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 placekicking 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?