

Expository Essay

“How To...”

Directions: Write a precise description of a process related to your trade area. The paper should evolve in a series of steps or stages and have some particular end result or product.

First, choose your topic and write out a list of all the steps involved in your process. **This is your pre-writing.** Think of all the details your reader will need to know. Assume your reader has no knowledge regarding your topic. Here are some examples of what you may need to tell your reader.

- 1. What tools or equipment is needed?
- 2. What hazards or dangers are there?
- 3. What is to be expected at various steps of the process?
- 4. Are all of the steps included?

Your list of Steps (pre-writing):

1	11
2	12
3	13
4	14
5	15
6	16
7	17
8	18
9	19
10	20

When you are finished, think about which parts you may need to explain further or what steps you may have overlooked.