

Name _____

Practice: Write a **three-paragraph process essay** that describes how something happens or happened.

Your essay should have one-inch margins, 12-point font, and be double spaced.

Requirements	Points possible	Self Eval.	Points earned
• Introductory paragraph with a “lead” to capture your reader’s attention	5		
• Describe a process with at least 3 steps in chronological order	15		
• Concluding paragraph	5		
• Use sequencing words such as <i>first, then, next</i>	10		
• Write three paragraphs	5		
• Type paragraph with correct format (12-point font with 1.0” margins and double-spaced)	5		
• No punctuation errors	2		
• No spelling errors	3		
Total points	50		