

8 The diagram shows what happens when a tourist arrives at a US airport. Number the sentences a–g in the correct order to describe the process.



a In this final phase, the second interview may resolve any problems and for this reason the tourist will be approved for entry. However if the second interview is still a problem, the tourist may have to leave due to the negative outcome.

b First of all the tourist completes an entry form during the flight and _____ (get) his/her passport and visa ready.

c If approved, the tourist then _____ (go) to baggage reclaim to collect his/her luggage and can enter the country.

d The process shown in the diagram illustrates the steps followed when a tourist goes through the immigration process to enter the USA. 1

e The next stage is at the airport. On arrival, the form _____ (inspect) by a border officer and the tourist is asked questions. A decision _____ (made) as a consequence of this interview.

f This decision is the end of the process for most people because there is no complication and therefore entry is approved.

g Occasionally there are some concerns in the interview and because of this, a second interview may be required.

9 Complete the sentences in 8 with the active or passive form of the verbs in brackets.

10 Underline the phrases in the sentences in 8 that show cause and effect.

11 Read the sentences in 8 again. Circle the signposting language which helped you put the sentences in the correct order. Add them to the table below.

Opening stages	<i>firstly,</i>
Middle stages	<i>in the next phase,</i>
Final stages	<i>finally,</i>

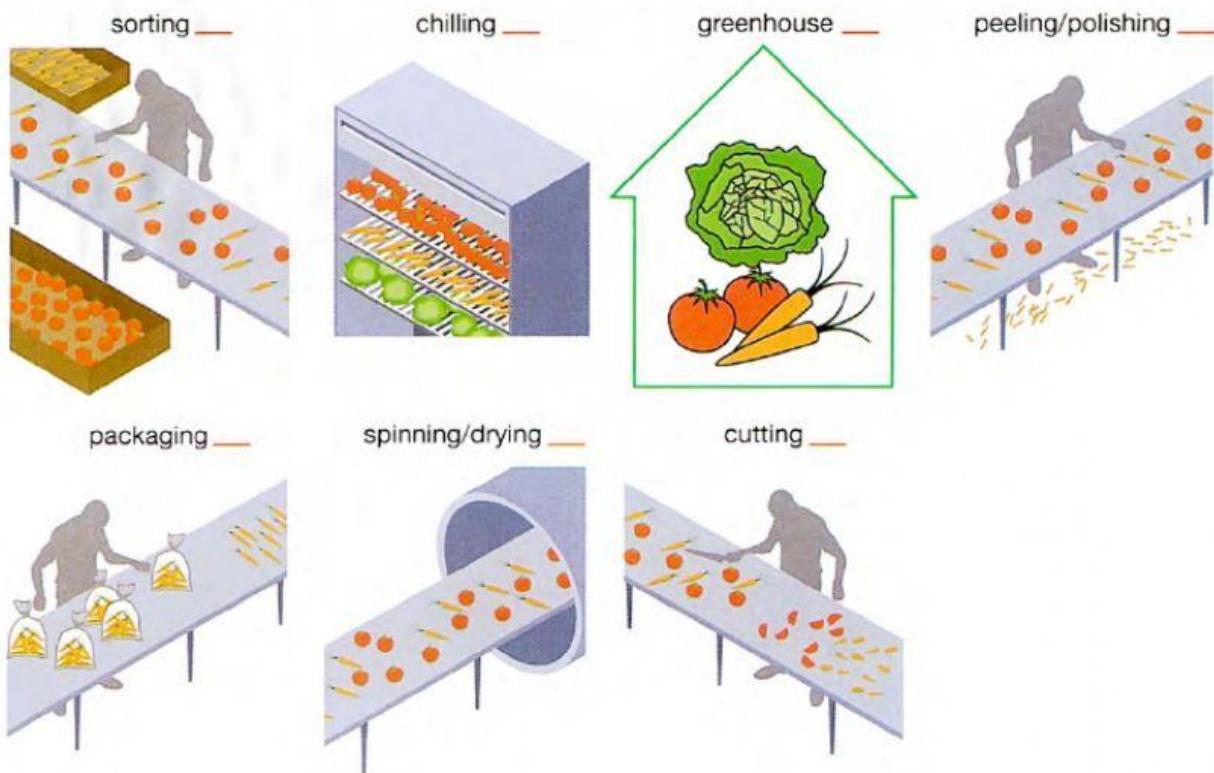
12 Write the words from the box in the correct place in the table.

after this ■ at the end ■ in the first stage
in the last stage ■ next ■ subsequently

Technique

When writing about a process it is important to be clear about the order of events. Use signposting language for clarity.

5 Read the description and look at the pictures, which show how vegetables are prepared and packaged before they are sold. Number the pictures in the correct order to create a flow chart.



The flow chart identifies how vegetables and fruit are cleaned and prepared for sale.

There are a number of different stages undertaken in order to ensure that the vegetables are in the correct condition for the shops. These include cleaning, cutting and packaging.

The first stage of the process begins when the vegetables and fruit are picked and taken out of the greenhouse. Having been collected, they are subsequently sorted by hand so as to remove any that are below standard. Those that are good enough are then polished or peeled depending on the type of vegetable or fruit they are. Similarly, some are also pre-cut for market. Next all the vegetables and fruit are put through a process of chilling to keep them fresh. After this initial chilling, the produce is put through a spinning machine so that it is dry. Finally the end product is packaged in order that it meets the standards required for selling.

In summary, the process of preparation ensures that vegetables and fruit are all cleaned, cut as necessary and packaged so that they are in good condition and can be sold in shops and supermarkets.

6 Answer the questions below.

1 Match the sections a-d with the content i-iv.

a introduction	i clarifies the parts of the process more specifically
b first paragraph	ii gives detailed information about each part of the process
c second paragraph	iii general overall statement made about the complete process
d conclusion	iv identifies the type of information shown in the flow chart overall

Technique

If the question in Part 1 is about a process, you still need to make a plan for this. Does the process have different stages or phases? How many? You should include an

7 Complete the sentences using words and phrases from the text in 5.

- 1 There are a number of different stages undertaken _____ ensure the vegetables are in the correct condition.
- 2 They are sorted by hand _____ remove any that are below standard.
- 3 Some are pre-cut _____ market.
- 4 They are put through a process of chilling _____ keep them fresh.
- 5 The produce is put through a spinning machine _____ it is dry.
- 6 The product is packaged _____ it meets the standards required for selling.