Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Block\_\_\_\_\_\_\_\_\_\_ English 7H

**A Process (How To) Description**

A process description gives a step-by-step explanation of a process. A process description should contain the following elements:

* a clear identification of the process to be described
* a reason for describing the process
* a list of any materials needed
* detailed descriptions of each step in the process
* a brief conclusion to summarize the purpose

**Choosing a topic: Brainstorm a list of things that you can make or do well. For each one, think about the process involved and whether you can break it down into steps. Avoid anything that requires more than seven steps. Your topic should be something you know well enough to explain clearly and completely. Your topic should not be something overly simplistic, or something most everyone knows how to do. Choose a topic that will be fun for you to write about and for your audience to read about.**

**Topic Choice: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Teacher Approval: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**REQUIREMENTS:**

* See my Website <http://eddleston.weebly.com> for the English “How To” Process Description Model and English “How To” essay topic ideas documents.

See me if you need a printed copy. ☺

* See *Elements of Writing* pg. 230+ for Outline and other helpful information.
* Write a “How To” process description essay, approximately 500 words.
* Begin your introduction with an attention grabbing hook. Clearly identify your topic and include why the reader should learn the process in your introduction.
* Your second paragraph should identify all materials and tools needed.
* Each of your subsequent paragraphs should define one task (step) of your process with a clearly written, precise explanation. Be sure your task paragraphs are in chronological order.
* Incorporate appropriate time-order transitional language to link steps and explanations.
* Use present tense and be sure to write using a formal voice (no contractions or informal language).
* Your conclusion should restate the reasons for learning the process, offer some insight to the expected final results of the process, and give further advice and final words.
* Appropriately title your “How To” paper.

● **All spelling and grammar should be correct**. **Please proofread your writing!** ☺ **Use** **spell check**, but remember that spell check does not find words that are spelled incorrectly if the incorrect spelling is the spelling of *another* *word!*

● **Your “How To” process paper must be** **typed**, **double-spaced, Times New Roman** (or equivalent) **font, size 12**. Please see me for hardships. ☺ Note: I can print your essay if emailed to me at: ceddleston@quaboagrsd.org.

**Note: *Hand-written essays will not be accepted, unless prior permission received.* ☺**

**Please use this HEADING for Final Draft/Published paper:**



“How To” essay topic ideas

|  |  |  |
| --- | --- | --- |
| * Collect stamps
* Clean a bedroom
* Make a pizza
* Make a volcano
* Organize your homework
* Play a guitar
* Make a sock puppet
* Make a doll dress
* Write a letter
* Plan a party
* Plant a tree
* Create a cartoon character
* Improve your spelling
* Bake a layer cake
* Change a tire
* Drive a stick shift
* Make a Christmas stocking
* Learn to dance
* Set a table
* Earn a hundred dollars
* Start a band
* Make a piñata
* Make an omelet
* Start beekeeping
* Read palms
* Make a quilt
* Wash a car
* Decorate a bedroom
 | * Tie a scarf
* Mow the lawn
* Make a hamburger
* Make pancakes
* Make a pillow
* Make a sculpture
* Make a lamp
* Make shadow puppets
* Make a box
* Care for a pet
* Build a tree house
* Tie macramé knots
* Make a sandwich
* Make chocolate milk
* Make hot chocolate
* Make a pot of coffee
* Make a milkshake
* Braid hair
* Skateboard
* Make a salad
* Design a jack-o-lantern
* Ride a horse
* Train a dog to shake hands
* Start a recycling program
* Make a wildflower bouquet
* Be original! ☺
 | * Make a fan
* Make a necklace
* Tie a necktie
* Ride a motorcycle
* Pitch a tent
* Saddle a horse
* Make a sandcastle
* Apply for a job
* Open a bank account
* Learn a new language
* make a kite
* Hem your jeans
* Pitch a fastball
* Make string art
* Wrap a gift
* Have a yard sale
* Create a carnival in your yard
* Plan a surprise party
* Make a snowman
* Make an igloo
* Wash your face
* Play Scrabble
* Cut paper dolls
* Make fruit punch
* Make a campaign poster
* Frame art
* Make a podcast
* Burn a CD
 |