



IELTS WRITING TASK 1:

DESCRIBING A PROCESS

TYPES OF QUESTIONS IN IELTS WRITING TASK 1



Write about a data set: bar graph, line graph, pie-chart, table



Describe a process



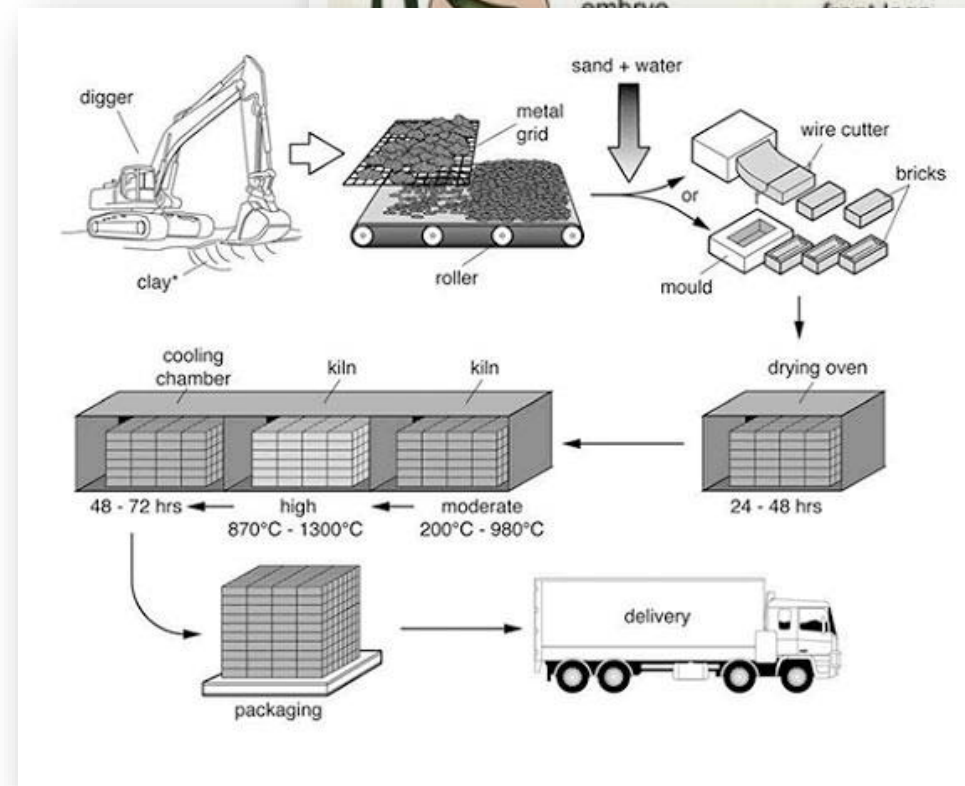
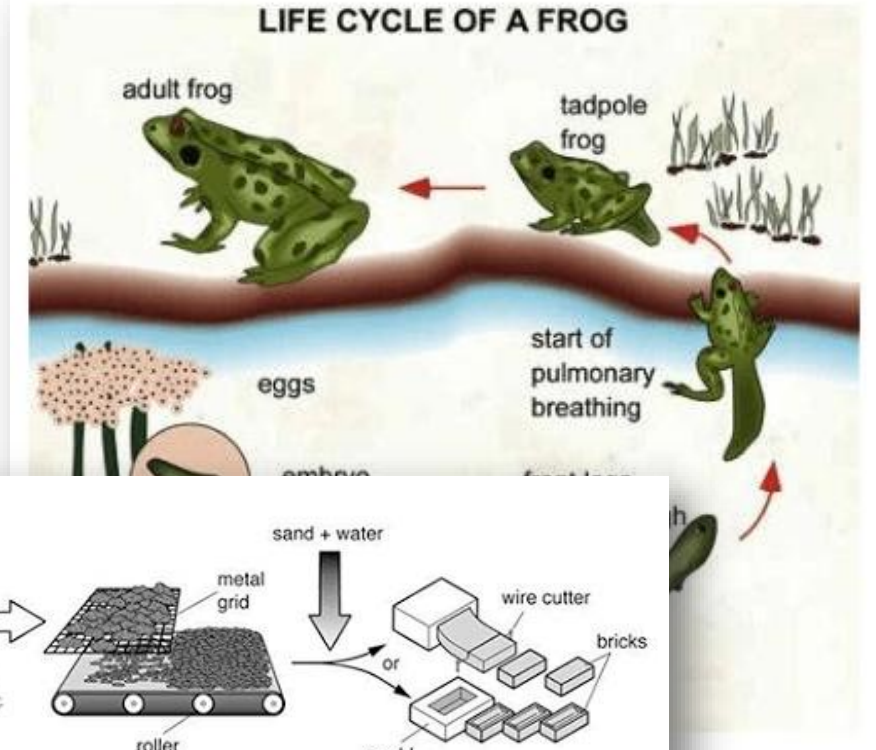
Describe maps



Write about multiple charts

DESCRIBING A PROCESS

- The image of a process will be given in the exam, this process could be a natural process such as the lifespan of an animal, or an artificial process like manufacturing or nourishing.
- You are responsible for writing a 150 word-paragraph to describe that process. In detail, you have to mention all the steps or phases in order without missing one, the steps will be displayed using arrows.



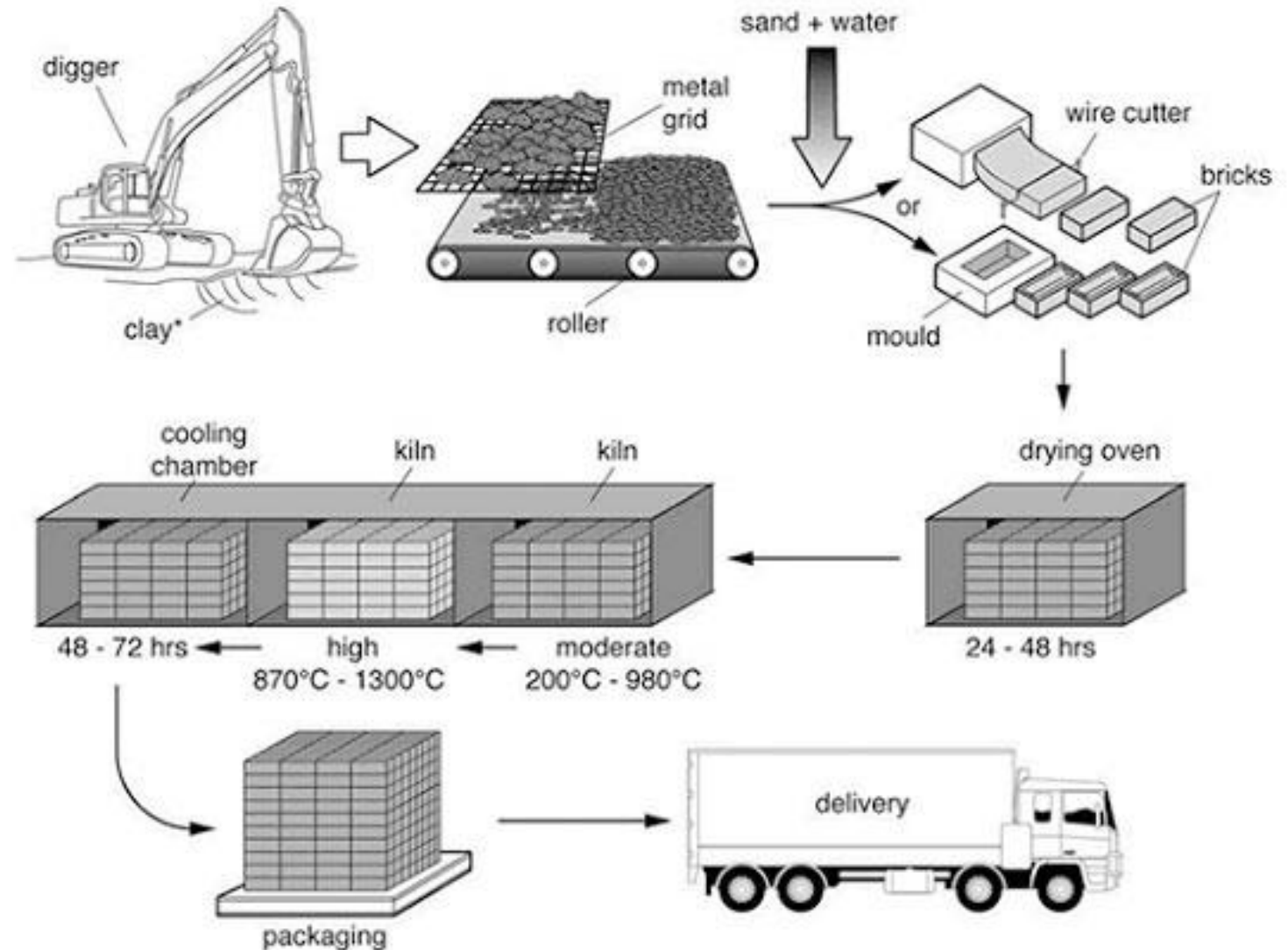
SAMPLE QUESTION

You should spend about 20 minutes on this task.

The diagram illustrates the process that is used to manufacture bricks for the building industry.

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

Write at least 150 words.



BEFORE WE START: UNDERSTAND THE QUESTION

You should spend about 20 minutes on this task.

The diagram illustrates the process that is used to manufacture bricks for the building industry.

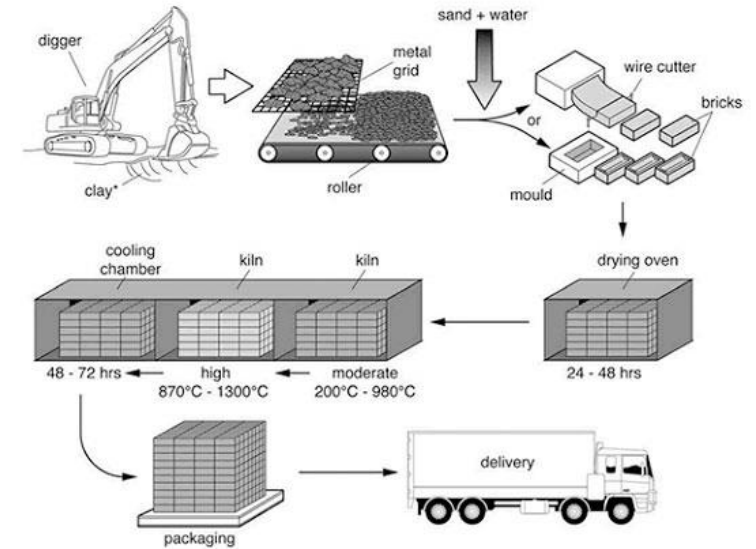
Summarize the information by selecting and reporting the main features and make comparisons where relevant.

Write at least 150 words.

Time allowed:
never change

Criteria you are
supposed to write:
never change

Minimum word
number: never
change



UNDERSTAND THE QUESTION

You should spend about 20 minutes on this task.

The diagram illustrates the process that is used to manufacture bricks for the building industry.

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

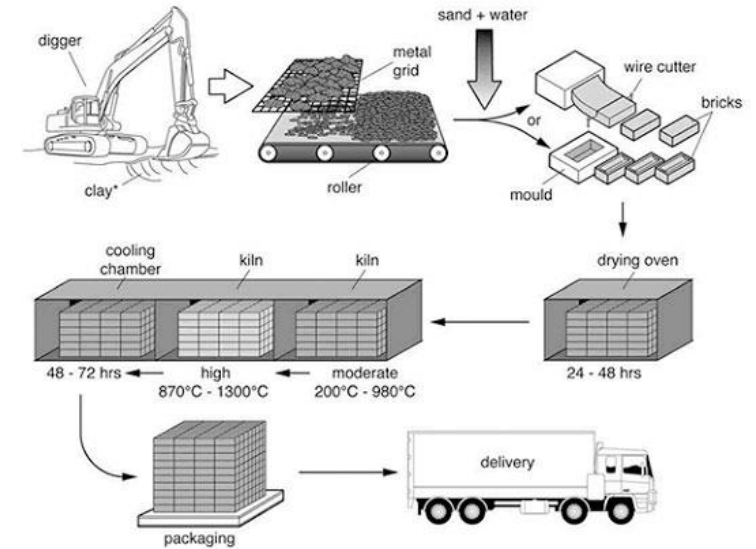
Write at least 150 words.

Time allowed: never change

Question statement: you are supposed to paraphrased this sentence.

Criteria you are supposed to write: never change

Minimum word number: never change



BEFORE WE START: 4 MARKING CRITERIA

Task Achievement (TA = 25%): how well you answer the question. To increase score for TA:

- present the information accurately
- answer all parts of the task
- provide a clear overview
- highlight key features and support detail with data
- give a clear position, have a definite opinion (Task 2 and General task 1)

Coherence and Cohesion (CC = 25%): how well is your text structured. To increase score for CC:

- manage paragraphing
- make sure that each paragraph has a central idea
- use linking words and cohesive devices (*firstly, in contrast, thus, in my opinion, to sum up, etc.*)

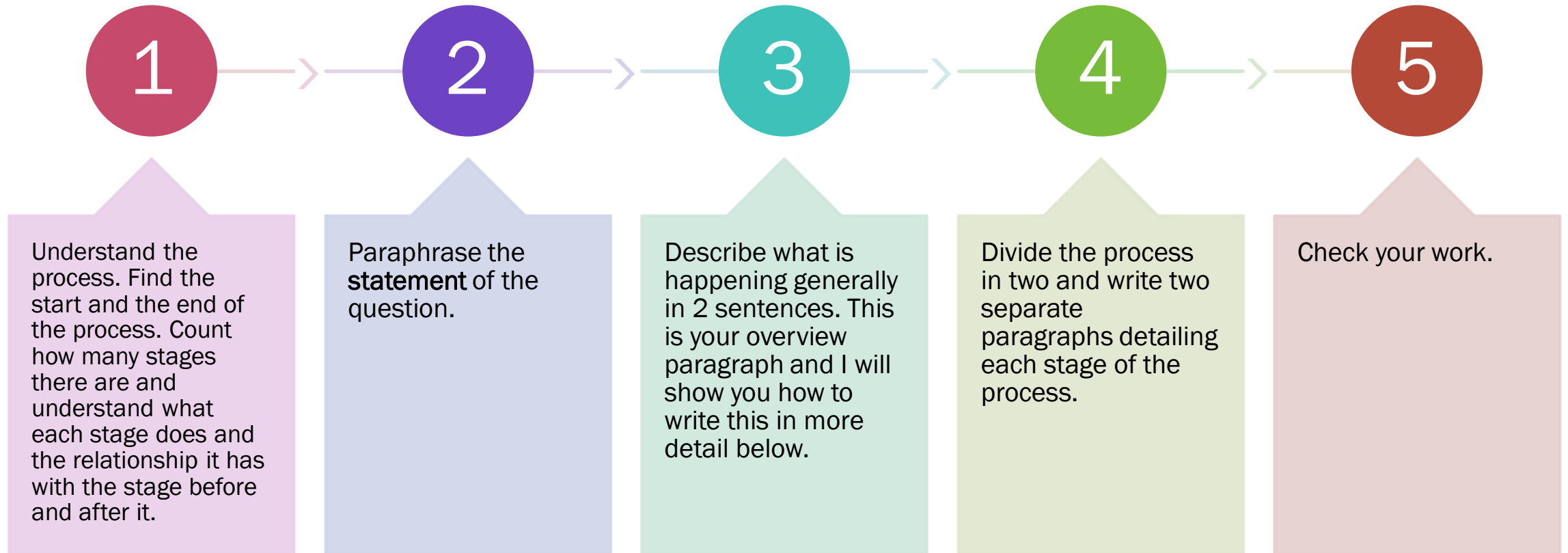
Lexical Resource (LR = 25%): how good is your vocabulary. To increase score for LR:

- use a wide range of vocabulary
- use less common lexical items
- avoid errors in spelling and word formation

Grammatical Range and Accuracy (GRA = 25%): how good is your grammar. To increase score for GRA:

- use a wide range of grammatical structures and tenses
- manage punctuation
- avoid errors in sentences

5 STEPS TO WRITE A PROCESS



UNDERSTAND THE PROCESS

One of the most challenging things about these questions is having to write about something you have never seen or heard of before. Don't worry, try to remember two things.

- First, the examiner knows that you have probably never seen this process before and you have only 20 minutes to write about it. They do not expect a perfect answer. Just pick out the main features and report them accurately.
- Second, you can quickly understand any process by asking yourself these questions:
 1. Where does the process start and where does it end?
 2. How many stages are there?
 3. Is it a man-made process or natural process?
 4. Is it a cyclical (in a circle) or linear (one start point and one end point) process?
 5. Are there any materials that need to be added to the process?
 6. What is produced?
 7. What does each stage of the process do?
 8. What are the relationships between each stage?

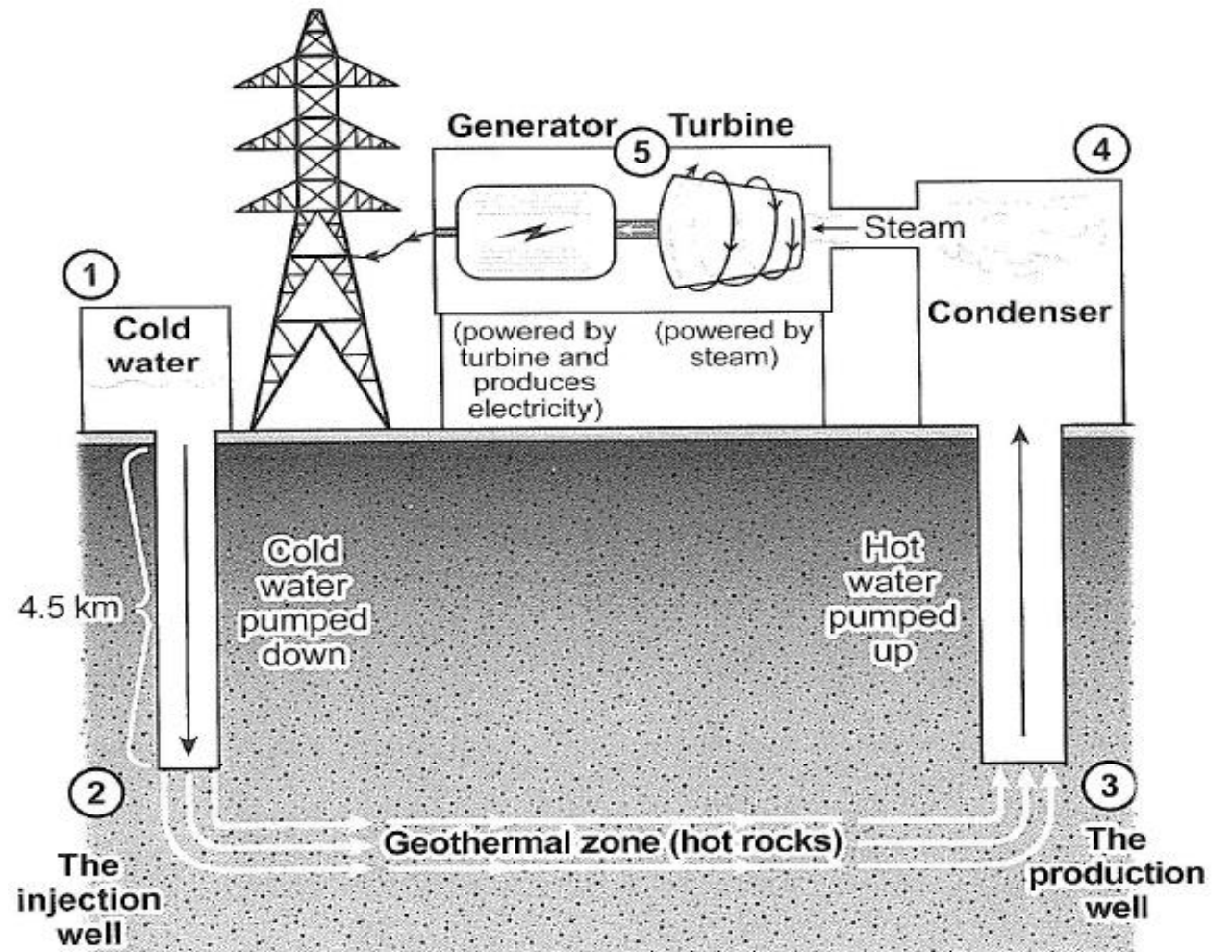
UNDERSTAND THE PROCESS

The diagram below shows how geothermal energy is used to produce electricity.

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

Write at least 150 words.

Geothermal power plant



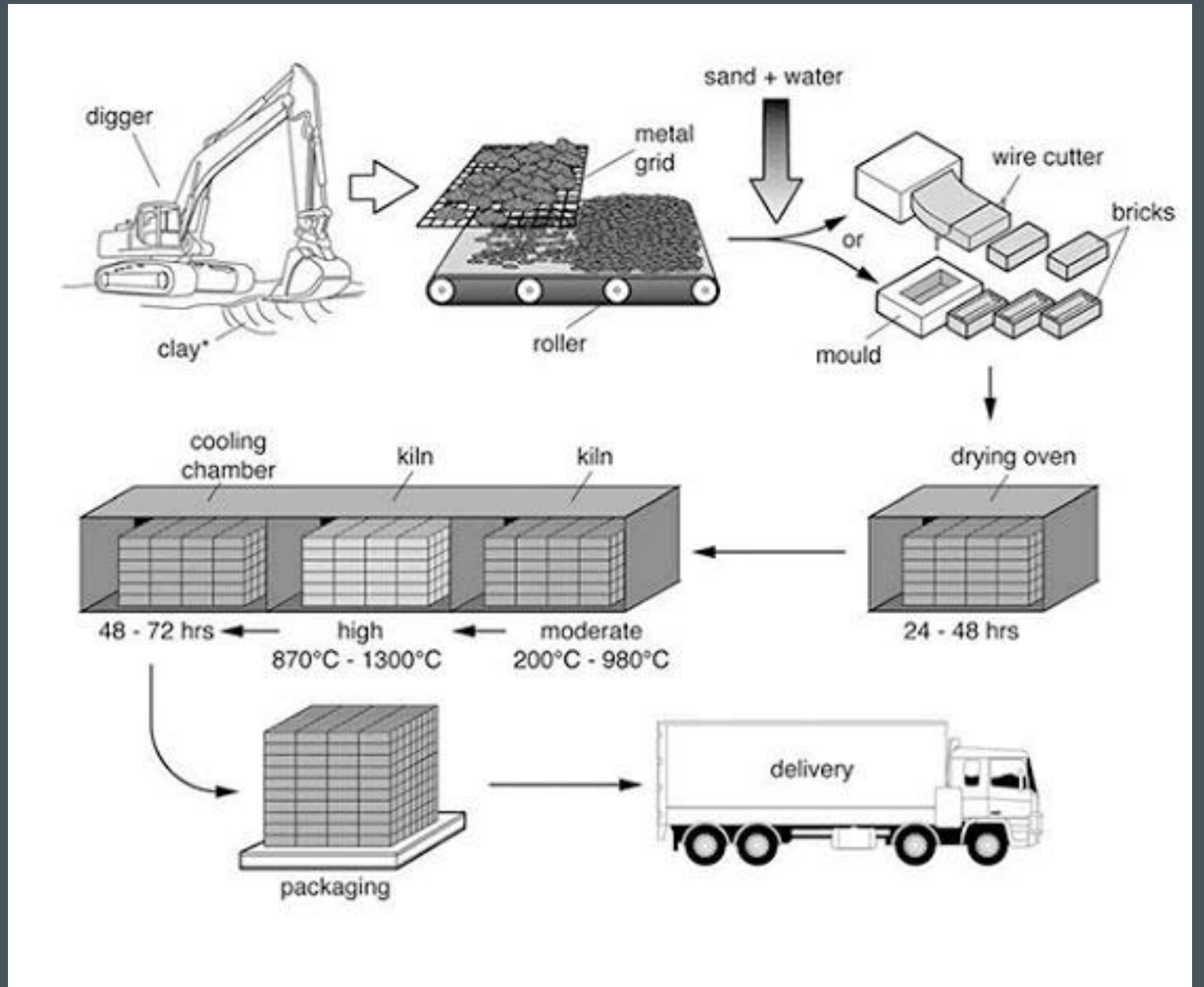
UNDERSTANDING THE PROCESS

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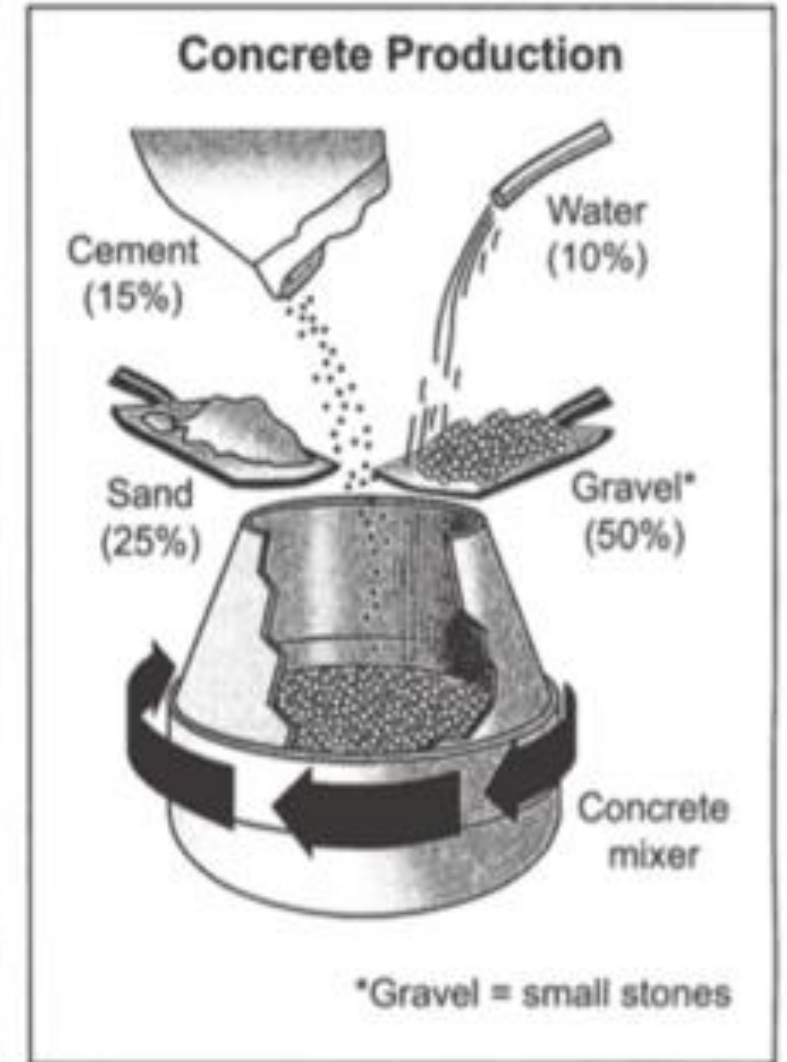
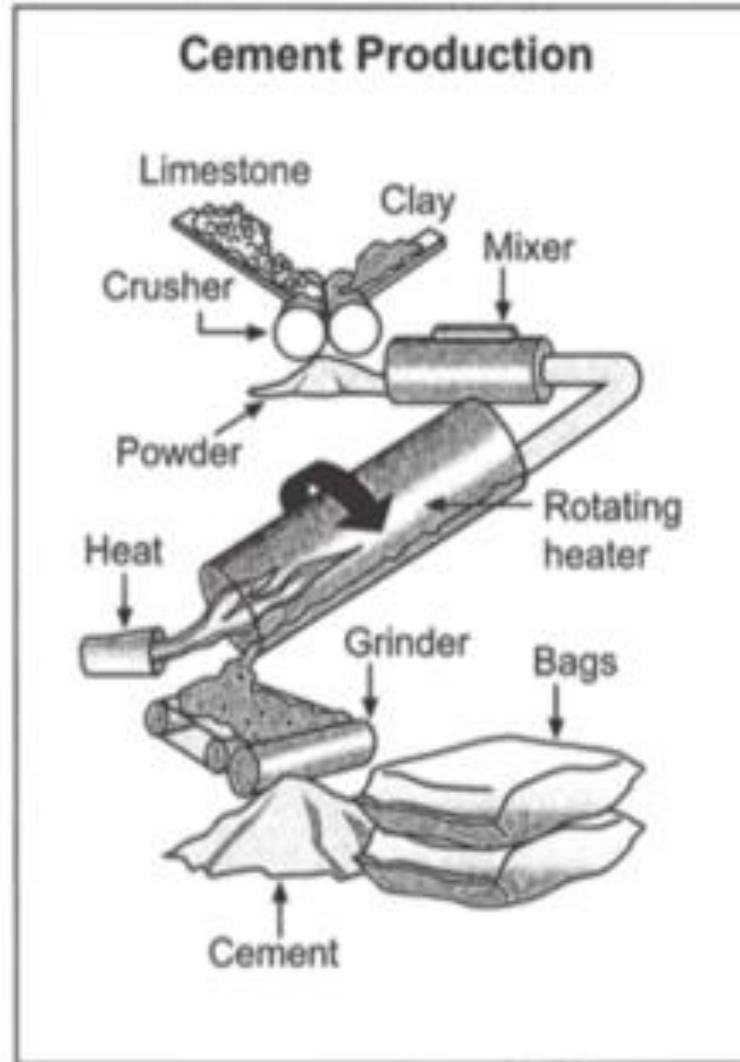
Summarize the information by selecting and reporting the main features and make comparisons where relevant.

Write at least 150 words.



UNDERSTAND THE PROCESS

- *The diagrams below show the stages and equipment used in the cement-making process, and how cement is used to produce concrete for building purposes.*



WRITING PROCESS: THE OPENING PARAGRAPH



PARAPHRASING SENTENCE:
UNDERLINE KEY WORDS FROM THE
QUESTION TO PARAPHRASE WHERE
POSSIBLE



WORK OUT THE OVERALL SUMMARY:
→ HOW MANY STEPS IN TOTAL? OR
HOW MANY PIECES OF EQUIPMENT OR
MATERIALS USED IN THE PROCESS.

THE OPENING PARAGRAPH

The diagram below shows how geothermal energy is used to produce electricity.

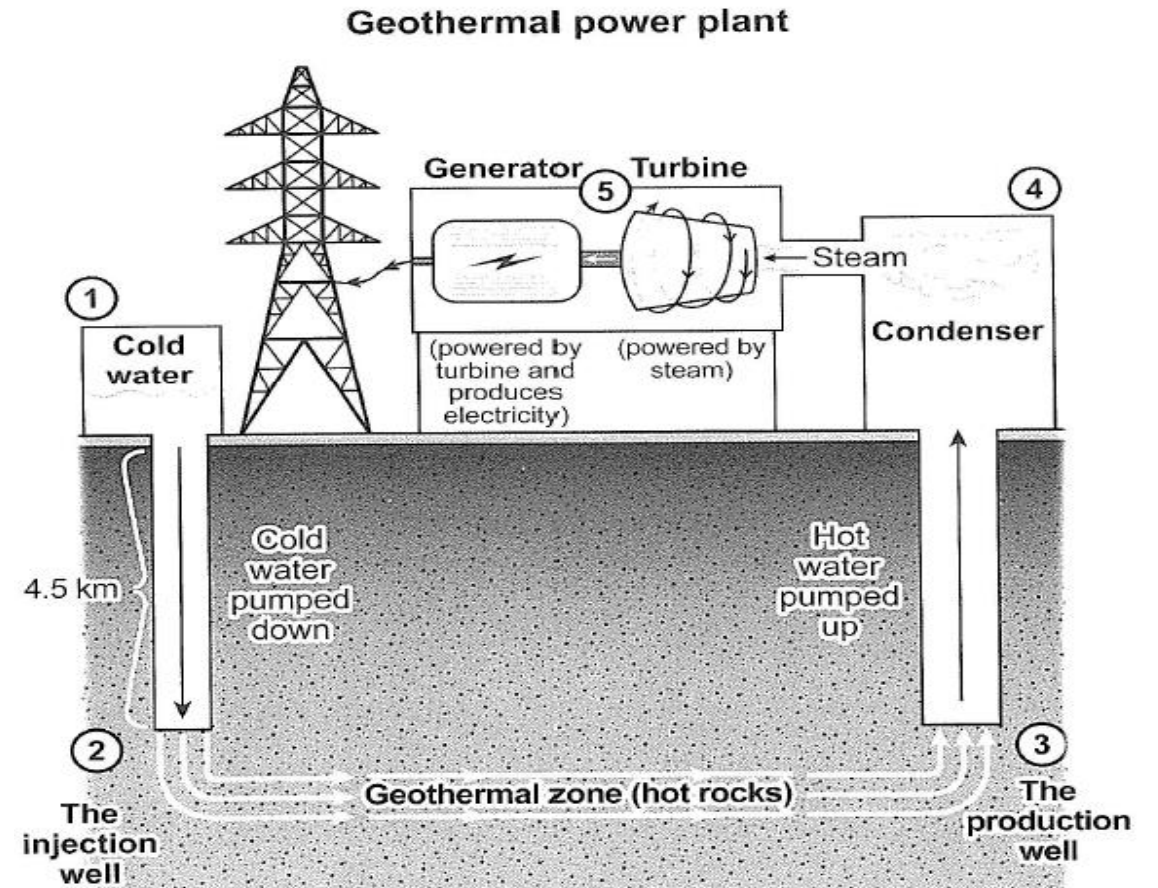
Diagram → Picture, illustration
Show → Explain / express / illustrate
Energy → Power
Use → Exploit / apply
Electricity → Electric power

How many steps? = 5 steps

The diagram below shows how geothermal energy is used to produce electricity.

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

Write at least 150 words.



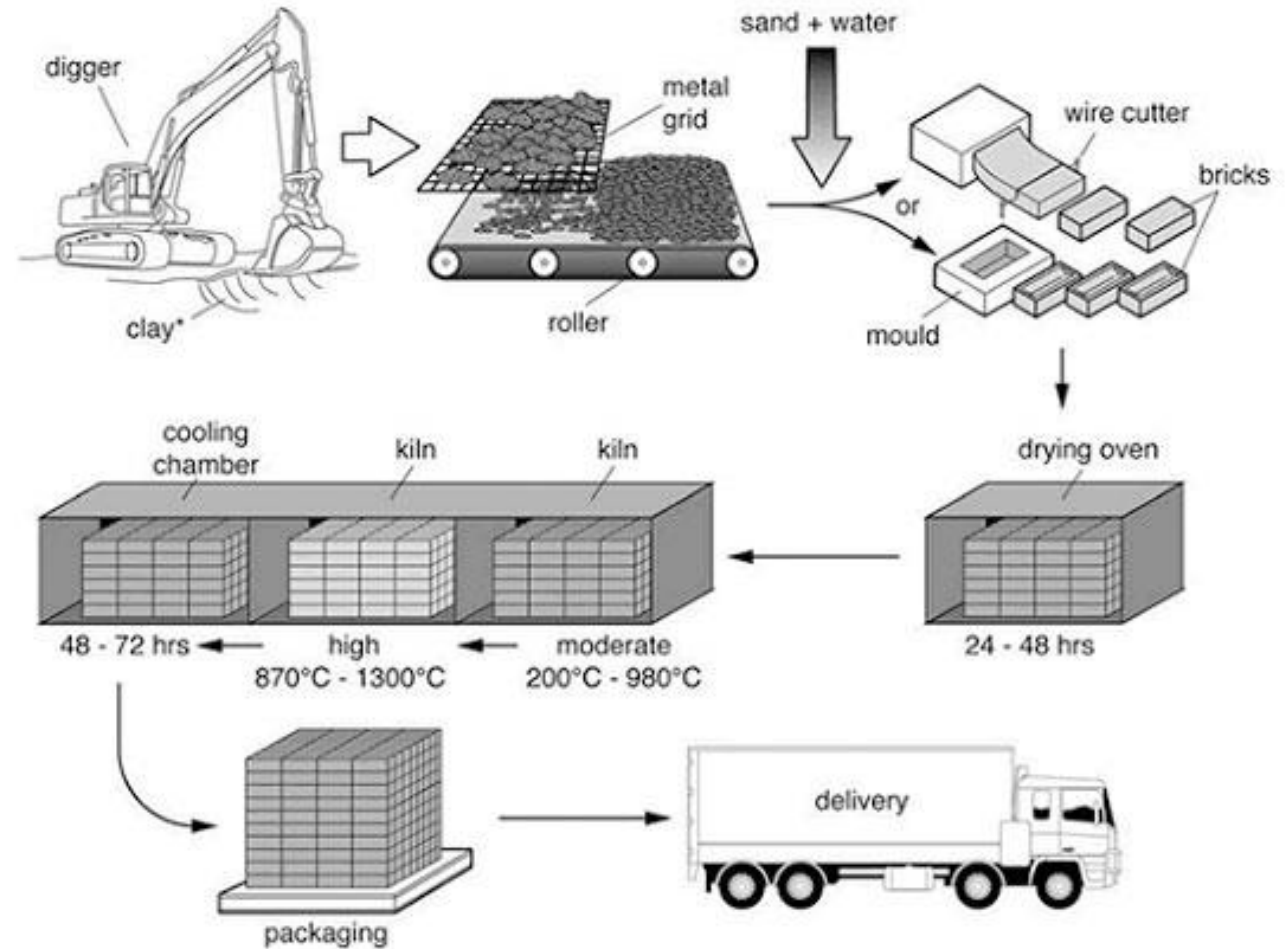
UNDERSTANDING THE PROCESS

You should spend about 20 minutes on this task.

The diagram illustrates the process that is used to manufacture bricks for the building industry.

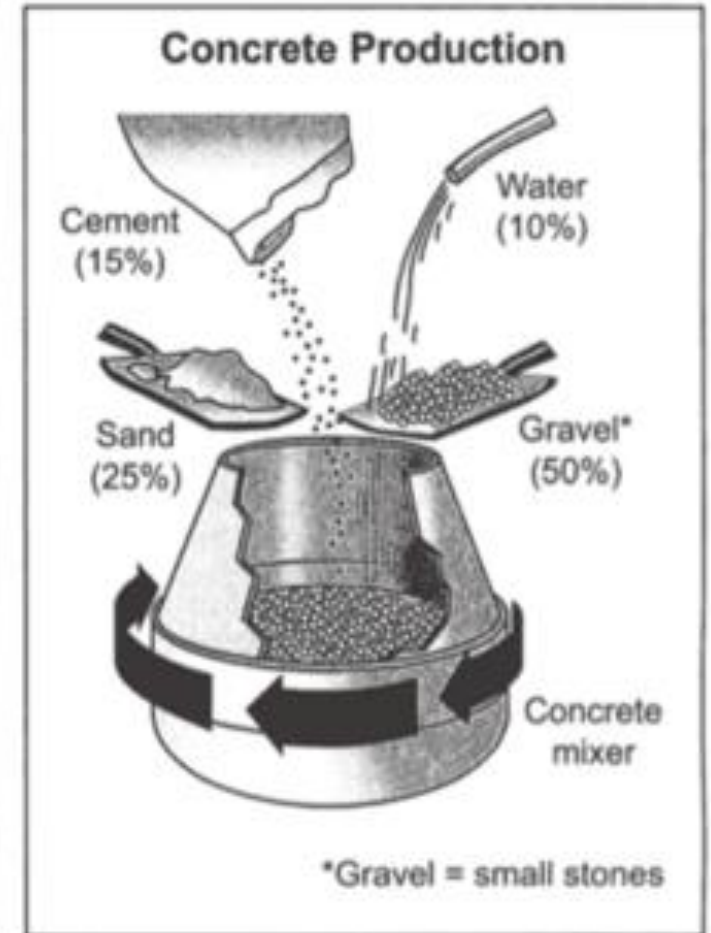
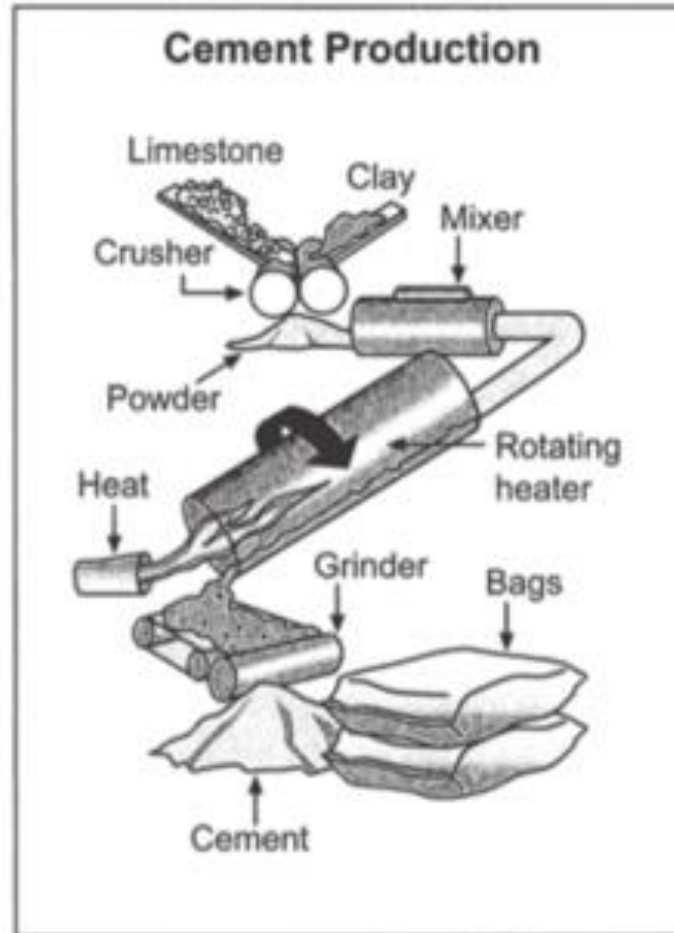
Summarize the information by selecting and reporting the main features and make comparisons where relevant.

Write at least 150 words.



UNDERSTAND THE PROCESS

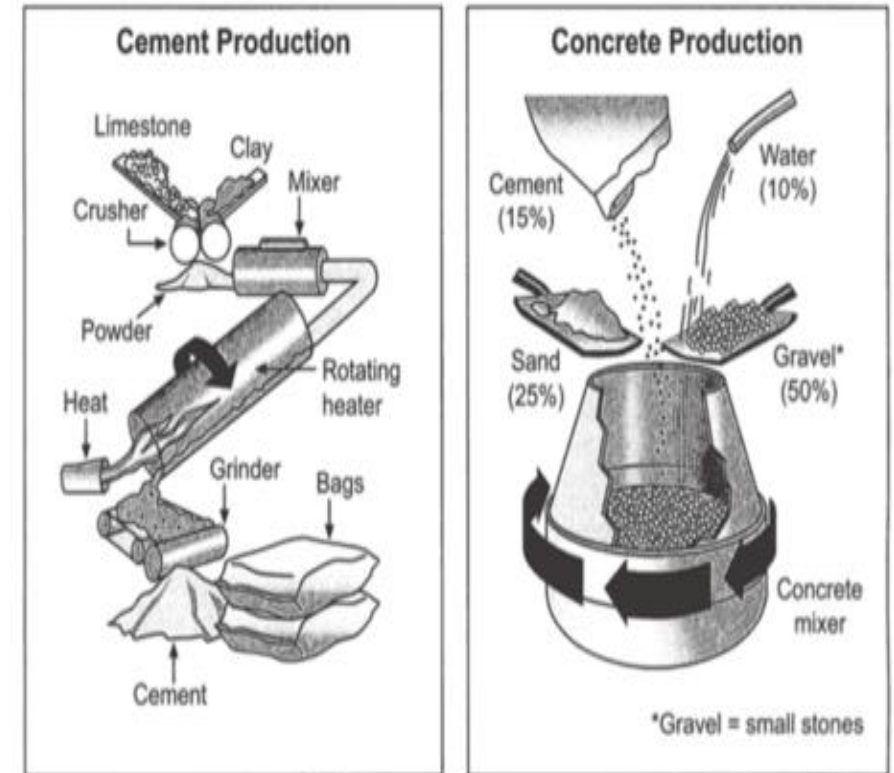
- *The diagrams below show the stages and equipment used in the cement-making process, and how cement is used to produce concrete for building purposes.*



THE OPENING: (1) PARAPHRASED SENTENCE. (2) THE OVERALL SENTENCE(S)

The first diagram illustrates the process of cement manufacture, and the second diagram shows the materials that go into the production of concrete.

It is clear that there are five stages in the production of cement, beginning with the input of raw materials and ending with bags of the finished product. To produce concrete, four different materials are mixed together.



PLAN THE STRUCTURE OF YOUR ANSWER:



Introduction: Paraphrase the question. Overall summary.

1

Body 1: the first group of steps



Body 2: the second group of steps.



Conclusion: Paraphrase the overall summary. Write this if you haven't written 150 words in the body.

WHAT YOU NEED TO LEARN BEFORE WRITING THE BODY



Sequencing the Process



Verb form: active or passive

SEQUENCING THE PROCESS

- Firstly
- First of all
- Secondly
- After that
- From this
- Where
- Following that
- Subsequently
- Before that
- In turn
- Then

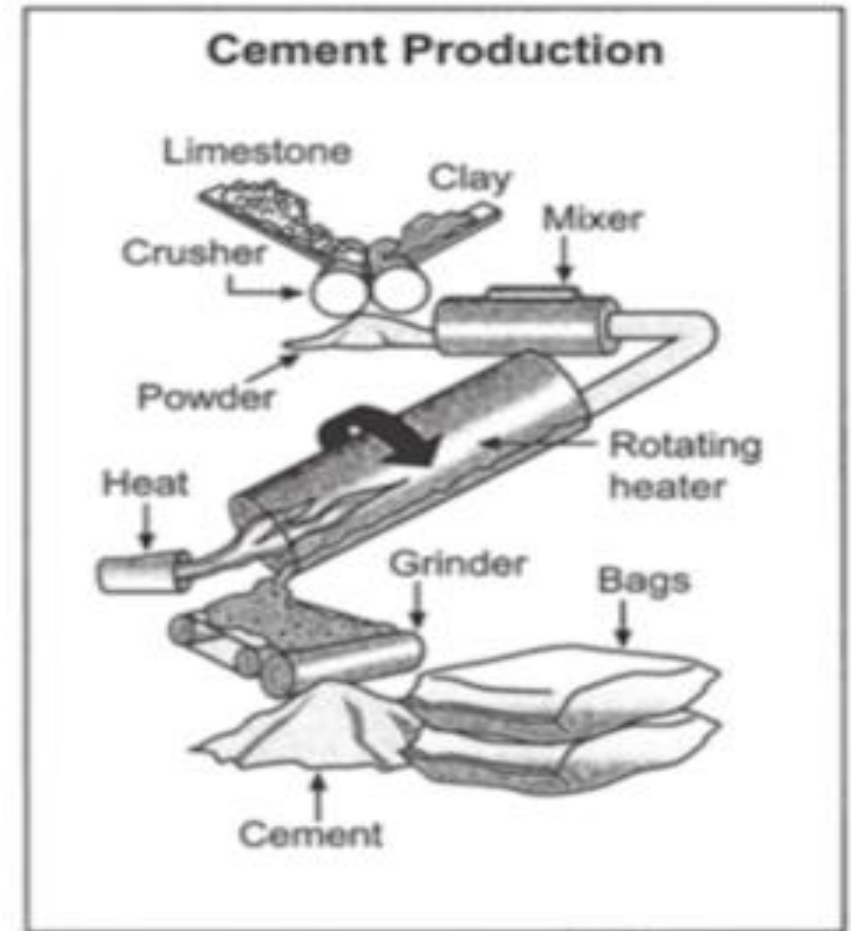
VERB FORMS

We can convert these nouns into **passive** verb forms:

- Limestone and clay **are crushed**.
- The resulting powder **is mixed**.
- It **is heated**.
- Then it **is ground**.
- The final product, cement, **is bagged**.

Or we can keep the original nouns, and use **active** or **passive** verbs:

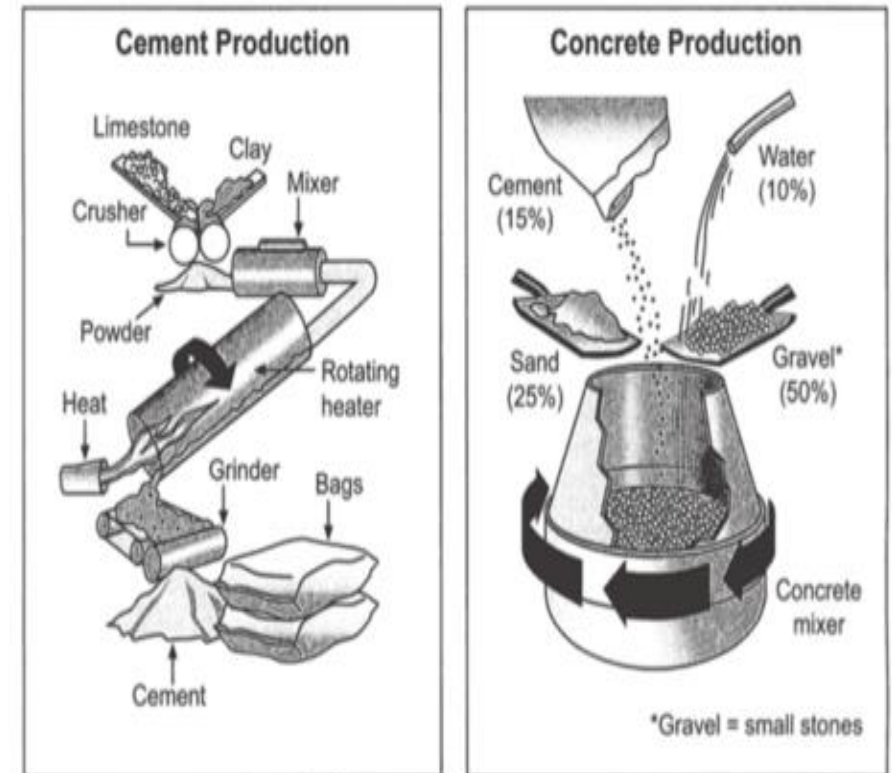
- Limestone and clay **are placed** in a crusher. (passive)
- The resulting powder **goes** into a mixer. (active)
- It then **passes** through a rotating heater. (active)
- The heated mixture **is put** into a grinder. (passive)
- The cement **is packaged** in large bags. (passive)



THE BODY: (1) THE FIRST GROUP OF STEPS. (2) THE SECOND GROUP OF STEPS

At the first stage in the production of cement, limestone and clay are crushed to form a powder. This powder is then mixed before it passes into a rotating heater. After heating, the resulting mixture is ground, and cement is produced. Finally, the cement is packaged in large bags.

Cement is one of the four raw materials that are used in the production of concrete, along with gravel, sand and water. To be exact, concrete consists of 50% gravel, 25% sand, 15% cement and 10% water. All four materials are blended together in a rotating machine called a concrete mixer.



The opening

The first diagram illustrates the process of cement manufacture, and the second diagram shows the materials that go into the production of concrete.

It is clear that there are five stages in the production of cement, beginning with the input of raw materials and ending with bags of the finished product. To produce concrete, four different materials are mixed together.

Body 1

At the first stage in the production of cement, limestone and clay are crushed to form a powder. This powder is then mixed before it passes into a rotating heater. After heating, the resulting mixture is ground, and cement is produced. Finally, the cement is packaged in large bags.

Body 2

Cement is one of the four raw materials that are used in the production of concrete, along with gravel, sand and water. To be exact, concrete consists of 50% gravel, 25% sand, 15% cement and 10% water. All four materials are blended together in a rotating machine called a concrete mixer.

(160 words, band 9)

CHECK YOUR WRITING:

You should try to leave 3-4 minutes at the end to check and improve your work. Many students do not do this because they feel they do not have enough time; however, it is better to try and get everything done in 15 minutes and then check and refine your work, than do everything in 20 minutes. Here is the check-list:

- Are there any spelling or punctuation mistakes?
- Are the verbs the correct tense?
- Does the process I describe make sense? Does it match the diagram?
- Is there any vocabulary repetition we could remove with synonyms?
- Do I have 4 clear paragraphs?
- Did I write over 150 words?
- Have I included things only obvious from the diagram?
- Have I included the main features in the overview?



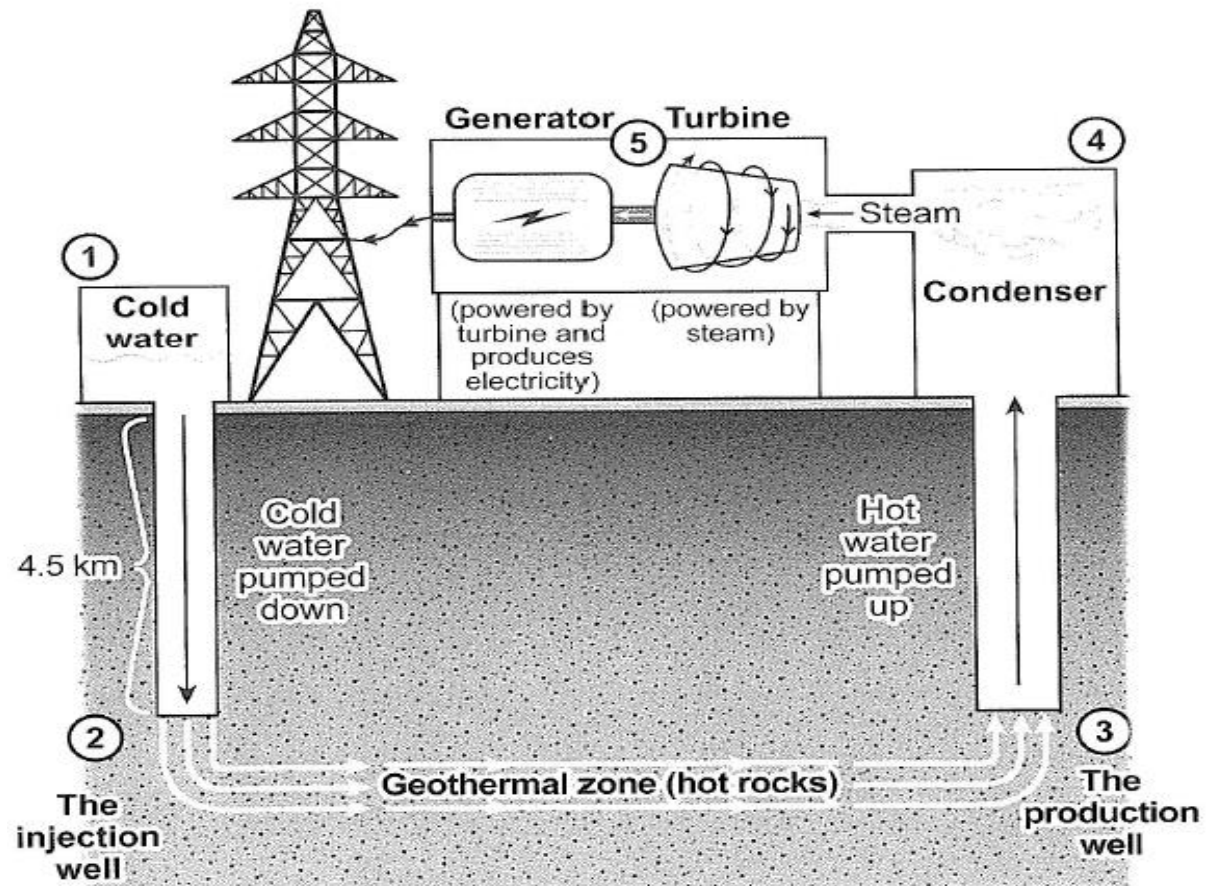
PRACTICE 1

The diagram below shows how geothermal energy is used to produce electricity.

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

Write at least 150 words.

Geothermal power plant



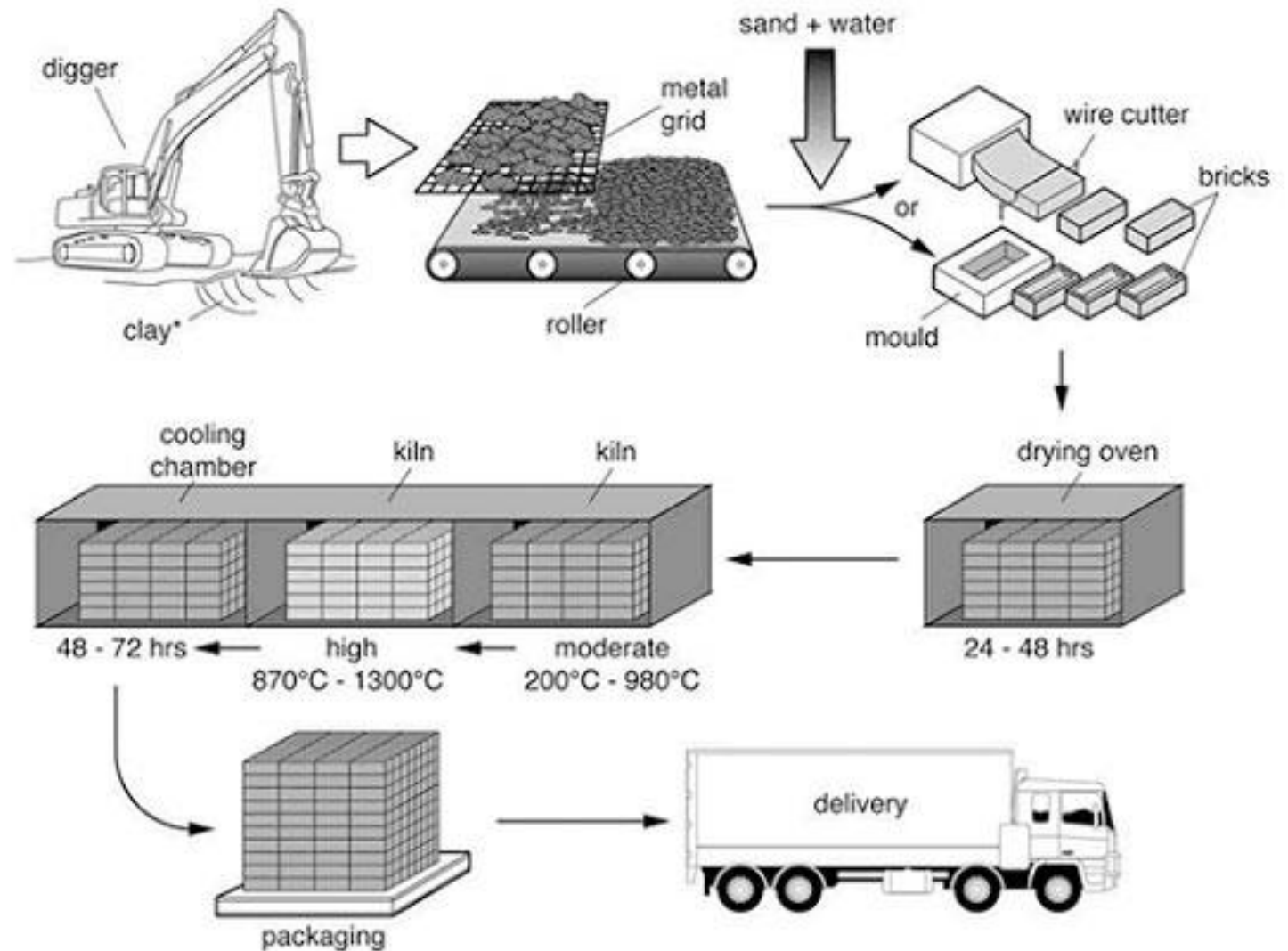
PRACTICE 2

You should spend about 20 minutes on this task.

The diagram illustrates the process that is used to manufacture bricks for the building industry.

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

Write at least 150 words.





THE END

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