## PROCESS / CYCLE / PROCEDURE DESCRIPTION part 1

- 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.

#### 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

#### CONTENTS

- you have to describe the main features of the data (i. e. stages and whatever the diagram explains about the processes)
- BUT you do not need to add your own information; you only report what the diagram shows
- you will probably not need (or be able) to make any comparisons

#### LANGUAGE

- a process is usually described using <u>present simple</u> (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 <u>past</u> <u>simple</u> (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	а	container chamber mixing chamber		where (things happen) in which (things happen) during which (things happen)		
					which (do	bes things)
The next sta	ge is	finishing cleaning	which	in in	volves cludes	washing, brushing and polishing. three main elements:

#### EXCERCISES

*I. Look at diagram illustrating desalination process. Complete the accompanying text using words from the tables above.* 



Note: A trapdoor is a small door. In this case it allows desalinated water to pass through.

(1), salt water is heated in a boiling chamber. From (2) it passes (3)
a membrane (4) the condensing dome, (5) it is cooled. (6)
it passes through a trapdoor and (7) the 'product water' container. In (8)
the cooling water is provided by a separate system. When it has been heated by the
water in the condensing dome, it flows away (9)a coolant drain.

*II. In the text describing desalination process, observe the use of active and passive. Which tenses are used? Why?* 

#### ACTIVE OR PASSIVE?

- we mostly use active verbs when the focus is on people and their actions
- we mostly use passive verbs when the focus is on results, not what people do
- sometimes both forms are acceptable

# Examples:A conference brochure: Lunch is served at 1:00 p.m.A newspaper: The government published its plans for education today.

BY x WITH				
The cook chopped the onions <b>with</b> a sharp knife. Divide the square <b>with</b> a vertical line.	instrument			
The guests are served <b>by</b> the waiter. The window was broken <b>by</b> wind.	doer			
The machine is operated <b>by</b> turning a handle.	V-ing			

#### EXCERCISES

*I. Decide which version of each sentence is better. Sometimes both forms (active or passive) are acceptable.* 

- 1) A The ingredients are mixed in a mixing chamber.
- B People mix the ingredients in a mixing chamber.
- 2) A The manager chooses his team.
- B A team is chosen.
- 3) A Technicians heat the water.
- B The water is heated.
- 4) A The liquid is boiled. B We boil the mixture.
- 5) A The gas passes along the pipe.
- B The gas is passed along the pipe.
- 6) A The mixture passes through a filter.
- B The mixture is filtered.
- 7) A The mixture is filtered through a filter.
- B The mixture passes through a filter, which removes impurities.
- 8) A People test the product.
  - B The product is tested.
  - C The product undergoes testing.
- 9) A Scanners irradiate the product to kill germs.
  - B The product is irradiated to kill germs.
  - C The product undergoes irradiation to kill germs.

*II. Is this funny device useful or useless? Fill in the graph with preposition with / by.* 



III. Read the following text. Then draw a diagram illustrating the process described there.

#### Food Chain in the Sea

The food chain describes the way in which everything in the sea seems to be eating everything else. Life in the sea begins with nutrient salts washed there by rivers. These salts feed masses of tiny plants, chiefly algae, called plankton, which drift in the sea. Plant plankton need sunlight to grow, so they are found near the sea's surface.

Plant plankton are eaten by tiny animals called animal plankton, which in turn are eaten by small fish such as herring and sprats. These fish are eaten by larger fish such as cod and haddock, a source of food for seals and dolphins; in their turn, these are eaten by killer whales.

*IV.* Complete the report with the correct form of the verb in brackets. Use "will", the present simple, the present perfect and the present continuous.

Plastics in civil engineering

In the future, civil engineering projects such as roads and bridges (1) \_\_\_\_\_ (use) more and more plastics and composites.

Some of these developments (2) \_\_\_\_\_\_ (happen) right now. Many plastics manufacturers (3) \_\_\_\_\_\_ (design) plastic bridges at this very moment.

In fact, a plastic bridge already exists. A construction company (4) \_\_\_\_\_\_ (already / construct) the first European plastic road bridge in Hesse, Germany.

The engineers (5)	(install) the bridge on a single day early this year. This is
how they did it. First, they (6)	(pre-fabricate) the bridge deck from a single
piece of plastic five weeks before the insta	allation date. Then they (7)
(transport) the deck as a single unit to the cor	nstruction site. There they (8)
(fasten) it onto two stell supports. The total in a single day.	nstallation (9) (take) less than

It is probable that the bridges (10) \_\_\_\_\_\_ (last) for up to 50 years without repairs, since the composite material (11) \_\_\_\_\_\_ (not / corrode).