SBL Corporación Colegio San Bonifacio de las Lanzas	ENGLISH TEST	Code: GA PA FR - 003
		Version: 00
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WRITING PROCESSES

CRITERIA	PERFORMANCE
Explains a process clearly by describing the actions and results in a formal writing style.	
Organizes a descriptive process text using introduction, overview, and body	
Uses adverbs to describe the way actions happen in a process.	
Connects ideas with sequence, cause, and addition connectors	
Adds supporting sentences using relative clauses (Places, things, or steps.)	

1. Before moving on: identify the language tool

Language tool (write the name of the topic)	What does it do?	Examples:
	Explains how the action happens	carefully / properly / quickly
	Shows the order of the steps	Firstly / Next / Finally
	Puts emphasis in the action (not doer)	The coffee beans are harvested
	Adds extra details about people, things, time, or places.	The factory where the beans are roasted.

2. Special focus: Relative clauses in process texts

Relative clauses give extra information about a noun. In process texts, they help us describe materials, places, machines, steps, products or ingredients. (Read the example and write your own)

Word	Use it for...	Examples inside a process
which	things, steps, products or results	The bottles are labeled, which helps identify the product. Your example:_____
where	places	The fruit is transported to a factory, where it is washed carefully. Your example:_____
that	specific machines, materials or products	The machine that extracts the juice is used in the fourth step. Your example:_____

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When	Specific moments of the process, or when a step is finished	The beans are peeled and when they are completely dried they are roasted. Your example:_____ _____

3. Practice: Write in the blanks "which, where, that or when"

1. The cocoa beans are taken to a factory, _____ they are roasted carefully.
2. The machine _____ removes the outer shell is used after the beans are crushed.
3. The chocolate is poured into molds, _____ give it its final shape.
4. The mixture is heated at the moment _____ it becomes soft and liquid.
5. The bottles are sent to a warehouse, _____ they are stored before distribution.
6. The oranges are washed in a large tank, _____ removes dirt and impurities.
7. The machine _____ squeezes the oranges, extracts the juice quickly.
8. The juice is filtered after the step _____ the oranges are squeezed.
9. The final product is packed in boxes, _____ are transported to supermarkets.
10. The potatoes are delivered to the factory, _____ they are washed and peeled.

4. Mini challenge: improve the sentences

Rewrite each pair of ideas as one sentence with a relative clause.

Simple ideas	Improved sentence
The fruit is placed in a machine. The machine removes the skin.	
The liquid is poured into bottles. The bottles are cleaned first.	
The product is sent to stores. People can buy it there.	
The material is dried in the sun. This removes water.	

5. Process diagram practice: How orange juice is made

1. Oranges are harvested from trees.	2. The oranges are transported to the factory.
3. The oranges are washed carefully.	4. The oranges are cut and squeezed.
5. The juice is filtered properly.	6. The juice is poured into bottles.
7. The bottles are labeled and packed.	8. The orange juice is transported to supermarkets.

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6. Identify useful relative clauses

Step	Thing, place or moment to describe	Possible relative clause
2	factory	where the oranges are washed
4	machine	that cuts and squeezes the oranges
6	bottles	which are cleaned before use
8		

Write a short process with this steps

Intro_____

Overview_____

_____

_____

Body_____

_____

_____

_____

_____

_____

10. Final writing task checklist

Requirement	Yes	Not yet
I wrote a good introduction. (sentence starter and what the process is about)		
I wrote a good overview (cyclic or linear, numbers of steps, how it starts and how it ends)		
I used sequence connectors.		
I used passive voice in all my steps.		
I used at least 4 adverbs of manner.		
I used at least 3 relative clauses.		

In the back of the paper write a process text for the video on how marbles are made: 6 steps.

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