

[**How to Explain a Process**](https://www.wikihow.com/Make-a-Process-Document)

**STEP 1.Consider your audience.**

You should take some time to think about who your audience is and what they already know about your subject. This knowledge can help you to determine what information you need to include and what information you might be able to leave out.

**STEP 2.Create a List of Materials or Tools**

A process essay discusses how a thing is done, and we all know that in order to do something, you need to use some materials or tools. Therefore, before you start writing, create a complete list of the tools or materials the reader will need to finish the task you are explaining.

**STEP 3.Identify and Name the Process:**

Figure out which process you are going to document first. Determine its purpose: why and how the process will be beneficial and provide a brief description of the process.

#### **Explain the Process Boundaries**

#### Where does the process begin and end? What causes it to start? And how do you know when it’s done? Get these boundaries well defined.

**STEP 4: Use your introduction to attract your readers.**

The introduction of your process document will give you a chance to explain what the document will offer and attract your reader's attention as well. In your introduction, it is a good idea to create a sense of urgency so that your reader will want to read on. Try to create a problem for your readers and then offer to solve it.

**STEP 5.Organize the Steps Sequentially- Make an Outline**

Take the list of steps you’ve come up with and put them in a sequential order to create a process flow.Keep the number of steps to a minimum and if a step includes more than one task, list them under the main step.

* Group the steps in paragraphs

Generally, one[paragraph](https://owl.english.purdue.edu/owl/resource/606/01/) should contain one-step of the process. Use grouping by time, ideas or chronologically. Basically, find the formula that will work best for your target audience

* Use transitions between sections

Every section must [connect to the next one.](https://www.tamiu.edu/uc/writingcenter/documents/TransitionsandConnectives.pdf) This allows you to point out to where one section ends, and another one begins, but also serves to provide the reader with nice thought flow

**STEP 5. CONCLUSION**

Your conclusion must consist of a summary of everything you have said and achieved though the essay. This is hard to achieve, since conclusions need to consist of only few sentences or a single paragraph. Therefore, in an essay, you must make sure that you are summarizing everything, not repeating it.

#### **STEP 6. Create a title.**

#### Every process document needs a clear title explaining what process you are detailing. To determine what you should call your process document, think about what you want your readers to learn how to do.

**Are you ready to start?Take your time and follow all the tips and tricks above. Good luck!**