Lesson 2

Process Description
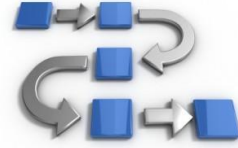
Goal: Describe a process

Objectives:

1. Identify the process description organization pattern
2. Write a paragraph describing a process regarding computing issues

What is a process paragraph?

When you explain how to do something or how something happens, you use a process to talk about the steps or events. A process paragraph is a group of sentences that tells this sequence.

A process paragraph consists of a series of connected steps. The steps must be logical and are often chronological in order. You can use time words and transition expressions to make the sequence of events or actions clear. Process writing is especially important when you want to explain the steps necessary to complete a task.

Process paragraphs usually demonstrate how to do something.

Process Paragraphs

- are usually organized chronologically (by time order)

- follow a logical order

- give all the necessary steps

Transitions for Process Writing

- To write a good process paragraph, good use of transitional expressions is necessary

- Some common transitions useful for process writing: **first, next, then, firstly, secondly, finally, after that, etc.**

    (Adapted from: http://college.hmco.com/instructors/catalog/walkthroughs/pdf/0618144099_un03.pdf)

Pre-Writing task 1: Clustering: *Describing the process of opening a computer*

Put the instructions in the correct order.

a) Release the two catches underneath and lift up to remove panel.
b) Shut down your computer by choosing Shut Down from Apple menu or the Special menu.
c) Remove the security screws with a Philips screwdriver.
d) Unplug all the cables except the power cord from your computer.
e) Pulling gently, swing the panel down and slip it out.

Now, match the figures to the instructions.

| I | ii | iii | iv |
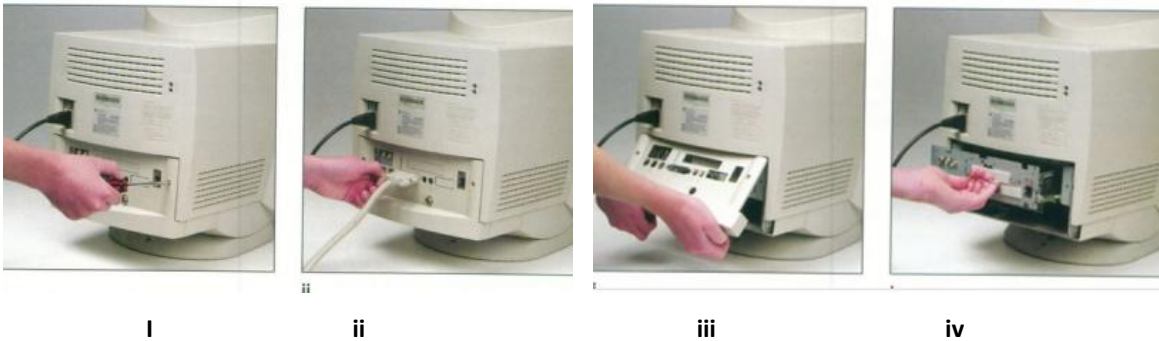
Pre-Writing task 2: Read "Describing the process of opening a computer"

What is missing here?

_____
_____
First, shut down your computer by choosing Shut Down from Apple menu or the Special menu. Then, unplug all the cables except the power cord from your computer. Next, if there are security screws on the vertical plate on the back of the computer, remove them with a Philips screwdriver. After that, place your thumbs on the two tabs at the top of the computer´s back panel, and press down. Finally, pulling gently, swing the panel down and slip it out._____

Pre-writing Task 3: Brainstorming & organizing your ideas

First, think about a process regarding computing issues like the one you have read above. Then, choose one of them to write about.

Writing Task: Write a paragraph using the Process Description Organization Pattern studied (about 100 words).

Write the assigned text on a new sheet of paper because it should be submitted.