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THE DISTINGUISHING FEATURES OF DIRECTIONAL AND INFORMATIONAL PROCESS PARAGRAPHS

Abdullayeva Nigora Shavkatovna

Teacher, Fergana State University

Azimova Muxlisa Vohidjon qizi

Bachelor student, Fergana State University

Abstract. Directional process essays explain the bit-by-bit processes by using a second person tone. These types of paragraphs are instructional and guide people to do or make something. Recipes, makeup tutorials are the best examples. For informative analysis, writers use a third-person tone to describe processes. There are two basic types of process essays: directional (how to do something) and informational (how something works). A directional essay provides directions to achieve a particular result (how to cook perfect grits). An informational essay explains something for a reader (how a rocket engine works). A process paragraph has three main parts. The topic sentence states the process. The body sentences describe the steps. The ending sentence wraps up the process. A directional process paragraph explains the directions to perform a task. It provides the reader a set of instructions or a step-by-step guidance. A directional process tells the reader how to do or make something; in other words, it gives directions. You are more familiar with directional process than you might think; when you open a telephone book, for example, you see the pages in the front explaining how to make a long-distance call.

Key Words:process paragraph, words and phrases, foreign language, informative essay, discussion prompts, informational process, process analysis.

Introduction. 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.

There are two kinds of process paragraphs: directional and informational. A directional process paragraph explains the directions to perform a task. It provides the reader a set of instructions or a step-by-step guidance. The following is an example of a directional process paragraph: How to Make a Good Cup of Tea; Making a good cup of tea is exquisitely simple. First, the teapot is heated by filling it with water that has just come to a boil. This water is then discarded, and one teaspoon of loose tea per cup is placed in the teapot (the exact amount may vary according to taste). Fresh water that has just come to a boil is poured into the pot. A good calculation is six ounces of water for each cup of tea. The tea must now steep for three to five minutes; then it is poured through a strainer into a cup or mug. A pound of loose tea will yield about two hundred cups of brewed tea. Using a tea bag eliminates the strainer, but it is still best to make the tea in a teapot so that the water stays sufficiently hot. The typical restaurant service—a cup of hot water with the tea bag on the side—will not produce the best cup of tea because the water is never hot enough when it reaches the table and because the tea should not be dunked in the water; the water should be poured over the tea. Although tea in a pot often becomes too strong, that problem can be dealt with very easily by adding more boiling water. An informational process paragraph explains how something works or how something worked in the

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past. Its purpose is purely to provide information. Such writing could be found easily in history books. For instance, if you described how General Detonators planned his battle strategy, this would be informational process writing. The following example explains the developmental phases of the use of literature in the second or foreign language teaching. In the paragraph, the transitional words that signal the steps or stages of the process have been italicized.

The Use of Literary works in Second/Foreign Language Teaching. The use of literary works in the second/foreign language curriculum varies greatly depending on the method dominating the practice. First, literary works were notable sources of material when the Grammar Translation Method dominated until the end of the 19th century. But they were absent from the curriculum until 1970s when the Grammar Translation Method was successively replaced by Structuralism Approach, Direct Method, Audio-lingual Method, Community Language Learning, Suggestopedia, the Silent Way, Total Physical Response, and the Natural Approach because these methods tend to regard a second and foreign language teaching as a matter of linguistics. They emphasize more on structures and vocabulary. Then literary works became even more divorced from language teaching with the advent of the communicative approach which focuses on the teaching of "usable, practical" contents for enabling students to communicate orally. In this period the second and foreign language classrooms were dominated by dialogues. However, the situation changed quite radically since the 1980s when literature has found its way back into the teaching of second and foreign language though not in the way it was used with the Grammar Translation Method. Afterward, literature undergoes an extensive reconsideration within the language teaching profession.

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.

There are two types of process analysis including the directional and the informative. A directional process tells the reader how to do or make something. An informative process tells the reader how something is or was made or done or how something works. Read the article "The Nurse's Role in Medication Safety (Links to an external site.)" and consider the medical delivery section's processes. Write 200–250 words using the discussion prompts to guide your content. Then, respond to at least two of your peers' posts in a substantive manner. "I agree" or "Good point" are not accepted as substantive responses to your peers.

Discussion Prompts: Based on the article, what do you think is the process (directional or informative) used for medical delivery? Explain; Name one problem you foresee in this process; Identify how the medical delivery process described in the article can be seen as both directional and informative.

Informational process analysis essays talk about how something is done without giving directions to actually do it. Some examples of this type of essay might include how a hot dog is made or how a phase transition from a gas to a solid occurs.

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An informative essay is a non-fiction writing piece that is written to inform readers on a certain topic or subject. They are always fact-based and do not include arguments or opinions from the author. An informative essay contains an introductory paragraph that begins with a hook sentence and contains the topic sentence, or thesis. The body of the essay generally contains three to five paragraphs that expand on the introduction. The conclusion paragraph restates the main topic and summarizes the main points. There are four types of informative essay. One example would be a definition essay about gothic architecture. Another is a compare and contrast essay focusing on the similarities and differences between public and private school. An analysis essay might be about the cost of living in New York City, and a process essay might describe how to build a porch swing from pallet wood. A process analysis essay is a type of essay that explains how something works or how to do a particular task. It breaks down complex procedures into clear and manageable steps, guiding readers through each process phase. Whether it's detailing a recipe, explaining a scientific experiment, or clarifying a technical operation, this essay type aims to simplify complex concepts for the reader. This essay form offers a step-by-step process, allowing readers to comprehend and replicate the process efficiently. Writing a process analysis essay involves following a step-by-step process to explain how something works or how to perform a particular task. Here's a comprehensive guide to help you navigate the process successfully:

- Choose a Topic: Firstly, select a process you understand well and can explain effectively. Consider your audience and the relevance of the chosen topic.
- Writing Process and the Thesis Statement: Your process analysis essay remains structured like any other. Therefore, ensure that your essay opens with a discussion of the process and a clear thesis statement that outlines what the reader can expect to learn from your essay.
- Choose a Process: Once you've settled on a topic, decide on the specific process within that topic that you want to explain. Be precise and focus on a manageable scope for your essay.
- Create an Outline: Before diving into the writing, outline all the process steps. This will serve as a roadmap for your essay and help you maintain a clear and logical flow.
- Description of the Process: Start your essay with an introduction providing some context for the process you describe. Give the reader an overview of why the process is significant or relevant.
- Detailed Steps: Break down the process into clear and understandable steps. Use descriptive language to ensure that the reader can visualize each step. Use transitional words to make the progression from one step to the next smooth and coherent.
- Guidance for the Reader to Follow: Offer guidance and tips that will assist the reader in replicating the process effectively. Highlight any common mistakes to avoid and provide suggestions on troubleshooting any issues that may arise during the process.
- Conclusion: Conclude your essay by summarizing the key points of the process and reiterating its significance. Emphasize the importance of following each step meticulously to achieve the desired outcome.

Understanding the structure of a process analysis essay is crucial for effectively conveying the intended information to your readers. Here's a breakdown of the key elements that make up the structure:

- Introduction with Process and Thesis Statement: The process analysis essay opens with an introduction providing a brief overview of the process you know well and will describe. Include a clear thesis statement that highlights the significance of the process and what readers can expect to learn from your essay.

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- Description of the Process: Start by describing the process in a way that piques the reader's interest and provides a context for understanding why the process is important. Clearly explain the outcome of the process, emphasizing why it matters or how it's relevant to your audience.
- Organizing Steps in the Process: When explaining the actual process, organize the steps logically. Present each step clearly and concisely, ensuring the reader can follow along easily. Use transitional words to maintain the flow and coherence of the essay.
- Process in Sequential Order: Arrange the steps in the process in sequential order, ensuring that each step logically follows the preceding one. This sequential approach will make it easier for your readers to comprehend and replicate the process effectively.
- Clear Instructions and Explanations: Provide clear instructions and explanations for each step, using simple and easy-to-understand language. Incorporate visual aids, if necessary, to enhance the reader's understanding of complex steps or procedures.
- Tips and Troubleshooting: Offer helpful tips and advice throughout the essay to assist readers in completing the process. Include potential pitfalls or common mistakes to avoid, along with troubleshooting strategies for any challenges that may arise during the process.
- Conclusion and Final Thoughts: Conclude your essay by summarizing the key points of the process and reinforcing its significance. Emphasize the importance of following each step precisely to achieve the desired outcome. You can also suggest potential variations or advanced tips for readers who have mastered the basic process.

Conclusion. In this directional process analysis essay example, the writer tells the reader how to make cut-off shorts. You'll notice that the transitions in this essay let the reader move easily from paragraph to paragraph. The essay is organized into steps with each body paragraph providing details about one step in the process of making the shorts. In this informational process analysis essay, the writer tells how a process happens without giving directions for the reader to actually do it. You'll notice that the writing style is different. The writer isn't speaking directly to the reader and is instead taking a more informational tone. Each step in the process has a paragraph within the body of the essay, and the conclusion sums up the process.

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