



Tikrit University

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English Department

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Process Paragraphs

Process Paragraphs

In a **process paragraph**, you explain how to make or do something, so process paragraphs are also called how-to paragraphs. To explain how to do something clearly, break the process down into a series of steps and explain each step. The model paragraph explains the process of building a campfire. As you read it, count the number of steps. Also, notice the words and phrases that introduce each step.

A process paragraph begins with a **topic sentence** that names the topic and tells the reader to look for a process or procedure.

Use words such as steps, procedure, directions, suggestions, and instructions.

You can teach your dog to fetch¹ in a very short time by following this procedure.

Making a pizza is easy if you follow these instructions.

Follow these steps to throw a Frisbee accurately.

The supporting sentences are the steps and details about each step.

When your dog brings back the stick, praise him extravagantly.

The first step is to gather the ingredients you will need.

First, grip the edge of the Frisbee with all your fingers wrapped underneath the edge and your thumb along the top.

The concluding sentence can be the last step, or it can give the results.

At the end of the lesson, give your dog a nice treat for a job well done.

Now sit down and enjoy your delicious pizza.

Finally, make sure the Frisbee stays level while you throw.

Time Order

In a process paragraph, you arrange the steps in order by time and use time order signals to guide your reader from step to step.

Time Order Signals

Sentence Connectors	Others
<ul style="list-style-type: none">1. First, (Second, etc.)Then (no comma)Now (no comma)Next,Finally,After that,Meanwhile,	<ul style="list-style-type: none">2. The first step . . . (no comma)The next step . . . (no comma)The final step . . . (no comma)3. After five minutes,4. After you take the pizza out of the oven,
<ul style="list-style-type: none">1. First, preheat the oven to 500 degrees Fahrenheit. Then prepare the pizza sauce.2. The next step is to mix the pizza dough.3. After five minutes, check the pizza.4. After you take the pizza out of the oven, cut it into 8 pieces.	

A **dependent clause** always begins with a subordinating word, or subordinator. There are different kinds of subordinators. Time subordinators begin a clause that tells when something happens. Reason subordinators begin a clause that tells why something happens. Place subordinators begin a clause that tells where something happens or where something is located.

Subordinators

Time Subordinators	
after	He goes to school after he finishes work.
as*	Several overcrowded buses passed as we were waiting.
as soon as	She felt better as soon as she took the medicine.
before	Before you apply to college, you have to take an entrance exam.
since	It has been a year since I left home.
until	We can't leave the room until everyone has finished the test.
when	When you start college, you sometimes have to take a placement test.
whenever	Whenever I don't sleep well, I feel sick the next day.
while	Several overcrowded buses passed while they were waiting.
Reason Subordinators	
because	Jack excels at sports because he trains hard.
since	Since she works out daily, Jill is in great condition.
as*	As they want to compete in a marathon, they run every day.
Place Subordinators	
where	I can never remember where I put my house keys.
wherever	A baby animal follows its mother wherever she goes.

*Notice that *as* can be either a time subordinator or a reason subordinator.

These are the important points covered in this lecture:

1. In a process paragraph, you explain how to do or make something.
 - Begin with a topic sentence that names the process and indicates a series of steps.
 - Organize the steps in order by time, and use time order signals and time clauses to guide your reader from step to step.
2. A clause is a group of words with a subject and a verb. There are two kinds of clauses: independent and dependent.
 - An independent clause can be a sentence by itself. An independent clause is another name for simple sentence.
 - A dependent clause begins with a subordinator and cannot be a sentence by itself.
3. There are subordinators that show time, reason, and place.
4. A complex sentence is one independent and at least one dependent clause.
5. The comma rule for complex sentences with time clauses is as follows:
 - When a dependent clause comes before an independent clause, separate the clauses with a comma.
 - When an independent clause comes before a dependent clause, do not separate them with a comma.