

A Model of a Process Analysis

A **process analysis** explains how something works or how to do something. When it explains how something works, it *observes* the process and describes it in the third person. ("The egg begins to hatch in a week.") When it explains how to do something, it *instructs* the reader in imperative sentences. ("Mix the eggs, flour, and milk in a large bowl.")

In either case, your explanation or instructions must be clear. You must consider what readers already know and what they need to know. You must include all the information necessary for them to understand or perform the process. You must define technical terms. You must present the information logically—breaking down the process into a series of steps. And you must label those steps clearly with transitional expressions.

The organization of a process analysis typically includes two parts:

1. An introduction of the process and a list of the materials (tools, parts, or ingredients) that the process requires
2. An explanation of each step in the process, presented in **sequential order**—that is, moving consecutively from first to last—so that readers can visualize the process or perform it themselves

A diagram of a process analysis is on page 75.