**Course:** written expression **Level:** Second year LMD

**Lesson: the process paragraph**

When you tell someone how to do something in chronological order or in logical steps, you are telling someone how to complete a process. Writing the process can be completed in one well developed paragraph.

**Example of a process paragraph**

Driving a Car

 You can safely drive your car from one place to another if you follow these steps. First, make sure that all four tires have enough air in them. Second, settle comfortably into the driver’s seat and fasten your seatbelt snugly across hips, shoulder and chest. Third, adjust the rearview and side view mirrors to give yourself a clear view of traffic immediately behind you and behind you on both sides. Fourth, check over both shoulders before backing out of your parking spot. A successful journey begins with the first step and if you begin your drive by following these steps, your journey should end well for you and for everybody else on the road.

**The three main steps in writing a process paragraph**

They are as follows: write a topic sentence, write the body that includes the steps to complete the process, and write a conclusion. The process paragraph should be six or more sentences.

 **Step 1) Write a Solid Topic Sentence**

 The [**topic sentence**](https://www.brighthubeducation.com/high-school-english-lessons/15419-how-to-write-a-good-topic-sentence/) should be first and tell what you will be explaining or what directions you will give. It should tell your topic, tell the process that will be explained in the paragraph and make a point.

**Do not write**: *This is how you organize a three-ring binder.*

**Write***: If you want to stay organized in English class, spend time placing items in your*

 *three-ring binder in logical order.*

**Step 2) Body or Detail Sentences**

The body of the process paragraph is all about the steps. They are generally given in time order. Before writing the body of the paragraph, it is helpful to make a numbered list of all the steps that need to be followed. Then [**write the body**](https://www.brighthubeducation.com/high-school-english-lessons/22351-lesson-plan-to-teach-paragraph-writing-and-paragraph-structure/). Make sure to use transitional [**words**](https://www.studygs.net/wrtstr6.htm) for good flow of ideas.

 **Step 3) Conclusion**

 End the paragraph with a concluding sentence. It should restate the topic and wrap up the paragraph. Once you have written your first draft, make sure to check that the whole paragraph flows smoothly and check for any grammar mistakes.