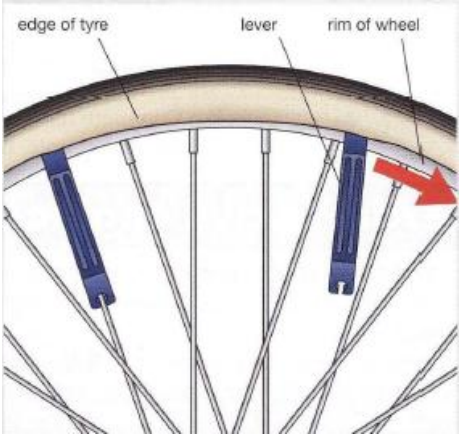
I. Read and analyse the following texts:
a) What is the purpose of the texts?
b) Who is the audience?
c) Compare the similarities and differences of the texts.

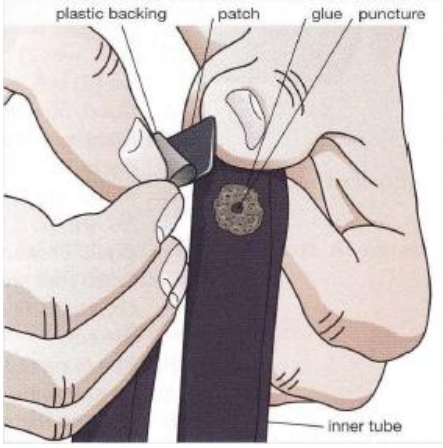
How to remove a punctured bicycle tyre

First, the bike is turned over and placed upside down on the ground. Next, the nuts that hold the wheel to the frame are loosened. Next the wheel is taken out of the frame. The inner tube is then deflated completely by pressing down on the inner part of the valve. Next, two tyre levers are used. One lever is pushed in gently between the edge of the tyre and the rim of the wheel. The edge of the tyre is then pulled out over the rim. Now this lever is left in position, and the second lever is pushed between the tyre and the wheel rim. This second lever is then slid around the wheel rim under the tyre edge. Finally, the tyre and the inner tube are detached from the wheel rim.



How to repair a punctured inner tube

1. Locate the cause of the puncture.
2. Submerge the inner tube in water to locate the hole.
3. Pump a small amount of air into the tube to look for bubbles from the hole.
4. Mark the location of the hole.
5. Deflate the tube completely.
6. Rub the area around the hole with some rough material.
7. Spread a thin layer of glue around the hole.
8. Tear off the plastic backing from the patch.
9. Place the sticky side of the patch firmly on the tube.
10. Slide the tube back into the tyre.
11. Push the tyre and tube into the wheel rim.
12. Re-inflate the tyre.

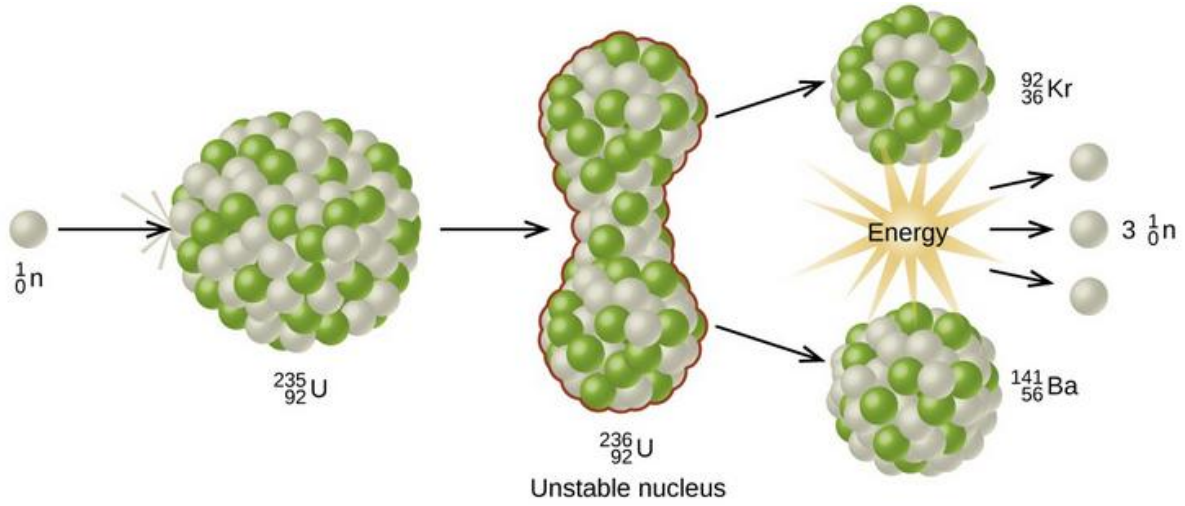


II. Read the text and answer the questions.

The Nuclear Fission

To produce energy by means of a nuclear fission reactor, the first step is that a fast fission neutron travelling at about 42,000 Km/s is slowed down (moderated) to about 1.5 km/s when it is passed through a moderator such as ´heavy water´ (D_2O). Next, the nucleus of a heavy atom such as uranium-235 is split apart by this slow-moving neutron. Splitting is accompanied by a tremendous release of energy in the form of heat, and by the release of two or three fast neutrons. These new neutrons are also slowed down by passage through the moderator. They are then used to split other U-235 atoms, which in turn release more energy and more neutrons. The result is a self-sustaining nuclear chain reaction that continually releases enormous amounts of energy

Fig. 1



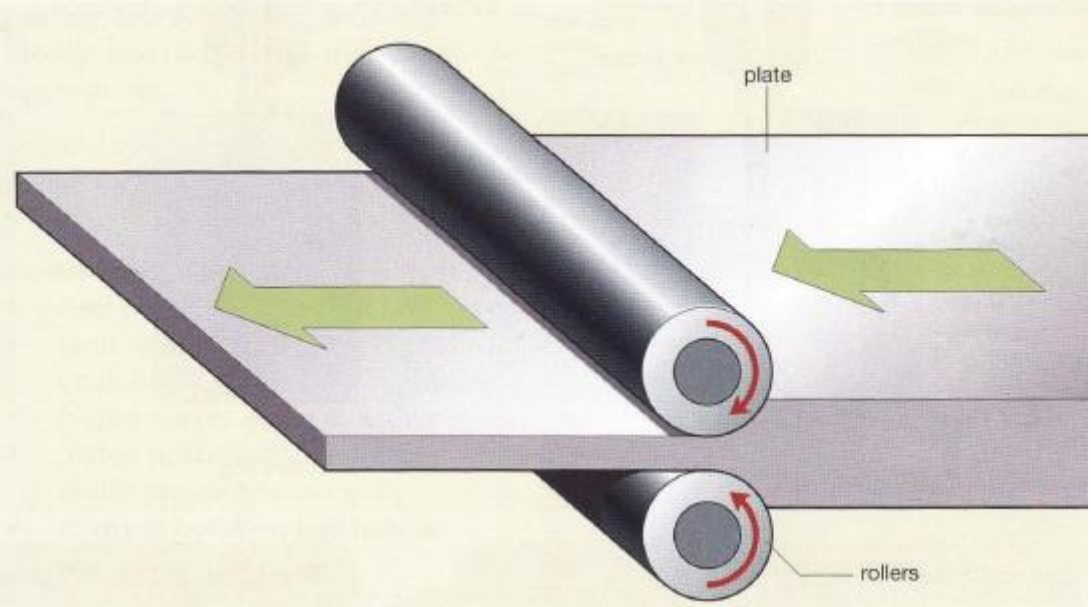
1) What is the function of the phrase <u>To produce energy by means o f a nuclear fission reactor…</u>, and why is it written at the beginning of the passage?

2) Translate the first sentence into Czech.

3) What is the function of words and phrases such as the first step, next, then, in turn, the result is…?

4) Which is the more common: passive or active?

III. Improve the text below the figure. You can add/delete some words or change some verb forms.



Someone adjusts the gap between the rollers to the correct width. Someone switches on the motor, and the heavy rollers begin to rotate in opposite directions. A worker heats the metal plate. Then something pushes the hot metal plate through the gap between the rollers. As the hot metal moves between the rollers, the rollers compress it to a thinner shape. The metal comes out from the rollers in the form of a metal sheet. Someone then cools the metal sheet.

PROCESS DESCRIPTION

- helps an audience understand a specific process; unlike instructions it is more complex (and therefore more detailed and typically longer) and provides the reader also with background information

MAIN FEATURES

- it outlines a sequence of inter-connected stages, without gaps, that combine to describe (for example) how something is produced, how a machine works, or how a natural phenomenon such as volcanic eruption takes place
- the particular process occurs over and over again, often in a ´chain´ sequence
- a particular process always consists of the same stages, in the same order.
- should be informative (but brief), clear and objective
- emphasizes actions over actors
- it is often accompanied by visual aids to enhance the reader´s understanding

STRUCTURE

- **introduction:** explain what the diagram shows; in the introductory sentence summarize the whole process
- **main part:** describe each stage in turn; if the process is cyclical, identify a logical place to start your description
- **conclusion:** include a brief summary of the crucial points of the report

LANGUAGE

- a process is usually described using present simple (often in the passive form), occasionally present perfect is used
- a description that does not involve a process is often written in the present simple active tense (e. g. it comprises)
- a particular procedure (= a particular occasion in the past) is often described using past simple (often passive)
- it is important to mark the sequence, or order (see below table “Steps and sequencing”)
- it is important to describe routes (see the table below) and to use a wide range of verbs expressing motion (ex. transport, transfer, move etc.)
- do not forget to use paragraphs in accordance with the process you describe
- it is a formal piece of writing, therefore contractions such as *don´t* are not appropriate to use

Useful language

Steps and sequencing		
The first The second The next A further The final	stage step	is…
First Next Then **After that***		
… and the cycle / process begins again.		

*Note that "after" is a preposition (not an adverb), and therefore it needs to be followed by a noun or a pronoun.

Routes					
From here it	passes travels moves	(along through via)	a pipe)	to	a chamber
From here there are two possible routes…					
If the sample is approved, then it moves on to… If the sample fails the test, then it…					

Saying what happens at each stage					
…into …to	a	container chamber mixing chamber	where (things happen) in which (things happen) during which (things happen)		
			which (does things)		
The next stage is	finishing cleaning	which	involves includes	washing, brushing and polishing. three main elements:	