



## Process Description

<https://slidemodel.com/templates/awesome-5-steps-process-diagram-powerpoint/>

**Goal:** Describe a process

**Objectives:**

1. Identify the process description organization pattern
2. Write a paragraph describing a process related to *safety and hygiene in the workplace*.

### 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.**

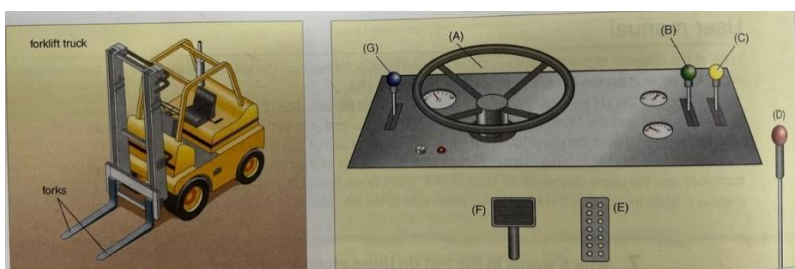
(Adapted from: [http://college.hmco.com/instructors/catalog/walkthroughs/pdf/0618144099\\_un03.pdf](http://college.hmco.com/instructors/catalog/walkthroughs/pdf/0618144099_un03.pdf))

### Pre-Writing task 1: Describing the process of driving a forklift truck.

Read the text and label its parts.

In the diagram, you can see controls of the forklift truck. On the left, there is a lever. This is the **direction lever**. It makes the truck move forwards and backwards. Next, you can see the **steering wheel**. This turns the truck to the left and right. At the top, on the right, you can see two levers. The **left-hand lever** moves the fork up and down. The **right-hand lever** tilts up and down the fork. At the bottom, on the right, you can see the **parking brake lever**. Under the controls, you can see two pedals. The **LH pedal** is the brake and the **RH pedal** is the accelerator.

Adapted from Technical English 1A



A \_\_\_\_\_

D \_\_\_\_\_

B \_\_\_\_\_

E \_\_\_\_\_

C \_\_\_\_\_

F \_\_\_\_\_

G \_\_\_\_\_



**Pre-Writing task 2:** *Describing the process of driving a forklift truck.*

Read the text.

Operating a forklift truck requires careful attention and safety measures. First, begin by inspecting the vehicle for any issues. Second, enter the cab and fasten your seatbelt. Afterwards, turn on the forklift and ensure the load is properly balanced and secured. Then, use the controls to lift the forks slightly and drive slowly, always aware of your surroundings. Keep the load low while moving. Finally, park in a designated area, lower the forks to the ground, and turn off the machine before exiting. In conclusion, if you follow these steps, you can safely and efficiently operate a forklift, ensuring both your safety and the protection of those around you.

**Pre-Writing task 3:** *Describing the process of driving a forklift truck.*

Identify the paragraph parts (topic sentence, introduction, body, conclusion)

Think of a good title for this paragraph.

**Pre-Writing task 4:** *Describing the process of driving a forklift truck.*

Identify the connectors used in the paragraph.

How many words are there in the whole paragraph?

**Pre-writing Task 5:** Brainstorming & organizing your ideas

Think about a process related to your area of studies 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.**

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