Academic
Writing Task 1

Describing a Process

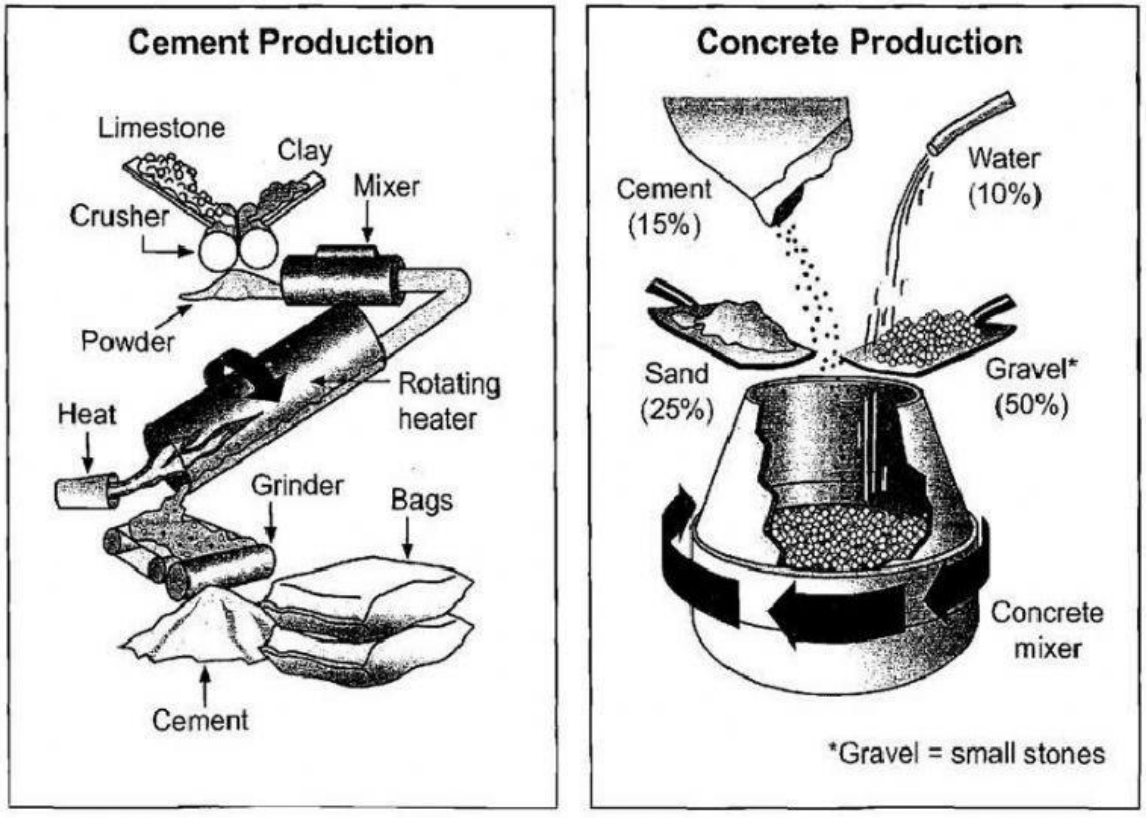
Using the Passive Voice

Using the passive form can add a more formal tone to your descriptions. Often, it is not even necessary to say who or what is responsible for certain actions in the process.

Compare these two sentences, for example:

(Active voice): A worker collects the materials from the recycling bins.
(Passive voice): The materials **are collected** from the recycling bins.

Question 1.



The diagram above shows the stages and the equipment used in the cement making process and how cement is used to produce concrete. Write a description of the process. Use at least 150 words.

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Here is a model answer for the question above. Fill in the blanks using the correct form of the verb in brackets. You may have to use the active form or the passive voice.

The diagrams illustrate how cement is made and how it is then used in the process of making concrete. Overall, Limestone and clay pass through four stages before it is bagged for use as cement. This is just one of four materials used to produce concrete. While the process of making cement has many stages, producing concrete only requires a concrete mixer.

In the first stage of making cement, limestone and clay 1. _____ (crush) together to form a powder. This powder 2._____ (combine) in a mixer before passing into a rotating heater which has constant heat 3. _____ (apply) at one end of the tube. The resulting mixture 4. _____ (ground) in order to produce cement. The final product 5. _____ afterwards _____ (put) into bags ready to be used.

The second diagram shows that concrete 6._____ (consist) of mainly gravel, which is small stones, and this 7. _____ (make) up 50% of the ingredients. The other materials used 8. _____ (be) sand (25%), cement (15%) and water (10%). These 9. _____ all _____ (pour) into a concrete mixer which continually _____ (rotate) to combine the materials and ultimately 10. _____ (produce) concrete.

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