

Advanced 2
Units 1 & 2: Writing
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Process Paragraphs

A process paragraph explains how something works or how to do something by breaking it down into steps. For example, if you were writing a process paragraph on how to make a cup of tea, you would list each step from boiling water to steeping the tea and adding any desired ingredients.

A process paragraph typically includes:

1. **Introduction:** A topic sentence that introduces the process.
2. **Body:** Detailed steps in chronological order, explaining each part of the process.
3. **Conclusion:** A sentence that wraps up the paragraph and restates the main idea or summarizes the steps needed to be taken.

Generally speaking, there are two types of process paragraphs: Directional and Informational process paragraphs.

Directional process paragraphs tell us how to do something through imperatives, instructions and orders, but in informational process paragraphs, we mainly use the simple present to describe the steps needed to carry out a particular process.

Types of Process Paragraphs:

- **Directional** → full of imperatives (do this, do that)
- **Informational** → full of descriptions (usually by using the simple present)

Examples:

A Directional Process Paragraph:

Cooking pasta is a straightforward yet rewarding culinary task. To begin, bring a pot of water to a rolling boil, seasoning it with a generous pinch of salt and a splash of oil. Once the water is boiling, add the pasta and cook it for approximately ten minutes, or until it reaches an al dente texture. After cooking, drain the pasta thoroughly and arrange it on a serving plate. Finally, drizzle your preferred sauce over the top. With these steps completed, your delicious pasta is ready to be enjoyed.

An Informational Process Paragraph:

The traditional Italian method of cooking pasta is a testament to their culinary expertise. To begin, Italians bring a pot of water to a vigorous boil, seasoning it with a generous amount of salt and a dash of oil. Once the water is boiling, they add the pasta and cook it for approximately ten minutes,

or until it reaches the perfect al dente texture. After cooking, they drain the pasta thoroughly and elegantly plate it. Finally, they top it with their preferred sauce and enjoy the dish. This meticulous process results in a delicious and authentic pasta experience.

Comparison & Contrast of Directional & Informational Process Paragraphs

Directional Process Paragraphs

Advantages:

1. **Clarity and Guidance:** They provide clear, step-by-step instructions, making it easy for readers to follow and complete a task.
2. **Practical Application:** Useful for instructional content, such as recipes, manuals, and how-to guides.
3. **Engagement:** Readers are actively engaged as they follow the steps to achieve a specific outcome.

Disadvantages:

1. **Limited Scope:** Focuses only on the steps, often lacking background information or context.
2. **Dependency on Accuracy:** Any mistake in the steps can lead to incorrect results, causing frustration.
3. **Less Flexibility:** Assumes a linear process, which may not account for variations or alternative methods.

Informational Process Paragraphs

Advantages:

1. **Comprehensive Understanding:** Provides a detailed explanation of how a process works, offering a broader understanding.
2. **Contextual Information:** Includes background and context, helping readers understand the significance and applications of the process.
3. **Flexibility:** Allows for a more flexible approach, as it doesn't prescribe specific steps.

Disadvantages:

1. **Lack of Practical Guidance:** Does not provide step-by-step instructions, which can be less helpful for readers looking to perform a task.
2. **Complexity:** Can be more complex and harder to follow, especially for readers looking for straightforward instructions.
3. **Engagement:** May be less engaging for readers who prefer hands-on, actionable content.

In summary, directional process paragraphs are great for providing clear, actionable steps, making them ideal for instructional purposes. However, they can be limited in scope and flexibility.

Informational process paragraphs, on the other hand, offer a comprehensive understanding and context but may lack the practical guidance needed for task completion.

We can conclude that directional process paragraphs are prescriptive while informational process paragraphs are descriptive.

More Examples:

A Directional Process Paragraph:

If you want to get your driver's license in Canada, research the specific requirements for your province or territory. Obtain a copy of the driving handbook and study it thoroughly. Pass the written exam on the rules of the road. Schedule and pass the vision test. Take driving lessons if necessary. Complete the driving tests successfully. Pay the applicable license fees. Renew your license before the expiry date.

An Informational Process Paragraph:

In Canada, the process of obtaining a driver's license varies by province or territory. An individual starts by researching the specific requirements for their location. They study the driving handbook to prepare for the written exam, which tests knowledge of the rules of the road. A vision test is also a mandatory part of the process. Some may choose to take driving lessons to ensure they are ready for the practical aspect of the test. After passing the driving tests, the individual pays the necessary license fees. The driver's license has an expiry date, and it is important to renew it on time to maintain its validity.

Source:

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