

LESSON 15 – IELTS Writing Tips / Examples Handout

Writing task 1 academic process diagram.

Describing a process needs specific grammar, such as the passive and sequencers for showing how something is made or processed. In this lesson, we will look at how to use the vocabulary and grammar, the correct structure and a model answer for a diagram showing how milk, cheese and butter are made for

SAMPLE Grammar Sentences

Grammar for an IELTS process diagram.

This type of process needs **the present simple passive and active** to describe what happens in each step, also you will need **sequencers** such as 'Firstly, subsequently, next, following this, after that, then, finally etc.'. to show this as a step by step process. Another grammar point to help link sentences is **the present perfect passive**. Take a look at the examples below.

Present Simple Passive.

object + to be + past participle: This is used to describe a process where the person is not important, also the passive is used for the stages of production.

- The cows **are milked** by a milking machine twice a day.
- The milk **is put into** refrigeration storage.
- The milk **is delivered** by tanker to the dairy.
- Cream, cheese and butter **are produced** from the milk.
- The items **are packed** into boxes
- The tea leaves **are picked**.

Present Simple Active.

object+verb: The active is used to describe natural processes.

- Cows **graze** in the fields.
- Cows **eat** grass every day.
- The sun **shines**.
- Flowers **grow**.
- Tea **grows** in India.
- The moon **rises** in the evening.

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Sequencers.

These are necessary when describing the stages in academic task 1 process diagrams for better cohesion and flow.

- *First of all*
- *To begin with*
- *at this point*
- *then*
- *after that*
- *following this*
- *after which*
- *the next step is*
- *subsequently*
- *Finally*
- *The last step is...*

Example sentences:

In the first four stages, cows graze in the fields.

After that, the cows are put into a milking machine twice a day.

Following this, the milk is put into refrigeration storage, **after which** it is transferred to a tanker.

Subsequently, it is pasteurized, processed and made into cheese

The last step is the milk and dairy products are sent out to supermarkets.

BONUS TIP...

Present Perfect Passive.

object + to be + past participle: We can use *once and when + present perfect passive* to join two processes together.

Once the milk **has been transferred** to a tanker, it is **then** delivered to the dairy.

When the milk **has been delivered** to the dairy, it is **subsequently** put through a pasteurization process...

As soon as the milk and dairy products **have been processed and packaged**, they are **then** sent out to supermarkets where they are then stacked onto shelves ready for purchase.

Grouping the information.

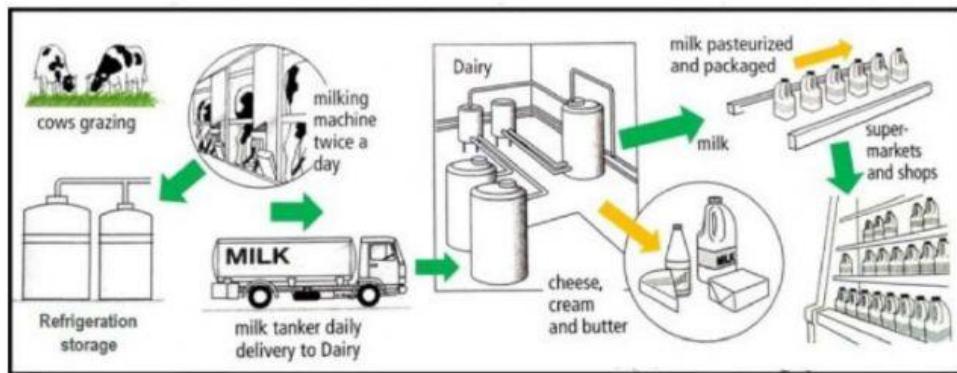
In IELTS task 1 academic it is important to group the information logically as this improves overall coherence. In this case, the main body paragraph one is about the first four stages and main body two is about the last four stages. I included the stage where the cows graze as that is part of the whole process.

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Sample Report

The diagram below shows the production and processing of milk and dairy products for commercial sale.

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



The diagram **illustrates** the way milk is produced and processed into cheese, cream and butter and packaged for sale to consumers. Overall, there are eight stages in the process starting with cows grazing on the grass, to the milk being processed at the dairy, to the sale of dairy products in supermarkets and shops. The process is divided into two parts, what happens to the milk before it reaches the dairy and what happens to the milk after it reaches the dairy.

In the first four stages, cows **graze** in the fields, after which they **are taken** to a milking machine **to be milked** twice a day. Following this, the milk **is put** into refrigeration storage. In the next step, the milk **is put** into a tanker where it **is then** ready **to be delivered** to the dairy on a daily basis.

In the last four stages, once the milk **is delivered** to the dairy, it **is subsequently** put through a pasteurization process. After that it **is turned** into various dairy products such as cream, cheese and butter. Finally, as soon as the milk and dairy products **have been processed** and **packaged**, they **are then** **sent** out to supermarkets and shops where they **are displayed** and ready for purchase by customers.

- **Paraphrasing with synonyms**
- **Active Voice / Passive Voice**
- **Sequencers**