### Process Notes

**READ/LISTEN/OBSERVE**

*Describe* the process by taking notes about:
- What happens/changes
- Where things happen (location)
- Who or what is involved
- How it happens/how it changes
- When things happen (the sequence)

---

**REPRESENT**

*Explain* (visually) the process. Focus on:
- Stages of the process
- Changes during the process
- Patterns within the process
- Cause and effect throughout the process
- Key moments within the process

---

**WRITE: Respond**

*Discuss* the process using the following questions:
- Why causes the events or changes?
- How is this process similar to others?
- How is this process different from others?
- Did you get your expected result?
- What mattered most in the process—and why?

---

**WRITE/TALK: Reflect and Review**

*Explore* the:
- Implications of the process and results
- Other possible outcomes or applications
- Importance of the process and results
- Alternative explanations of or responses to it
- Process: What happened and why (Summarize)

© Jim Burke 2002. For more information on this and other such Tools for Thought visit www.englishcompanion.com