

UNIT 1: WRITING WORKSHEET 1 (30 minutes)

Exercise 1:

The diagram shows the process of producing tea for selling in a supermarket.
Complete the information about each stage of the process. Use the words in the box.



260 degrees	3 years	by hand	in boxes	indoors	supermarket	tea
-------------	---------	---------	----------	---------	-------------	-----

1. Grown for _____
2. Picked _____
3. Left to rest (outdoors or _____)
4. Dried at _____ for two hours
5. Teabags packed _____
6. Delivered to _____
7. Customer buys _____

Exercise 2:

When you write a report of a process in IELTS Writing Task 1, you should only use important information from the diagram. Do not give your own opinion or use information that is not important.

Look at a student's notes on the IELTS Writing Task 1. Choose whether the information is important or not important.

1. Sun shining a lot. Important / Not important
2. Tea grows for three years. Important / Not important
3. Person picking tea is female. Important / Not important
4. Tea picked by hand. Important / Not important
5. Tea left to rest outdoors or indoors. Important / Not important
6. Round machine has open lid. Important / Not important
7. Tea in drying machine for two hours. Important / Not important
8. Tea is dried at 260°C. Important / Not important
9. Put in box at packaging stage. Important / Not important
10. Delivered to supermarket. Important / Not important
11. Tea is finally bought by customers. Important / Not important

Exercise 3:

Read the report on the diagram and answer the questions.

The diagram explains how tea is produced before it is sold in supermarkets. Supermarkets in my country sell a lot of tea. It shows several stages of production from the growing and picking stages to when lorries deliver the tea to supermarkets and when customers buy it while they are shopping. There are seven main stages between the tea being planted and being bought.

First of all, the tea is grown for three years when it is picked by hand. After that, the tea is left to rest either outdoors or indoors. After this comes the packaging stage. The dried tea is made into teabags and the teabags are put into boxes. The boxes are then packed into lorries. The lorries are very big. The lorries deliver the tea to the supermarkets. Tea is a healthy drink.

1. Has the student used all of the important information?
 - ☐ Yes
 - ☐ No
2. Has the student given his or her own opinion or used any information that is not important?
 - ☐ Yes
 - ☐ No
3. Is the report long enough?
 - ☐ Yes
 - ☐ No