

DESCRIBING A PROCESS

Describing a process means writing about how something is made or how something happens. Examples: the rainwater cycle, how coffee is grown, how glass is made, starting a business.

WRITING AN ESSAY ABOUT A PROCESS

Your essay should have three paragraphs.

Paragraph 1 introduces the topic. Write two sentences. They should say what you are going to do.

- *In this essay, I will describe how paper is made.*
- *I will now explain how a photocopier works.*
- *Building a road is a long process, but it can be divided into four main stages.*

Paragraph 2 will explain the process or procedure. This is the longest paragraph.

- *The first stage in making glass is ... In this stage, the sand is cleaned and weighed...Next....After that....In the final stage, the glass is....*

Paragraph 3 is the conclusion. It will summarize your ideas. Write two sentences

- *As you can see, paper manufacture is a difficult process.*
- *As I have described, there are many steps involved in supplying water to a city.*
- *Donating blood is a simple procedure, and I encourage everyone to give blood today. It could save your life!*

IMPORTANT!

When writing steps or describing a process, you can use the Active or Passive

- *Active: The farmer sends the milk to the factory.*
- *Passive: The milk is sent to the factory.*



Blood Donations

Do you know someone who has had an accident and has needed blood?

What do you know about donating blood? Have you ever given blood?

TASK 1

With a partner sort out the steps in donating blood.

1. Blood is taken
2. Blood is tested
3. Blood is refrigerated
4. Cuff is put on
5. Needle is inserted
6. Needle taken out
7. Given juice and cookies
8. Rest
9. Donor is given roll of cotton material
10. Blood pressure
11. Details are taken

TASK 2

Write a short essay describing the process of donating blood using the vocabulary above.

(adapted from: <http://www.admc.hct.ac.ae/hd1/english.htm>)