

## *Process Essay and Speech Prompt*

**The Essay: 3-6 Page Essay (750-1500 words)** that explains how to perform a process related to the field the student is observing during an internship. The key to this paper is to provide clear and precise language that explains what to do, step by step.

**The Research: 4 Source Cards and 15 research Note Cards** on four sources total with at least one card for each source. Note cards must follow the [source and note card directions](#) for research. A printout of notes with properly cited sources is also acceptable. You must **document the research in your paper** in the [MLA format](#). Synthesize the information from several sources to support your explanation of the process. A **Works Cited** page with at least 4 sources, also in the correct [MLA format](#).

**The Speech: 3-6 minute speech** based on the process essay. Incorporation of at least one **visual aid** (handouts, PowerPoint, objects, photos, video, etc.).

### **Essay Details and Directions**

- Include a hook and a thesis statement in the introduction. For this essay, the thesis should suggest the process you will be describing. The hook could discuss the importance of the process and/or who uses the process.
- Divide the essay into steps. Section headings may even make the process clearer.
- Define key terms that the reader may not be familiar with before using the terms.
- At times, you may need to begin by introducing specialized vocabulary related to the process or by explaining the types of materials one will need and where to find them.
- Do not use “you” or “your” in the speech or the essay when they can be avoided; use formal language without contractions
- Explain every step of the process clearly and in the proper order (for example, gather materials before the first step)
- Use diagrams or photos in the paper if they will assist in the explanation. Be sure to cite them.
- Essays will not be accepted without a Works Cited page and in-text citations
- Be sure to provide a conclusion

### **Speech Details and Directions**

- Do not begin your speech by saying “My speech is about...” or any variation of this or points will be deducted; begin with a hook related to why the audience may need to know the process you will describe
- Do not end your speech by saying “That’s it” or any variation of this. Give concluding points and then say “Thank you” so the audience will know to applaud.
- Do not use “you” or “you’re going to.” Instead, give a command or say what the professional who does the process will do.
- Keep to the time requirements for the speech or points will be deducted. Your topic must take at least three and no more than six minutes to explain or you should choose a new topic.
- The visual aide should actually show the process or points will be deducted

[Find Sample Essays and Works Cited Pages Here](#)

Also see [Last Year’s Essays](#) (Work Experience Page)

Choose a process that is not too short (one that can be described in less than three pages or three minutes) and not too involved (one that cannot be described step-by-step in six pages or six minutes).

Too short - How to	Too long - How to	Just right - How to
Hire a DJ	Plan a wedding	Create centerpiece
File paperwork	Write a business plan	Market a product
Check blood pressure	Perform a surgery	Prep a patient for surgery
Use a fire extinguisher	Train to become a fireman	Rappel from a building

**Do not provide only a list of steps in the process. This is the way most students fail to complete the assignment correctly. For this paper, you must explain exactly how to do each step in order to demonstrate your expertise.**