



How To

The Process Essay or
Speech



Get Started

- Know your purpose
- Select a topic
- Gather information
- Write the steps
- Create an outline



Preparing Your Introduction

- Attract the audience's attention—
(Attention Getter or Hook)
- Focus the attention on the subject
- Provide background information as needed
- State your purpose



Organizing the Body

- Create an outline
- Use chronological order
- Keep it simple



Sample Outline

I Intro

A. AG

B. Background info

C. Thesis Statement

i.e. The four steps in soccer style place kicking are to spot the ball, to mark off the steps, to approach the ball, and to kick the ball

II Steps

A. Spot the ball

1)

2)

B. Mark off the steps

1)

2)

C. Approach the ball

1)

2)

D. Kick the ball

1)

2)

III. Conclusion

A. Summary of the main points

B. Final thoughts or tips



Transitions

- before
- before this
- during
- eventually
- finally
- first, second, third
- formerly
- immediately before
- simultaneously
- immediately following
- initially
- last, lastly
- later
- meanwhile
- next, soon, after
- subsequently
- in the beginning
- as you are
- then



Review

- Does the speech/essay have an interesting introduction with a clear purpose?
- Does each step follow a clear and logical pattern?
- Will the reader/listener have a clear understanding of the subject?