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PROCESS PARAGRAPH

L2 Written Expression
Group: 8
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Even though that comment is purely sarcastic, It is still logical.

If you are going to write the recipe for this Sandwich to the person requesting it, what will you write?

How will you organize your piece of writing?

Is there anything that will make your piece of writing clearer and easier to follow?

In this lesson you will learn:

- What a process paragraph is.
- What it is used for.
- The organization of a process paragraph.
- Transition words in a process paragraph.

In order to get any thing done (cooking, fixing something at your house, turning on a new machine, learning a skill...) a person needs to follow a series of actions or steps. These specific steps are called a **process**.

A process paragraph explains how to do something step by step. The reader should follow the steps to get the desired result. It answers questions such as : “How do you do it?” or “How is [was] it done?”.

The Organization of Process Paragraph

Read paragraph (1) and answer the following questions.

We are not all born good readers, but you can take some steps to become one. The steps are not hard, but they require practice, as learning anything new does. Learning and practicing how to become a good reader will help you in so many ways as a student, such as improving your grades and understanding your textbooks better. Once you learn the steps, you will not even think about them anymore. They will come naturally, just as when you first learned to tie your shoe, it was hard, but now it is easy. The first step is to read. Even though you might not enjoy reading right now, to read better you have to read. Find magazines or Web sites you are interested in, and READ. Read even comic books, anything you can get your little hands on. The second step is to read every day. You do not have to spend a lot of time, but spend at least fifteen minutes reading every day, all at one time. If you have to, turn your television to mute, and read the captions that come on for people with hearing difficulties. Just do it, every day. The third step is to think while and after you read. Don't just turn the pages without knowing what is on them. Try to analyse what you read and think about it critically so that you make sense of the things you read. These three steps are the three golden rules of reading, and practicing them will definitely make you a better reader.

1. What is the process that the writer explains in this paragraph?
2. How many steps can you identify in this process?
3. Does the writer include background information about why the process is important or useful? If so, what is this background information? Write it down.
4. How are the steps in the paragraph connected together? Write down the words that indicate the sequence to follow.
5. Does the writer give examples to support the steps?
6. Write down the concluding sentence. How is it related to the topic sentence?

Read paragraph (2) and answer the following questions.

Royalty in your Garden

Roses are royalty among flowers. Many people say they are as difficult to maintain as kings and queens, but roses are actually quite easy to grow. All you need is a shovel and a few simple steps. In fact, growing roses can actually be fun. First, go to a nursery to purchase the rose plants. You will probably see many beautiful varieties, but it is best to choose only two or three rose bushes to start with. You should also purchase potting soil and rose food. After you bring your rose plants home, look for a sunny spot in your garden because roses love sunshine. Then dig a deep hole with a shovel and add a little potting soil and rose food. Next, transplant your roses from the pot to the garden. Cover the roots with more potting soil and then give your new roses a big drink of water. As long as they have sunshine and water, your roses will stay healthy all summer. When winter comes, your roses will lose their flowers and leaves and look dead. As a result, you might think about discarding them. Do not do that. Instead, this is the best time to prune them. Cut off the thin stems with garden shears so that the bush can become stronger the next spring. If you continue take care of your roses in this simple way, they will produce beautiful flowers year after year.

1. Which of the following statements best describes the main idea of the paragraph?
 - Roses are very special flowers.
 - Growing roses is easy.
 - Roses are difficult to grow.
2. How many steps can you identify in this process?
3. Which of the following types of details does the writer include in the paragraph?
 - The tools that are necessary for growing roses.
 - Warnings about what not to do when growing roses.
 - Steps that gardeners should take when growing roses.
 - The result of the task
4. How are the steps in the paragraph connected together? Write down the words that indicate the sequence to follow.
5. Write down the concluding sentence.
6. Which statement below best describes the concluding sentence?
 - Warning
 - Result
 - Summary of the main steps

The Organization of Process Paragraph

Topic Sentence:

It introduces the process that the writer will explain .

Supporting sentences:

They describe a sequence of steps that give detailed information about the stages of the process. They include what the reader would need to know about each step in order to understand it or perform it such as details, facts, or examples.

-They may also give background details that help define the process for the reader or explain why this process is useful or necessary.

-They may also include the tools needed for the task.

Concluding sentence:

It restates the topic sentence using different words. It may include a suggestion or a warning that helps the reader do the task more easily.

Transition in process paragraph

Read the following steps. Order them to get a coherent process paragraph (3)

Introduction to linguistics: language-learning research project

Conduct an experiment to find out whether learners of English use English more correctly in a written test or in informal conversation.

- a. Next, make a written test that checks the grammar point you are researching. This could be a fill-in-the-blanks test, a correct-the-errors test, or another style. It should have at least ten questions, but it should not be too long.
- b. After giving the written test, interview each learner individually for about ten minutes. Try to make the interviews informal and friendly. Be sure to ask questions that will encourage learners to use the grammar point you are researching. Record the interviews. (Ask for learners' permission first!)
- c. After you have counted the errors, calculate the score as a percentage. Do this for the written test and the spoken interview.
- d. Next, read the tests and listen to the recordings. Make a note of how many times your chosen grammar point was used, and how many times it was used incorrectly. Do this for both the written test and the recorded conversation.
- e. Third, find about ten intermediate-level English learners who will agree to take your test. Arrange a time to give the test to each learner.
- f. Finally, prepare two graphs to compare your results. Did learners make more mistakes on the written test or while they were speaking?
- g. First, choose a common English grammar point you would like to use in your research. Ask your teacher for a suggestion if you need help choosing one.

Transition in process paragraph

Process is usually organized by time (chronological) order because it explains the steps of the process in the order in which they occur, starting with the first step.

Process analysis uses time transitions to improve the coherence of the paragraph by connecting ideas to each other and consequently moving readers smoothly from one step to the next.

Preparation and Background: at the outset, before stages develop, before steps occur, before work begins, as preparation for, in anticipation of, in laying the groundwork

Steps and Stages: first, second, third, another step, next, now, then, at this point, at this stage, at this step, after, at last, finally, subsequently, to begin with, initially, after that, afterward, at the same time, concurrently, meanwhile. soon,....

 Then is not followed by a comma.

Connectors like before, after and when can also function as time order words when they link two steps in a process.

After you bring your rose plants home, look for a sunny spot in your garden because roses love sunshine.

When winter comes, your roses will lose their flowers and leaves and look dead.

Fill in paragraph (4) with appropriate transition words

Planning a holiday abroad? Here are some suggestions to make your trip successful.

- a., find out if you need a visa for the country that you want to visit.
Make sure you have enough time to apply for it b. you buy your ticket.
- c. you've found out about visas, you should research airfares and timetables.
- d., look for the best flight for you. Remember, the cheapest flight may stop over in several cities and reduce the amount of time you have to spend at your destination. You might want to fly direct. e. you're researching flights, you can also ask your travel agent about getting a good deal on a hotel. It's a good idea to book your flight and hotel early if you're sure of your destination. If you haven't already done it, the f. step is to learn about places to visit, the weather, the food, and other details about the country. The Internet can be a very useful source of information. g., on the day of your flight, make sure you go to the airport at least two hours before your flight. Now you are ready to start enjoying your holiday!



Tips on Planning Process Analysis*

1. First, divide the process into logical major parts.
2. Next, list the individual steps or stages in the process, making sure not to leave out any steps, including any preparation that might be necessary.
3. Describe each step in detail. Try not to leave anything out. Remember that your readers may not be familiar with the process you are describing, so your directions will have to be explicit and complete.
4. Anticipate any problems that might arise at each step in the process, and tell the reader how to avoid or remedy the problem.

Assignment

Think of a task you do often that requires steps. Write a process paragraph on how to do the task well following the outline mentioned in ‘ *The organization of Process Paragraph*’ .

Answer key

The Organization of Process Paragraph

Paragraph (1)

1- How to become a good reader.

2-Three

3-Learning and practicing how to become a good reader will help you in so many ways as a student, such as improving your grades and understanding your textbooks better.

4- The first step... The second step... The third step

5- Yes. The writer gives examples of the materials that one can read and an example of how a person can read anywhere anytime.

6- These three steps are the three golden rules of reading, and practicing them will definitely make you a better reader.

It is a restatement of the topic sentence.

The Organization of Process Paragraph

Paragraph (2)

1- Growing roses is easy.

2- Five

3- The tools that are necessary for growing roses.

Warnings about what not to do when growing roses.

Steps that gardeners should take when growing roses.

The result of the task

4- First,... After you bring your rose plants home, ... Then...

Next,... When winter comes,...

5- If you continue take care of your roses in this simple way,
they will produce beautiful flowers year after year.

6- Result

Transition in process paragraph

Paragraph (3)

1- g

2- a

3- e

4- b

5- d

6- c

7- f

Transition in process paragraph

Paragraph (4)

- a- First
- b- before
- c- after
- d- Next
- e- While
- f- next
- g- Finally

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