

YORKWAC Infobase

Types of Paragraphs: Steps in a Process

Within the basic structure of the paragraph, you have options for writing different types of paragraphs that present information in different ways.

The *steps in a process* type of paragraph lists steps in the order in which they typically occur, such as in a chemical reaction, passage of a bill, or any other kind of repetitive process.

To indicate the transition from one step to another, you can use *signal words* such as **first**, **next**, **when**, **finally**, etc. Such words are underlined in the example below.

Example

The process of HIV replication begins when a virion encounters a human CD4 cell. First, the virus attaches to the CD4 receptor and injects its contents into the human cell. HIV reverse transcriptase then converts the viral RNA into DNA. This DNA is then transported to the cell nucleus, where it is spliced into the human DNA by HIV integrase. When an infected CD4 cell becomes activated, it converts proviral DNA into messenger RNA, which is then transported outside the nucleus. There it is used to produce new HIV proteins and enzymes. Next, the viral protease divides strands of protein into smaller pieces, which are then combined with copies of HIV genetic material to form new virions. Once mature, the new virions are released from the host cell, which is destroyed. Finally, these new virions infect other cells, spreading HIV widely throughout host organs containing T cells, macrophages, and microglial cells.

NOTE: In an actual writing assignment, each factual claim in the paragraph above would be accompanied by a citation of a reliable source, with a matching reference in the Works Cited list at the end of the student's paper.

For information about different types of paragraph organization, consult the following Infosheets in the **YorkWAC Infobase**:

Infosheet #24, Basic Paragraph Format

Infosheet #26, Types of Paragraphs: Generalization and Examples

Infosheet #27, Types of Paragraphs: Chronological Order

Infosheet #29, Types of Paragraphs: Compare and Contrast

Infosheet #30, Types of Paragraphs: Cause and Effect