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.................