

Writing L3WLO4

Describing a Process

Learning Outcome 4: Describe a process with appropriate discourse markers using at least 150 words

EXPLORING WRITTEN ENGLISH

LANGUAGE FOR WRITING Describing Processes

When you describe processes, there are some words and phrases you can use to make it clear for the reader what part of the process you are writing about. For example, some words and phrases show that something is the first or second step in a process; others introduce a new step; and others show that something is the last step in the process.

A Look at the words and phrases you can use when describing a process. Match them to their functions.

after that finally first next second then

1. saying that something is the first or second step: _____ , _____
2. introducing a new step: _____ , _____ , _____
3. showing that something is the last step: _____

B Complete the description of a process with the words and phrases from exercise A. More than one answer may be possible.

1. _____ the kettle is filled with water. 2. _____ it is put back on its base.
3. _____ the switch on the kettle is pressed down and the water starts to boil.
4. _____ you wait for about two minutes and 5. _____ the kettle will turn itself off. 6. _____ the water is poured out of the kettle into a tea pot to make the tea.

EDITING PRACTICE Using Commas in Descriptions of Processes

You use commas after words or phrases that show what part of a process you're describing when they come at the start of a sentence. This makes the functions of these words and phrases clear by separating them from the step in the process that follows them.

C Read the description in exercise B again. Add commas in the correct places.

WRITING TASK

GOAL You are going to write a description of a process.

PLANNING A Choose a process with at least five steps to write about. This could be a process that happens with a piece of technology, a process people experience at university, at home or at work. Make notes for your description.

FIRST DRAFT B Write a first draft of your description. Write at least 150 words. Remember to use the words and phrases for showing the stages of a process.

[illegible]

EDITING C Now use the questions below to edit your description.

- ☐ Did you include all the important steps in the process?
- ☐ Did you use the words and phrases for showing the steps of a process correctly?
- ☐ Did you use commas after the words and phrases for showing the steps of a process?
- ☐ Did you use the passive voice of the present simple correctly?