**Expository Paragraph Developed by Process Analysis**

Every day we perform many activities that are *processes*—that is, series of steps carried out in a definite order. Many of these processes are now familiar and automatic, but we first had to learn them: for example, tying shoelaces, changing bed linens, using a vending machine, and driving a car. In other cases, such as when we begin a new job, we may be painfully conscious of the whole series of steps involved in the process, and we may need to check and recheck each step that needs to be followed before we become comfortable with the process. However, once we learn the process, we are seldom aware of the sequence of steps making up each activity. In this section, you will be asked to write a process paragraph—one that explains clearly how to do or make something. To prepare for this assignment, you should first read the student process paragraphs below and then respond to the questions that follow. In process writing, you are often giving instruction to the reader, and so the pronoun *you* can appropriately be used. One of the model paragraphs here uses *you*—as indeed does much of this book, which gives instruction on how to write effectively. As a general rule, though, do not use *you* in your writing.

  **Dealing with Verbal Abuse**

1If you are living with a significant other who abuses you verbally with criticism, complaints, and insults, you should take steps to change your situation. 2First, realize that you are not to blame for the other person’s abusive behavior. 3This may be difficult for you to believe. 4Years of verbal abuse have probably convinced you that you’re responsible for everything that’s wrong with the relationship. 5But that is a lie. 6If your partner is verbally abusive, it is his or her responsibility to learn why he or she chooses to deal with problems by saying nasty things. 7Perhaps he observed his father treating his mother that same way. 8Maybe she never learned positive ways to deal with negative emotions like anger, fear, or disappointment. 9Steps two and three need to be done one right after the other. 10Step two is for you to announce that being verbally abused will no longer be tolerated. 11State that you are a person who deserves respect and civil behavior and that you will accept no less. 12Next, offer to go with your partner to talk to a counselor who will help both partners learn new ways to communicate. 13While the abuser learns to express feelings without attacking you, you can learn to stand up for yourself and express your feelings clearly. 14If the significant other refuses to take responsibility for changing his or her abusive behavior, then you must consider step four: to leave. 15You were not put here on earth to have your self-concept demolished by serving as someone else’s verbal punching bag. 16Getting out of an abusive relationship is not easy, but these four steps can help make it possible.

About Unity

* + Underline topic sentence?
	+ Are all sentences relevant to the main idea ?
	+ Identify sentence number for major details ?

About Support

Summarize the four steps in the process of dealing with verbal abuse.

a.

b.

c.

d.

About Coherence

* + What is the pattern of organization used in this paragraph?
	+ What is the type of metadiscourse markers.

About cohesion

* + Find out lexical cohesion
	+ Find out reference cohesion

 **Expository Essay Developed by Process Analysis**

 **How to Live a Happy Life**

People are always searching for things that make them happy. For example, many people work very hard to improve their employment because they want to find a better job to make themselves happy. Other people search for happiness by purchasing things they want. It is not bad to search for happiness, but many people do not understand that lasting happiness does not depend on having certain things. It doesn’t depend on the circumstances of a person’s life. It depends more on how life is lived and people are loved. There are things that people can do to live a happy life regardless of their situation. In order to live a happy life, people should follow three steps: build relationships, be grateful, and help others.

       The first thing that people should do to live a happy life is build relationships with other people. Building relationships can include both making new friends and strengthening relationships that already exist with friends and family members. These relationships lead to greater happiness because people who have strong connections with other people are less lonely, especially in difficult times. They have people who they can talk to and people who can offer comfort to them. Another reason that strong connections can increase happiness is that they create a network of people who can offer advice. Knowing that there are friends who can offer this advice to help solve a problem can help people feel happier. Strong relationships also lead to greater feelings of belonging and security, which in turn, lead to greater happiness. Building these relationships is an essential step to living a happy life.

       In addition to nurturing relationships, people who want to be happy should be grateful. People who are grateful open their eyes to see all of the good things in their lives, and they express gratitude to people who help them. Many people have noticed that by opening their eyes to see the good things they have and choosing to have gratitude, their perspective changes. They spend more time focusing on positive thoughts instead of focusing on things that are negative or difficult. Thoughts create perspective, so intentionally creating positive thoughts will lead to a more positive perspective. Regardless of struggles they have, they choose to focus on the gifts they can see. Gratitude can change people’s perspective and help them be happier, regardless of their situation.

       Finally, serving others can make people happier. Serving others can include doing simple things like listening to a friend who is having a hard time or preparing a meal to share with someone who is sick. These simple acts not only improve another person’s life, but they also bring happiness to the person who is serving. This happiness is a natural result of lifting another person’s burden. Helping others also helps in the other areas of building happiness: it strengthens relationships with others and it helps people feel more gratitude. When people serve others, they can become good friends by showing how much they care and want to help. People feel more gratitude because when they see the problems other people face, they find ways that their life is blessed. Serving others is an essential key to living a happier life.

       If people want to have a happier life, they should serve others, be grateful, and strengthen their relationships with other people. Each of these things focuses on people and perspective rather than money and material possessions. People bring joy to other people in a way that possessions can never imitate. Perspective can make a lasting impact on a person’s life in a way that a promotion simply can’t. Regardless of the circumstances of an individual’s life, that individual can choose to focus on happiness in a real, genuine way if he wants to. Finding lasting happiness is really a simple search. That search begins as soon as people start looking beyond temporary things that only bring temporary happiness.