# Process Analysis Worksheet

<table>
<thead>
<tr>
<th>Directive – 2nd person</th>
<th>Informative – 3rd person</th>
</tr>
</thead>
<tbody>
<tr>
<td>Topic</td>
<td>Topic</td>
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<tr>
<td>Topic Sentence</td>
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<tr>
<td>List Materials/ Preparations</td>
<td>Background Factors</td>
</tr>
<tr>
<td>Outline Steps - chronologically</td>
<td>Outline Sequence - logically</td>
</tr>
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</table>

**Transitions:** First, next, then, second, simultaneously, in the meantime, at that time, at this point, eventually, later, now, afterword, when, finally.

BCCC Tutoring Center Rev. 7/2010
Process Analysis

**Directive**
- Breaks down a task into steps.
- Written in the second person "you" which is often implied.
- Example: How to bake a cake.
- Consider both the preparation for the process and the steps.

**Preparation**
- List all necessary materials: bowl, mixer, spatula, pan, cake mix, water, oil, eggs, and shortening to grease the pan, etc.
- Always keeping the desired outcome in mind, arrange the steps chronologically one-by-one.

**Steps**
- Be specific.
- Do not skip any steps.
- Assume the reader needs every major and minor directive.

**Informative**
- Explains or describes how something occurs.
- Written in the third person.
- Example: How clouds form.
- Consider any background information pertinent to the issue, and the individual contributing factors.

**Background information**
- List any factors that need to be in place for the occurrence to happen: water, dust particles, and temperature changes, etc.
- Keeping the outcome in mind arrange every aspect of the occurrence logically

**Sequence**
- Use transition words and phrases in Directive and Informative Process Analysis such as first, next, at this point, etc. to move smoothly through the paragraph from step-to-step, or from one aspect of the situation to another.