

Name ..... Class ..... No. ....

# Process paragraph

A process paragraph describes how to do things step-by-step. First, you write a topic sentence that states what the process is. Then you explain each step clearly. Use time order words. They usually come at the beginning of a sentence and are followed by a comma. Do not use a comma after "then".



## Useful language



first,	after that	while
the first step		
from then on		
then	before	when
the last step		
next	after	meanwhile
finally		
the next step		

Complete the text with suitable words in the box.

I make lemonade for my own enjoyment, even though it is easy to buy it at the store. (1) \_\_\_\_\_, I get six lemons to make lemonade. (2) \_\_\_\_\_ I cut the lemons in half and squeeze out the juice. I pour the juice through a strainer to take out the seeds. (3) \_\_\_\_\_, I add about a half cup of sugar to a cup of hot water to dissolve the sugar. (4) \_\_\_\_\_, I mix the lemon juice, sugar, water and several more cups of water in a pitcher. I add lots of ice to make it cold. It is delicious, and it is my favourite summer drink.

# Topic Sentence

The following sentence patterns are useful in writing topic sentences and thesis statements for process paragraphs and essays:

1- It is easy, simple, not difficult to \_\_\_\_\_ if you have the right tools, equipments, material, ingredients.

**It is easy to change a flat tire if you have the right equipment.**

2- \_\_\_\_\_ is easy when you follow these steps.  
these directions.  
these instructions.  
this procedure.

Making a delicious omelet is **easy when you follow** these steps.

3- There are three  
four  
several major steps involved in \_\_\_\_\_.

There are three **major steps** involved in studying for an exam.



Write a topic sentence for a process paragraph on each of the following topics.

## 1- Topic: How to impress your teacher

Topic statement: \_\_\_\_\_

## 2- Topic: How to build a tree house

Topic statement:

### 3- Topic: How to make a pizza

Topic: How to make a pizza  
Topic statement:

#### 4- Topic: The best way to lose weight

Topic statement: \_\_\_\_\_

## 5- Topic: How to make a beautiful flower arrangement

Topic statement: \_\_\_\_\_

