

Unit 3 Writing - Process Paragraphs

Q. Use the information provided below to complete the paragraph at the bottom of the page. Be sure to change all imperative verbs to passive verbs. Add missing articles when necessary.

Definition: magnet -- object - attract - other objects

Steps of the process:

1. arrange small pieces of paper on table
2. rub plastic comb with piece of wool so that comb gains electrons
3. hold negatively charged comb over pieces of paper
4. allow comb to collect pieces of paper
5. after removing pieces of paper from comb, rearrange them on table
6. repeat steps 2, 3, and 4 to verify results

How a Comb Is Made into a Magnet

*A magnet is **an** object that attracts other objects. The process of making a comb into a magnet includes the following **steps**. First, small pieces of paper **are arranged** on a table, and a plastic comb **is rubbed** with a piece of wool so that the comb gains electrons. Next, the negatively charged comb **is held** over the pieces of paper and (is) allowed to collect **them**. After the pieces of paper **are removed** from the comb, they are rearranged on the table. Finally, steps 2, 3, and 4 **are repeated** to verify the results.*

إذا كان السفهاء والحمقى يقررون كيف يعيشون فمن المؤكد أن هذا الحق مكفول لنا.

Unit 3 Writing - Process Paragraph Guidelines

Here is a list of **guidelines** to remember when writing process paragraphs. If you do **not** follow the guidelines below, you will **lose points** on your paragraph.

1. Write with a **sharpened pencil** and use a **rubber** to erase (rub out) your mistakes.
2. Draw left and right **margins** on your paper. The left margin should be about **3 cm** from the left edge of the paper. The right margin should be about **2 cm** from the right edge of the paper.
3. Write a **title** in the **center** of the page using any necessary articles. **Capitalize** the first word and all other words except articles and prepositions.

Examples:

How Bread Is Made

How Fuels Are Produced from Petroleum

How an Automatic Dishwasher Is Used

4. Leave **two empty lines after the title** before you begin writing the paragraph.
5. **Indent** the first sentence of the paragraph, leaving a space of about 3 cm from the left margin.
6. Write a formal definition sentence to introduce the process.

Examples:

Bread is a food substance composed mainly of flour.

Fuels are substances that provide energy.

Automatic dishwashers are machines that clean and dry tableware.

7. After the formal definition, introduce the steps of the process.

Examples:

The process of making bread involves a number of steps.

The process of producing fuel from petroleum is carried out in the following way.

The process of using an automatic dishwasher includes the following steps.

8. Use transition words to indicate the chronological (time) order of the steps.

Examples:

**First, ... Next, ... After this, ... After verb+ing, ... Following this step, ...
... is then verbed ... Finally,**

9. Be sure that you write **directly above** the lines. Do **not** write below the lines or through the lines.

إذا كنت تحب شيئا أطلقه، فإن
عاد إليك فهو ملكك للأبد.

10. Write your paragraph on **every other line**, **not** on every line. The **empty lines** will be used by your **teacher** to make notes and corrections.
11. Always **capitalize** the first word in each sentence and end each sentence with a **full stop**. Use **commas** where necessary.
12. Use correct **spelling**.
13. **Do not leave** spaces between the sentences in your paragraph. Each new sentence should follow directly after the previous sentence.
14. Leave enough space between words so that your **handwriting** is neat and legible.
15. Use **correct grammatical structures**, including correct verb forms and articles.
16. Do **not** use **imperative verbs** in your paragraphs to describe any steps. **Change** all imperative verbs to **passive verbs**.
17. Use **all of the information** given to write a **six-sentence paragraph**.. Combine some steps into **compound** and **complex** sentences.
18. Do **not** use **contractions** in your writing (~~isn't~~, ~~won't~~, ~~don't~~, etc.). Instead, use “is not”, “will not”, “do not”, etc. Contractions are **not** used in technical writing.
19. Do **not** use **personal pronouns** in your writing (I, you, we, he, etc.). Personal pronouns are **not** used in technical writing.
20. Do **not begin** a new line with a **comma** or a **full stop**. (instead, place such a comma or full stop at **the end** of the **line above**.)
21. Clearly **erase** (rub out) any words that you do **not** want to include in your paragraph. If you write a **practice answer**, clearly **cancel** it out with a large X. Teachers only grade **first answers** (unless the first answer has been clearly cancelled).
22. When **one-word adverbs** modifies passive verbs, the adverb is **generally** placed **just before** the past participle.

Example:

Small pieces of paper are **carefully** arranged on a table.

إما أن تفعل الشيء أو
لا تفعله، كفى ترديداً.

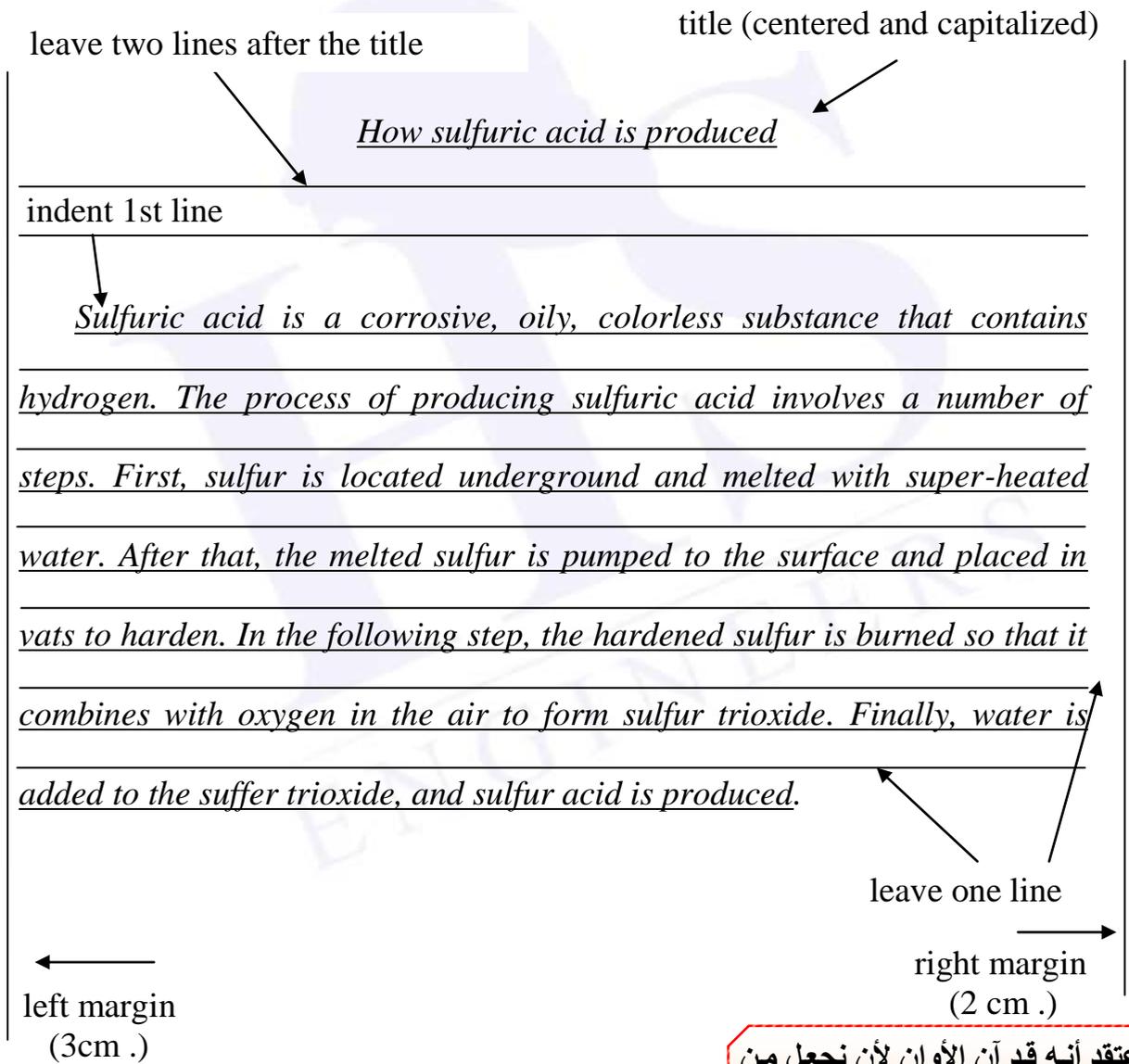
Process Paragraph – Model Question and Answer

R. Study the **model** questions and the **6-sentence** process paragraph for **sulfuric acid** provided below. Note that all of the **guidelines** on pages **118** and **119** were followed.

Definitions: sulfuric acid -- corrosive – oily – colorless – substance – contain – hydrogen

Steps of the process:

1. locate sulfur underground
2. melt sulfur underground with super-heated water
3. pump melted sulfur to surface
4. place melted sulfur in vats to harden
5. burn hardened sulfur so that sulfur combines with oxygen in air to form sulfur trioxide
6. add water to sulfur trioxide and produce sulfuric acid



أعتقد أنه قد آن الأوان لأن نجعل من الاضطراب النفسي والهـم شيئاً منظماً.

Process Paragraph - Articles

S. For each specific article [the] below, write the **number** that best describes it [the #¹ modifies nouns that are the only ones, the #² modifies nouns that are 2nd mention, and the #³ modifies nouns that are explained]. **Write** your answers on the small blanks provided. Also, when possible, **circle** the reason that the specific article is required.

Definition: magnet -- object - attract - other objects

Steps of the process:

1. arrange small pieces of paper on table
2. rub plastic comb with a piece of wool so that comb gains electrons
3. hold negatively charged comb over pieces of paper
4. allow comb to collect pieces of paper
5. after removing pieces of paper from comb, rearrange them on table
6. repeat second, third, fourth steps

How a Comb Is Made into a Magnet

A magnet is an object that attracts other objects. The #³ process of making a comb into a magnet is carried out in the #³ following way. First, small pieces of paper are arranged on a table. Next, a plastic comb is rubbed with a piece of wool so that the #² comb gains electrons, and the #² negatively charged comb is then held over the #² pieces of paper and allowed to collect them. After the #² pieces of paper are removed from the #² comb, they are rearranged on the #² table. Finally, the #¹ second, third, and fourth steps are repeated to verify the #³ results.

بعض الناس تحزن إن لم تجد مشاكل تتحدث عنها.

T. For each specific article [the] below, write the **number** that best describes it [the #1 modifies nouns that are the only ones, the #2 modifies nouns that are 2nd mention, and the #3 modifies nouns that are explained], **Write** your answers on the small blanks provided. Also, when possible, **circle** the reason that the specific article is required.

Definition: sulfuric acid -- corrosive - oily - colorless – substance - contain - hydrogen

Steps of the process:

1. locate sulfur underground
2. melt sulfur underground with super-heated water
3. pump melted sulfur to surface
4. place melted sulfur in vats to harden
5. burn hardened sulfur so that sulfur combines with oxygen in air to form sulfur trioxide
6. add water to sulfur trioxide and produce sulfuric acid

How Sulfuric Acid Is Produced

Sulfuric acid is a corrosive, oily, colorless substance that contains hydrogen. The #3 process of producing sulfuric acid is carried out in the #3 following way. First, sulfur is located underground. Next, the #2 sulfur is melted with super-heated water and pumped to the #3 surface (of the ground). After this, the #2 melted sulfur is placed in vats to harden, and the #2 resulting hardened sulfur is then burned so that it combines with oxygen in the #1 air to form sulfur trioxide. Finally, water is added to the #2 sulfur trioxide, and sulfuric acid is produced.

تَوَقَّع المصيبة وانتظارها
أشدُّ ألماً من وقوعها.

Process Paragraph - Margarine

U. Use all of the information below to write a **6-sentence** process paragraph for **margarine**. Be sure to follow the **guidelines** on pages 118 and 119.

Definition: margarine -- inexpensive / yellow / food substance / make / vegetable oil / use / instead of butter

Steps of the process:

1. collect vegetable oil in large tank
2. add small amount of salt while stirring oil
3. treat mixture with hydrogen at high temperature under pressure
4. cool mixture to room temperature so that solid margarine forms
5. use margarine instead of butter when preparing food

How Margarine Is Made

Margarine is an inexpensive, yellow, food substance that is made from vegetable oil and that can be used instead of butter. The process of producing margarine involves a number of steps. First, vegetable oil is collected in a large tank. Next, a small amount of salt is added during stirring the oil, and the mixture is treated with hydrogen at high temperature under pressure. After this, the mixture is cooled to room temperature so that solid margarine forms. Finally, the margarine can be used instead of butter when preparing food.

جھیم الدنیا أن یكون المرء سجين خوف أو تردد، بعض الناس یجمع بينهما.

Process Paragraph - Contact Lenses

V. Use all of the information below to write a **6-sentence** process paragraph for **contact lenses**.
Be sure to follow the **guidelines** on pages 118 and 119.

Definition: contact lenses -- tiny / curved / pieces / glass or plastic / use / correct / vision problems

Steps of the process:

1. open lens case by carefully lifting lens cover
2. pick up one lens with clean fingers
3. position lens so that convex surface is in center of fingertip
4. place drop of wetting solution directly onto concave surface of lens
5. gently place lens on cornea of eyeball
6. blink eyes for adjustment
7. follow same instructions for other eye

How Contact Lenses Are Cleaned

Contact lenses are tiny, curved, pieces of glass or plastic that are used to correct vision problems. The process of cleaning contact lenses is carried out in the following way. First, lens case is carefully opened by lifting the lens cover. Next, one lens is picked up with clean fingers and positioned so that convex surface is in center of the fingertip. After this, a drop of wetting solution is placed directly onto the concave surface of the lens and gently placed on the cornea of the eyeball. Finally, eyes are blinked for adjustments and same instructions are followed for the other eye.

حياتك أهم من أن تتركها
للحظ يفعل بها ما يشاء.

Process Paragraph - Overhead Projector (OHP)

W. Use all of the information below to write a **6-sentence** process paragraph for an **overhead projector (OHP)**. Be sure to follow the **guidelines** on pages 118 and 119.

Definition: overhead projector (OHP) -- device / cast* / transparency image / screen

Steps of the process:

1. place OHP on table positioned several feet from screen
2. plug OHP into electrical socket
3. place transparency face up on plate glass surface of OHP
4. turn on switch
5. adjust height of OHP so that image is centered on screen
6. turn focus knob until projecting clear image
7. replace transparency with next transparency, and repeat sixth step

How an Overhead Projector Is Operated

Overhead projector is a device used to cast a transparency image on a screen. The process of operating OHP involves several steps. First, The OHP is placed on the table positioned several feet from the screen and plugged into an electrical socket. The transparency face is placed up on the plate glass surface of the OHP and the switch is turned on. The height of the OHP is adjusted so that the image is centered on the screen, and the focus knob is turned until projecting a clear image. The transparency is replaced with next one, and the sixth step is repeated.

* To cast means to produce an image. The past participle of 'cast' is 'cast' (not casted).

قمة التحدي أن تبتم وفي عينك ألف دمة.

Paragraph - Calculating Density

X. Use all of the information below to write a **6-sentence** process paragraph for **calculating density**. Be sure to follow the **guidelines** on pages 118 and 119.

Definition: density -- quantity / mass / per / unit / volume

Steps of the process:

1. accurately measure mass of piece of metal
2. attach short thread to piece of metal
3. pour 100cc of water into calibrated cylinder
4. lower attached metal into cylinder
5. position eyes in line with new level of water before reading new volume so that measurement is accurate
6. use formula $d = m / v$ to calculate density of metal

قد يجد الجبان ثلاثين حلاً لمشكلته،
لكن لا يعجبه منها سوى الفرار.

How Density Is Calculated

Density is the quantity of mass per unit volume. The process of calculating density is carried out in the following way. First, A mass of a piece of metal is accurately measured, and a short thread is attached to it. Next, a 100cc of water is poured into calibrated cylinder, and the metal lowered into it. After that, eyes are positioned in line with new level of water before reading new volume so that measurement is accurate. Finally, the formula $d = m / v$ is used to calculate density of the metal.

كلما صعد أحدهم باتجاه القمة تطوع كثيرون لسحبه إلى القاع.

Note: The process paragraphs on Practice Quiz and Quiz for Unit 3 and the Final Exam will be **5-sentence paragraphs** (not 6-sentence paragraphs). The class work paragraphs done so far were of six sentences to give students more practice in writing. The quiz and exam paragraphs are 5 sentences so that students have more time to complete the other questions.

Process Paragraph - Making a Magnet

Y1. Use all of the information below to write a **5-sentence** process paragraph for **making a magnet**. Be sure to follow the **guidelines** taught in class.

Definition: magnet -- object / attract / other objects

Steps of the process:

1. randomly arrange small pieces of paper on table
2. briskly rub plastic comb with piece of wool so that comb gains electrons
3. hold negatively charged comb over pieces of paper
4. allow comb to collect pieces of paper
5. thoroughly remove pieces of paper from comb
6. repeat steps 1 through 4 to verify results

How a Magnet Is Made

A magnet is an object that attracts other objects. The process of making a comb into a magnet involves the following steps. First, small pieces of paper are randomly arranged on a table, and a plastic comb is briskly rubbed with a piece of wool so that the comb gains electrons. Next, the negatively charged comb is held over the pieces of paper and allowed to collect them. Finally, the pieces of paper are removed thoroughly from the comb, and steps 1 through 4 are repeated to verify the results.

لا يمكنك تخطي حدود تصورك لذاتك.

Note: The process paragraphs on Practice Quiz and Quiz for Unit 3, and the Final Exam will be **5-sentence paragraphs** (not 6-sentence paragraphs). The class work paragraphs done so far were of six sentences to give students more practice in writing. The quiz and exam paragraphs are 5 sentences so that students have more time to complete the other questions.

Process Paragraph - Sulfuric Acid

Y2 Use all of the information below to write a **5-sentence** process paragraph for **sulfuric acid**. Be sure to follow the **guidelines** taught in class.

Definition: sulfuric acid -- compound / compose / element / hydrogen / sulfur / oxygen

Steps of the process:

1. locate sulfur underground
2. melt sulfur with super-heated water
3. after pumping melted sulfur to surface, immediately place melted sulfur in vats to harden
4. burn hardened sulfur so that sulfur trioxide forms
5. gradually add water to sulfur trioxide to produce sulfuric acid

How Sulfuric Acid Is Produced

Sulfuric acid is a compound that is composed of three elements which are hydrogen, sulfur and oxygen. The process of producing sulfuric acid involves the following steps. First, sulfur is located underground and melted with super-heated water. Next, the melted sulfur is pumped to the surface and immediately placed in vats to harden. Finally, the hardened sulfur is burned so that sulfur trioxide forms, and water is gradually added to the sulfur trioxide to produce the sulfuric acid.

لا تقلق مما قد يحدث، فهو لن يحدث إلا عندما تقلق.

W. Use all of the information below to write a **5-sentence** process paragraph for an **overhead projector (OHP)**. Be sure to follow the **guidelines** on pages 118 and 119.

Definition: overhead projector (OHP) -- device / cast* / transparency image / screen

Steps of the process:

1. place OHP on table positioned several feet from screen
2. plug OHP into electrical socket
3. place transparency face up on plate glass surface of OHP
4. turn on switch
5. adjust height of OHP so that image is centered on screen
6. turn focus knob until projecting clear image

How an Overhead Projector Is Operated

Overhead projector is a device used to cast a transparency image on a screen. The process of operating OHP involves several steps. First, The OHP is placed on the table positioned several feet from the screen and plugged into an electrical socket. Next, the transparency face is placed up on the plate glass surface of the OHP and the switch is turned on. The height of the OHP is adjusted so that the image is centered on the screen, and the focus knob is turned until projecting a clear image.

* To cast means to produce an image. The past participle of 'cast' is 'cast' (not casted).

لماذا نضطر القيام بأشياء نمقتها
 وشراء أشياء لا نحتاجها لإثارة
 إعجاب أشخاص لا نحبهم.