

FIGURE 15.3 Flowchart for Revising a Process Analysis

QUESTIONS

1. **Highlight** your thesis statement. Does it make clear the importance of your process?

NO

YES

2. *Number* the steps of your process in the margin of your paper. Are they in chronological order (or some other logical progression)? Is the order clear?

NO

YES

REVISION STRATEGIES

- Ask yourself: Why would readers want or need to know this process? Incorporate the answers into your thesis statement.

- Study your graphic organizer or outline to determine if any steps are out of order.
- Visualize or carry out the process to discover the most sensible order.
- Rearrange the steps and add transitions if necessary.

(continued on next page)

QUESTIONS

3. [Bracket] any background information in your introduction. Is it sufficient? Have you provided an overview of the process, if needed?

YES

NO

4. Place an **X** beside any technical terms you have used. Is each unfamiliar term defined? Are your definitions clear?

YES

NO

5. Circle any equipment you have mentioned. Have you included all necessary equipment? Will all of it be familiar to readers?

YES

NO

6. Place ✓s beside key details of the process. Have you included an appropriate level of detail for your readers?

YES

NO

7. For a how-to essay, underline sections where you have anticipated potential difficulties for your readers. Have you anticipated all likely trouble spots? Are these sections clear and reassuring?

YES

NO

8. Reread your introduction and conclusion. Is each effective?

NO

REVISION STRATEGIES

- Give an example of a situation in which the process might be used.
- Explain that related processes and ideas depend on the process you are describing.

- Ask a classmate to read your draft and identify any other terms needing definitions as well as any unclear definitions.
- Add or revise definitions as needed.

- Add equipment you have overlooked.
- Describe equipment that might be unfamiliar to readers.

- Add or delete background information.
- Add or delete definitions of technical terms.
- Add or delete other detail.

- Add more detail about critical steps.
- Add warnings about confusing or difficult steps.
- Offer advice on what to do if things go wrong.

- Revise your introduction and conclusion so that they meet the guidelines in Chapter 7.