipping steps or assuming prior knowledge unless your audience already knows the topic.

Organize the Essay

Structure your essay so it is easy to follow:

Introduction

Introducing the process.

Explain why it is important or interesting.

Body

Describe each step in chronological order.

Include tools, materials, or background info if necessary.

Conclusion

Summarize key steps or ideas.

Restate why understanding this process is useful or meaningful.

Examples:

Process: How Attending Writing Center Appointments Benefits Students

Making the Appointment

Preparing for the Appointment

Receiving Feedback and Guidance

Applying the Feedback

Revisiting for Continued Growth

Introduction

Thesis Statement: (Introduce the process you are going to analyze.)

Body 1 (Describe the first step of the process and why it is necessary or important.)

Body 2 (Describe the second step of the process and why it is necessary or important.)

Body 3 (Describe the third step of the process and why it is necessary or important.)

Body 4 (Describe the fourth step of the process and why it is necessary or important.)

Conclusion: (Summarize the purpose of the process analysis.)

References

Writing Center. (2015, November 30). *Process Analysis*. Patrick Henry Community College.

https://www.patrickhenry.edu/wp-content/uploads/2024/03/Process_Analysis.pdf

Saint Leo University Center for Online Learning Courses. (2024, January 3). Academic Writing:

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