

Writing Task 1-Describe a Process

A diagram shows a process, which means a series of Events, and your job is to:

- a. State what the diagram is about
- b. State what happens in the diagram
- c. Describe the step by step process of the diagram

Essay Outline

Paragraph 1: Introduction. (3 sentences)

➤ **General statement**

- **Explain what the object is and what it does.**

❖ *The diagram shows*

➤ **Thesis statement**

- **Say what you are going to do.**

❖ *In this essay, I will describe how coffee is made.*

❖ *I will now explain how a photocopier works.*

➤ **State how many stages there are in the diagram**

❖ *There are ----- stages to this process.*

❖ *The process by which ----- can be outlined in ----- steps.*

Paragraph 2: (Body of essay)

- **Explain the process**

❖ *How to use/make (Keep it clear and simple)*

- **Use sequence words**

- Follow the sequence shown in the diagram to help show the correct order.
- Each stage may involve several steps
 - ❖ *The first stage in making glass is ...*
 - ❖ *In this stage, the sand is cleaned and weighed...*
 - ❖ *Next...*
 - ❖ *After that...*
 - ❖ *In the final stage,*

- **Use Imperatives (bossy words)**

- ❖ Verbs used to instruct or tell what to do (**Example:** pick, put, get, open, close, select, press, save, add, chop, mix, slice, place, cut)

- **Use connectors**

- ❖ *and, which, while,*

Paragraph 3 (the conclusion)

➤ **Summarize the results of the process.**

- *As can be seen, is a difficult process. If you follow the steps described then you will be successful.*
- *It can be seen that it is not difficult to If you follow the right steps.*

Sample essay 1



How to Make Bread:

The diagram shows how bread is made. **In this essay, I will describe the main steps to follow in** making bread. **There are six simple stages to this process.**

First, **measure** the correct amount of flour **and** warm water. **Second,** **mix** the flour **and** water together in a mixing bowl. **Add** yeast, salt **and** sugar. **Next,** **knead** the mixture until it feels almost dry. **Leave** the mixture for about an hour in a warm place. It will grow in size. **After this,** **knead** the mixture again. **Make** sure the mixture is not sticky **when** you touch it. **Then** **leave** the dough in a baking tin for about an hour to give it time to rise. **Finally,** **put** the dough into a preheated oven for about forty minutes.

As you can see, it is not difficult to make bread **if you follow the right steps.**

(144 words)

Sample essay 2



How to set the alarm on a mobile phone:

The diagram shows how alarm is set on a mobile phone. **There are seven simple steps to follow in** setting the alarm. **In this essay, I will describe these steps.**

First, **pick** up your phone **and** **press** power on button. **Second,** **unlock** your phone **and** **enter** your pin number. **Next,** **select** clock application **which** is signified by a clock symbol. **Then,** **select** alarm clock. **Find and tap** on the add alarm button **which** is a plus symbol **and** is located in the upper right corner of the screen. **After that,** **scroll** to change time. **Make** sure to choose AM or PM correctly **and** **save** your changes. **Switch** the alarm on. **Finally,** **press** power off button **and** **put** down your phone.

As you can see, it is not difficult to set the alarm on a mobile phone **if you follow the right steps.**

(142 words)

Now practice

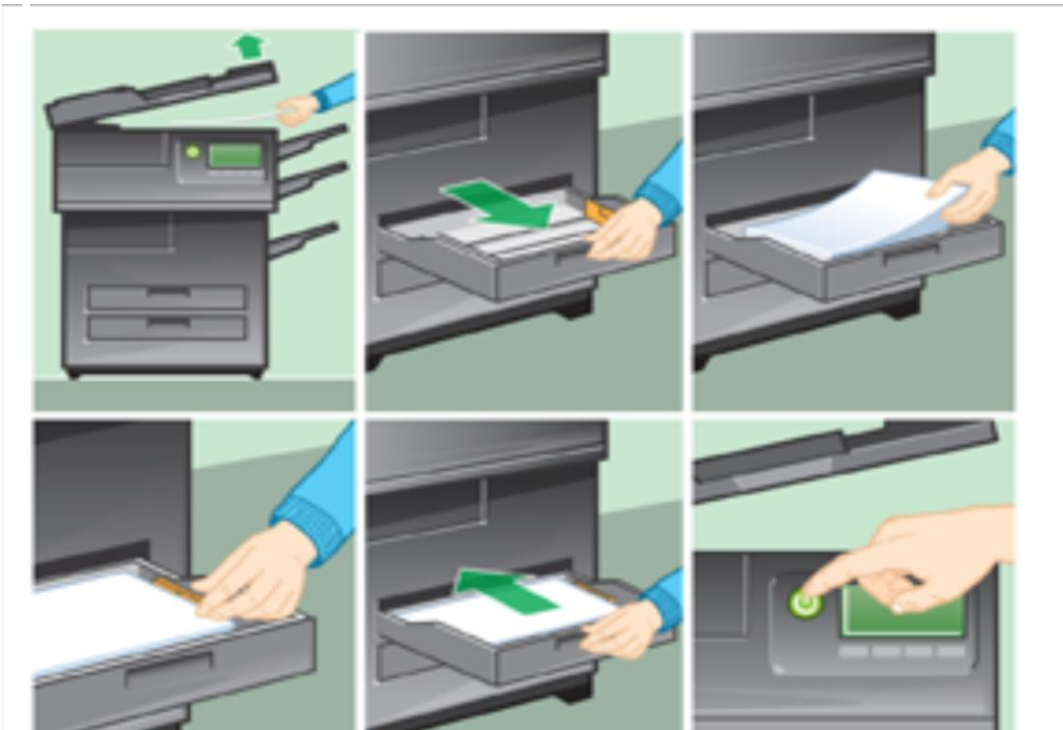
Task 1

You should spend about 20 minutes on this task.

The diagram illustrates the process that is used to prepare a photocopier for use.

Summarise the information by selecting and reporting the main features, and make comparisons where relevant.

Write at least 120 words



Write your essay here.....

