**July 12, 2022**

Process Description:

* Introduction
  + Definition: the process and explain the theory behind it
  + Give an overview of the entire process
  + List of major steps (all main steps in order of description)
* Steps description
  + Define the step
  + In 1-2 sentences, mention purpose of step
  + Explain steps, how it works and include sub-steps
  + Transition sentence (sentence linking step to next paragraph)
  + Add visual (picture)
* Conclusion
  + Summary (relist steps and summarize functions)
  + Sense of finality (wrap up description)

Mechanism Description:

* Introduction
  + Definition (define term as per the definition slide)
  + Overall function (main functions of mechanism)
  + Add visual (picture)
  + Overall appearance
    - What is color of object?
    - Shape
    - Size (use a ruler)
    - Texture when touched (soft, rough, etc
    - Finish when looked
    - Material (type, be precise)
  + List all parts
* Parts description (one paragraph/section per part)
  + Definition (define term as per the definition slide)
  + Function (function of part within mechanism)
  + Appearance
    - What is actual color of part?
    - Shape
    - Size
    - Texture
    - Finish
    - Material
  + Transition sentence (last part should have NO transition sentence)
* Conclusion
  + Summary (relist parts and summarize and NO bias)
  + Sense of Finality (Wrap up description)