

جامعة الانبار

كلية التربية للعلوم الانسانية

قسم اللغة الانكليزية

مادة مقدمة في الكتابة الاكاديمية

المرحلة الثانية

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An Introduction to Academic Writing

Second stage

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2021-2022

Chapter Six

The 7th Lecture

Process Paragraph

A process paragraph is a series of steps that explain how something happens or how to make something. It can explain anything from the way to enrich vocabulary to overcoming insomnia to the procedure of operating a machine. It may also give tips for improving pronunciation or for answering a telephone call. Because such explanations must be clear, the process paragraph must be written in chronological order, and it must include a topic sentence that clearly states the paragraph's purpose. It must also include transition words and phrases such as "first," "next," "finally," that connect each of the steps.

To write a good process paragraph, you should pay attention to three important things. First, make sure that the steps in the process

are complete. Following a procedure whose steps are incomplete will fail to produce the expected result. Second, present the steps in the right sequence. For example, if you are describing the process of cleaning an electric mixer, it is important to point out that you must first unplug the appliance before you remove the blades. A person could lose a finger if this part of the process were missing. Improperly written instructions have caused serious injuries and even death. (Scarry S. & Scary J., 2011: 415). Finally, use correct transitional words to indicate the sequence of the process you are writing. The followings are transitions commonly used in process analysis.

What is a Clause

A **clause** is comprised of a group of words that include a subject and a finite verb. It contains only one subject and one verb. The subject of a clause can be mentioned or hidden, but the verb must be apparent and distinguishable.

A **clause** is “a group of words containing a subject and predicate and functioning as a member of a complex or compound sentence.” – Merriam-Webster

Independent Clause

It functions on its own to make a meaningful sentence and looks much like a regular sentence.

In a sentence two independent clauses can be connected by the **coordinators: and, but, so, or, nor, for*, yet***.

Example:

- He is a wise man.

Dependent Clause

It cannot function on its own because it leaves an idea or thought unfinished. It is also called a subordinate clause. These help the independent clauses complete the sentence. Alone, it cannot form a

complete sentence.

The **subordinators** do the work of connecting the dependent clause to another clause to complete the sentence. In each of the dependent clauses, the first word is a subordinator. Subordinators include relative pronouns, subordinating conjunctions, and noun clause markers.

Example:

- When I was dating Daina, I had an accident.

Complex Sentence

Complex sentences contain at least one subordinate (or dependent) clause, and they can be a great way to add some extra depth and variety to your writing.

When an independent and a dependent clause join together to form a complex sentence, they can go in either order.

Here's an example where the **independent clause** comes first:

- **I was snippy with him** because I was running late for work.

Here's an example where the **dependent clause** comes first:

- **Because I was running late for work**, I was snippy with him.

Pay Attention to Your Commas

To connect independent and dependent clauses, you need subordinating conjunctions like “after,” “while” or “since.” If the dependent clause comes first, you will generally need to separate the clauses with a comma.

Be mindful of your comma usage. Whenever you detect a pause or distinction from your independent clause, check if you need a comma. (See what we did there?) Sometimes it helps to read your work aloud because you'll "hear" where a comma needs to be placed.