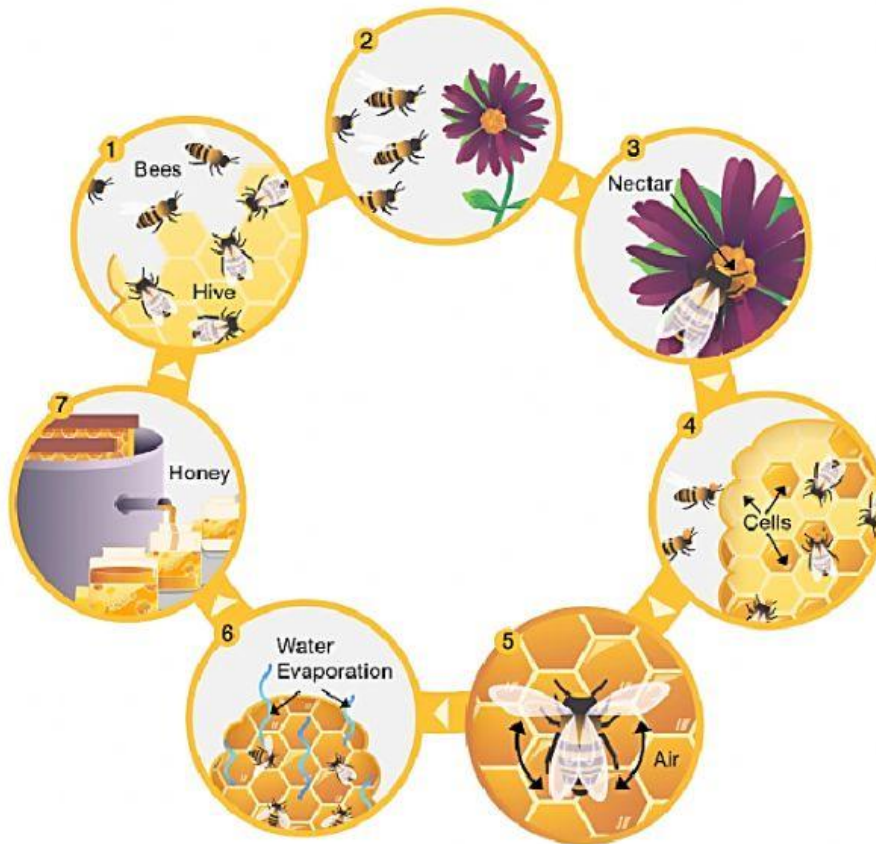


D. WRITING

Exercise 1. The diagram illustrates how bees produce honey. Look at the process and complete the sentences. Use the words in the box.



Nectar = A sweet liquid produced by flowers

Hive = A container where bees live

Evaporation = water changing to a gas

cells

flowers

hive

honey

nectar

water

wings

- 1 The bees build a .
- 2 The bees leave the hive in order to search for .
- 3 They collect .
- 4 The nectar is taken back to the hive and put into the .
- 5 Bees fan the nectar-filled cells with their .
- 6 Nectar loses its content.
- 7 is produced.

Exercise 2. Look at the stages of the honey-making process again. Then put the sentences in the correct order to complete the paragraph.

They collect nectar.

The bees build a hive.

The nectar is taken back to the hive and put into the cells.

Bees fan the nectar filled cells with their wings.

The bees leave the hive in order to search for flowers.

Honey is produced.

Nectar loses its water content.

Exercise 3. How you start your report (the introduction) is very important. Look at the statements and decide if they are True or False.

A good first paragraph (introduction) should ...

1 give your opinion.

☐ True ☐ False

2 say what the process is.

☐ True ☐ False

3 include every detail of the process.

☐ True ☐ False

4 give extra information based on your own knowledge.

☐ True ☐ False

5 state how many stages are in the process.

☐ True ☐ False

6 identify the start and end of the process.

☐ True ☐ False

Exercise 4. When describing a process, the first paragraph should include two things:

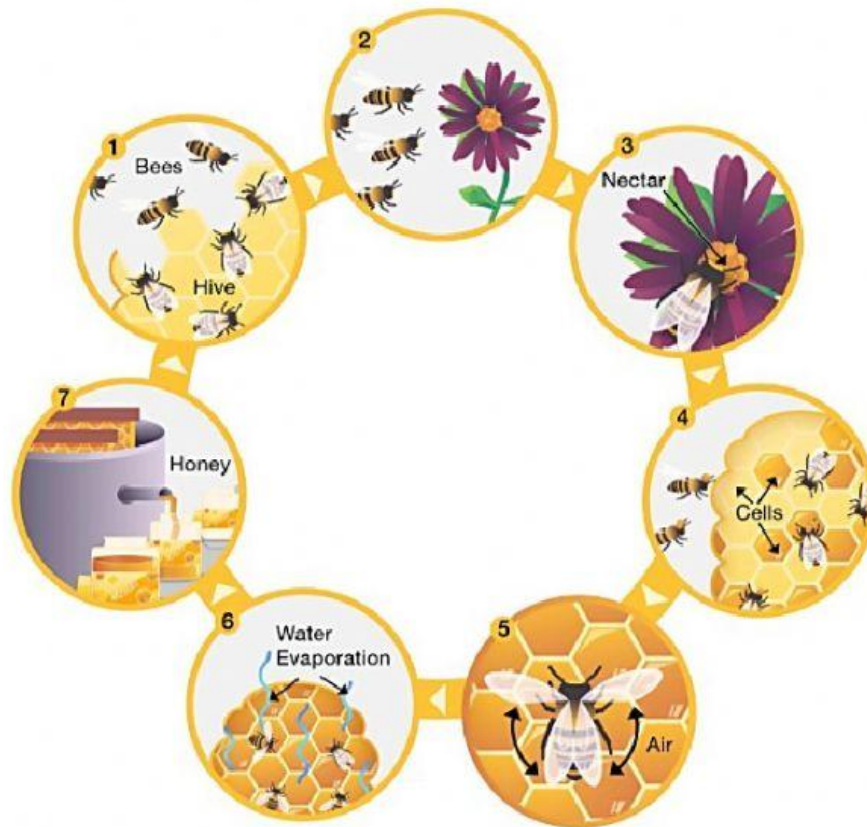
- ***an opening sentence*** – this tells us what the process is
- ***an overview*** – this tells us where the process starts and finishes

Look at the different first paragraphs about the process and choose the best one.

- ☐ 1 The diagram shows how bees make honey which is a popular food all around the world.
- ☐ 2 The diagram shows the seven most important stages in the making of honey by bees. The process begins with the honey bees building a hive, and then finishes when the honey is ready to be collected and used.

- ☐ 3 The diagram shows how bees make honey. They build a hive, they find flowers, they collect nectar, they take the nectar to the hive and put into cells, they cool the nectar, which loses its water, and then the honey is ready.
- ☐ 4 The diagram shows the stages of making honey.

Exercise 5. Read the main body of the report. Then answer the questions.



Nectar = A sweet liquid produced by flowers
 Hive = A container where bees live
 Evaporation = water changing to a gas

Firstly, the bees have to build a container. This is called a hive and it consists of many individually built cells. Next, the bees leave the hive in order to search for flowers. When they find a suitable flower, they collect nectar from it, which is used to make honey.

The nectar is then taken back to the hive where the production process can begin. First, it is put into cells. Then, following this, the nectar must be cooled down. In order to do this, the bees fan the nectar-filled cells with their wings. As a result, the nectar loses its water content and then finally, the honey is produced.

1 Are all of the stages of the process from the diagram included in the main body?

☐ Yes ☐ No

2 Are the stages described in the correct order?

☐ Yes ☐ No

3 Are the stages linked clearly in the text to show the order?

☐ Yes ☐ No

4 Are all of the stages described in detail?

☐ Yes ☐ No

Exercise 6. Read the information. Then read the *active* sentences and complete the *passive* sentences underneath. The first one has been done for you.

1 Bees build a container.

A container is built.

2 We call this container a hive.

This container _____.

3 The bees find a suitable flower.

A suitable _____.

4 The bees use this nectar to make honey.

This nectar _____.

5 Bees take the nectar back to the hive.

The nectar _____.

6 Bees put it into cells.

It _____.

7 The bees fan the nectar-filled cells.

The nectar-filled _____.

8 The bees produce honey.

Honey _____.



Remember that in passive sentences it is not important who is doing the action, so this information can be left out.

Exercise 7. It is important to link your stages clearly when you describe a process. Read the report, looking in particular at the words and phrases in bold. Then put the words and phrases in the box in the correct columns.

The diagram shows the seven most important stages in the making of honey by bees. The process **begins with** the honey bees building a hive, and then **finishes** when the honey is ready to be collected and used.

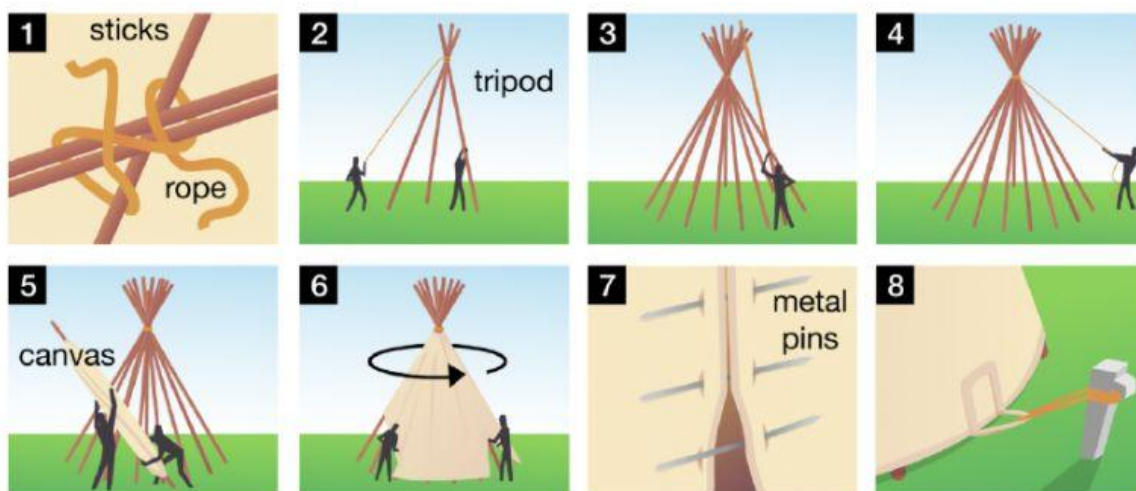
Firstly, the bees have to build a container. This is called a hive and it consists of many individually built cells. **Next**, the bees leave the hive in order to search for flowers. When they find a suitable flower, they collect the nectar from it, which is used to make honey.

The nectar is **then** taken back to the hive where the production process can begin. First, it is put into cells. Then, **following this**, the nectar must be cooled down. In order to do this, the bees fan the nectar-filled cells with their wings. As a result, the nectar loses its water content and then **finally**, the honey is produced.

(to) begin with	(to) finish	firstly	then	finally	following this
next					

introduce the process	link the middle stages	describe the end of the process

Exercise 8. Look at the diagram of how a type of tent, called a tepee, is built. Then put the stages in the correct order to complete the text.



Pin the ends of the canvas together using metal pins.

Wrap the end of the rope around all the sticks.

Lift the stick against the tripod structure and unwrap the canvas onto the tepee.

Wrap a canvas around another stick.

Raise the sticks by pulling the end of the rope to form a tripod.

Use a rope to tie three long sticks together.

Add more sticks to the tripod.

Fix the bottom of the canvas to the ground.

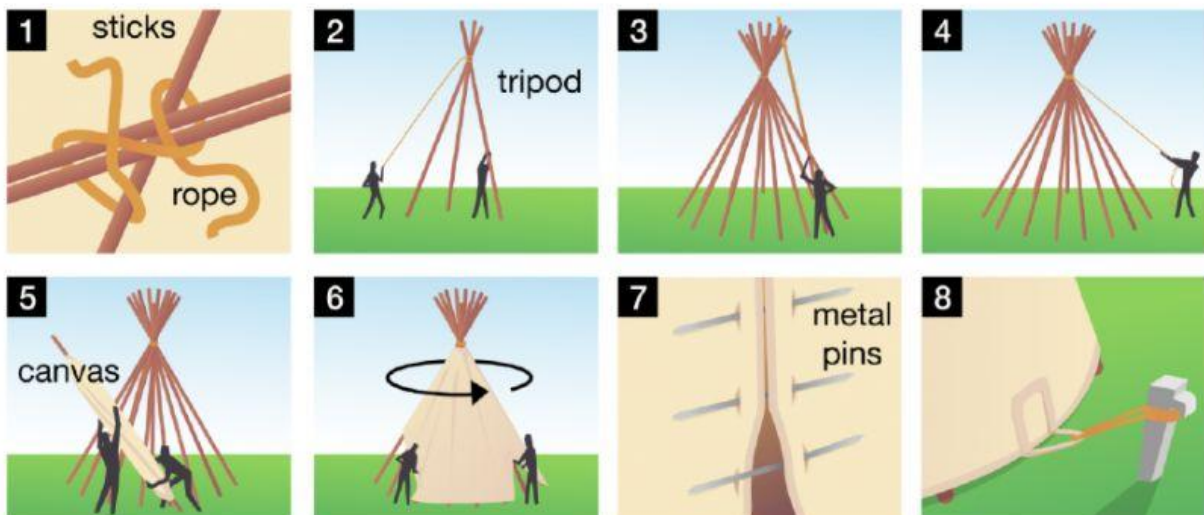
Exercise 9. WRITING TASK 1

You should spend about 20 minutes on this task.

The diagram shows how a type of tent called a tepee is built.

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

Write at least 150 words



This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.