Writing the Process Paragraph

For the remainder of the chapter, use one of the paragraph topics below or one given to you by your instructor.

- how to make something (i.e. your favorite recipe)
- to a kindergartner how to tie shoelaces
- how to play your favorite board game
- how to choose a good gift for a boyfriend or girlfriend
- how to cheat on an exam
- to your grandmother how to load music on an ipod
- how to search for an apartment to rent
- how to complete a tough level of a video game
- how to kick a bad habit
- how to throw the perfect curve ball

Step One: Prewrite on a separate paper and then complete the outline form below.

**TIP:** Your supporting sentences should be **steps the reader should follow**.

Note: Process paragraphs may have more than four supporting sentences or steps.

Topic Sentence: __________________________________________________________

Supporting Sentence #1: _____________________________________________________

Specific examples/proof/details:

________________________________________________________________________

________________________________________________________________________

Supporting Sentence #2: _____________________________________________________

Specific examples/proof/details:

________________________________________________________________________

________________________________________________________________________

Supporting Sentence #3: _____________________________________________________

Specific examples/proof/details:

________________________________________________________________________

________________________________________________________________________
Supporting Sentence 4: (if used) ___________________________________________________

Specific examples/proof/details: _______________________________________________
__________________________________________________________________________
__________________________________________________________________________

Concluding Sentence: _________________________________________________________

Step Two: Write the paragraph.

Step Three: Edit and revise the paragraph for content using the checklist as a guide.

☐ I have given my paragraph a creative title.
☐ My topic sentence has a clear subject and a clear overall impression.
☐ I have several supporting sentences that support my topic sentence.
☐ I have multiple examples for each supporting sentence.
☐ All of my sentences relate directly to the topic sentence.
☐ My paragraph is organized in a logical manner.
☐ I have used transition words at the beginning of each supporting sentence.
☐ I have a conclusion that sums up my paragraph.

Remember, editing, revising and proofreading is an ongoing process. You should perform each task several times.

Step Four: Proofread. Proofreading is checking your work for mechanical and grammatical errors.

☐ I have used the spell and grammar check feature on my computer.
☐ I have also checked for spelling and grammar errors on my own.
☐ I have spelled out words rather than abbreviated them.
☐ I have made sure my subjects and verbs agree in number.
☐ I have corrected any commonly confused words (their/there/they’re).
☐ I have checked for run-ons, comma-splices, and fragments.
☐ I have checked for proper capitalization.
☐ I have checked for other punctuation errors.
☐ I have followed MLA format.
☐ This paragraph represents my best writing.