

Course: Written expression

Level: 2nd year LMD.

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Lesson: Process Paragraph

- **Definition**

“How is it done?” “How did it happen?” These are the questions answered by paragraphs developed by **process analysis**. A process analysis paragraph is written to tell how to do something or how something is done. It may be a recipe, instructions on how to fix something, or directions to a place. Process analysis is a method of development that provides a **step-by-step** explanation of how something is done or how something works. It explains a procedure or breaks down the **steps /stages** of a process. Because all process analysis paragraphs essentially explain how an act is done or how a process happens, their ideas are presented **chronologically**. Every idea follows the preceding one in a **time sequence/order** (they should be presented in the right order from the first step until the last step).

A process analysis paragraph may be *directive* or *informative*. *Directive process analysis* explains how to do something. It gives directions for the reader to follow. *Informative process analysis* explains how something is done by giving data (information). The difference is that the directive process analysis tells you what to do in the future, while the informative process analysis tells you what has occurred in the past or what is occurring. Therefore, some process paragraphs tell the reader how to change a tire, train a puppy, or plant a tree. Others explain how something happened or how it takes place: how the pyramids of Egypt were built, how the blood circulates through the body and so on. In all cases, the purpose is to provide information to the reader as clearly and directly as possible.

- **While writing your process paragraph**

- ✓ The steps in this paragraph type are reflected in terms of directions, orders, and instructions.
- ✓ In a process paragraph, modals and imperatives are used to explain the process.
- ✓ While writing the process paragraph, the whole steps that complete the process should be included, they should be presented in the right order from the first step until the last step using of course the transitional signals of sequence.

- The topic Sentence

Topic sentence →

The topic+ controlling idea (steps)

The topic sentence should introduce the process that will be explained in the paragraph.

For instance:

- a. Five steps are necessary to prepare Pizza.
- b. Fixing your computer requires the following steps.
 - Write topic sentences for the following topics:

1. **Topic:** How to prepare your favorite dish.

Topic sentence:

.....
.....

2. **Topic:** How to prepare for an exam

Topic sentence:

.....

- Supporting sentences

Supporting sentences present the steps of the process in a clear manner and in sequential order using transitional expressions to illustrate the sequence. The supporting ideas are the steps or stages of how something is done while the supporting details are short explanations of each step or stage.

Practice: Choose one of the topic sentences from the previous task. Then list the steps/stages of the process.

Topic sentence:

Supports:

.....
.....
.....
.....
.....
.....

.....
.....

- **Concluding sentence**

Finally, the concluding sentence usually restates the topic sentence using different words. It should restate the topic and wrap up the paragraph.

Write a paragraph plan

Refer to previous exercises' information you generated, construct a paragraph plan. If you are considering new details which will clarify your argument more effectively, add them here.

Topic sentence

.....

Support1:

.....
.....

Details

.....
.....

Support 2:

.....
.....

Details

.....
.....

Support3:

.....
.....

Details

.....

Concluding sentence

.....

The first draft

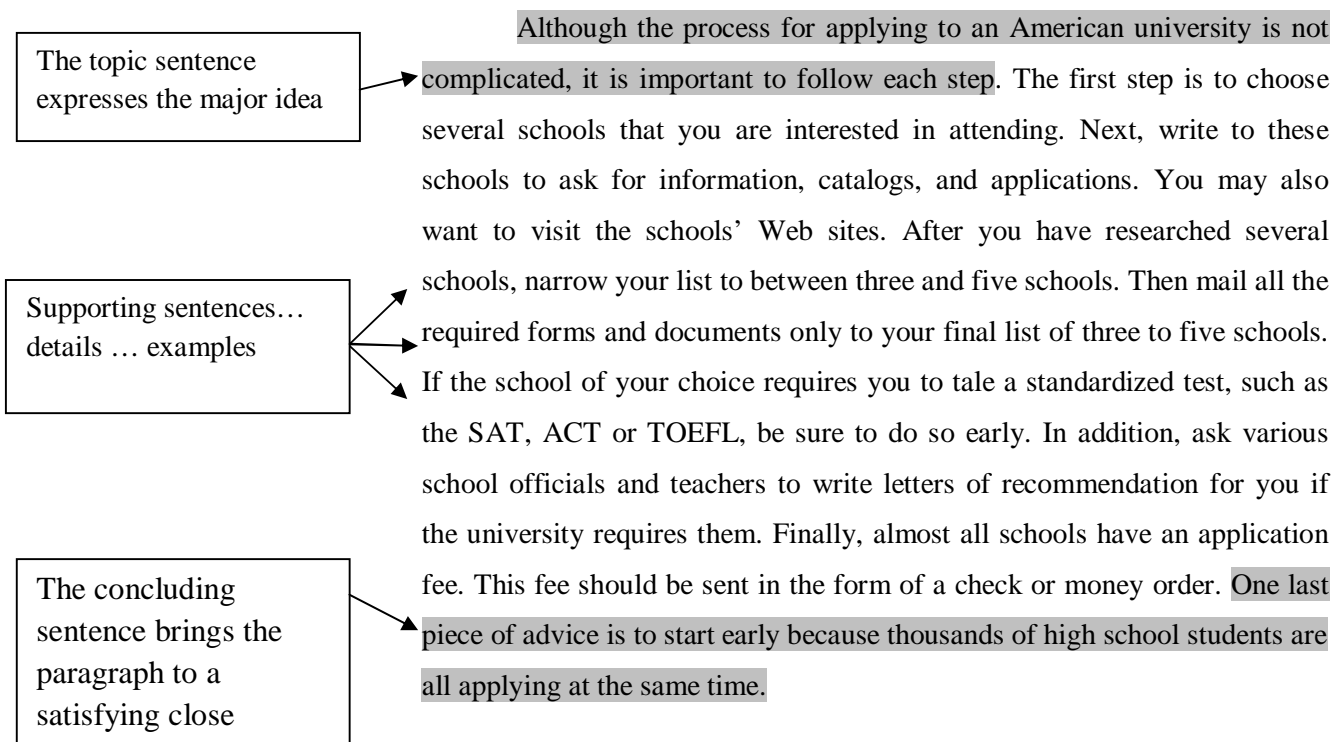
You are ready to write your first draft after outlining your ideas in a plan. Remember to write complete sentences. You can include transitional phrases to help your ideas flow smoothly.

- **Transitional Signals**

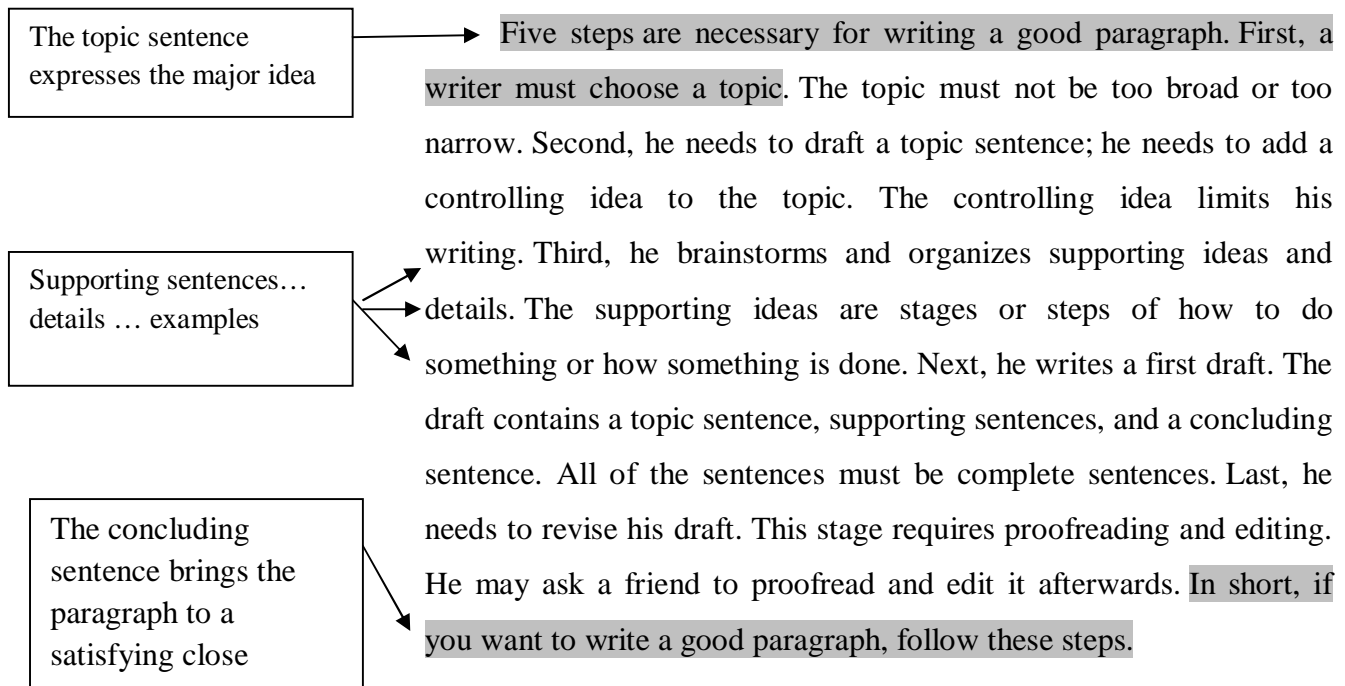
Present the steps of the process in a clear manner and in a sequential order using transitional expressions to illustrate the sequence such as the following:

the first step, while you are . . . the last step
in the beginning as you are . . .
the final step
to start with.. next.. finally
to begin with.. then.. at last
first of all.. the second step
eventually
after you have . . .

Model Paragraph 1



Model paragraph 2



Assignment

Select one of the following subjects/or your own subject and write a paragraph explaining how to do something or how something happened or came about.

- How a particular discovery was made
- How to give a speech
- How to organize a musical group