

IELTS Writing Task 1

Describing a process

Tips and strategies

Be formal

- **Write in paragraphs (Intro – Overview – Stages – Stages)**
- **Word count: 150; Time limit”: 20 minutes**
- **Paraphrase the rubric with your own words**
- **Overview: include a sentence in the introduction / write a separate paragraph**
- **Avoid contractions (e.g. it’s, can’t, doesn’t)**
- **Be impersonal (use passive and avoid the word “I”)**

How Passive works

NB we *mostly* Simple Present Passive form

• Passive form: to be + V3 (past participle form)

- Workers **sort** (Active form) beans by hand.
- Firstly, beans **are sorted** (Passive form) by hand and **cleaned** in seivo.
- Coffee **is then sold** (Passive form) to commercial companies.
- **For other Tenses, you save the Grammar pattern.**
- **Present perfect:** Once the beans **have been bagged**, they are sold in markets.

Sample introduction + Overview

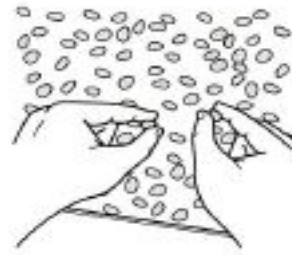
- **Task:** The illustrations below show how coffee is sometimes produced.
- **You:** The given diagram/*pictures* provides/*provide information/data on the possible method of coffee production. / the method by which coffee can be produced.* The process includes / *consists of (a number)* of stages/*steps*.

Main body

- Your paragraphs need to be in logical order and use words showing **sequence** of events:
 - *Firstly/ The first stage of...*
 - *in the beginning/ at the beginning ...*
 - *Then...*
 - *next...*
 - *After the third stage...*
 - *Finally...*
- Just state the facts, the main facts and NO personal opinions

Let's see how it works

Dry Method of Coffee Production



1 beans sorted (by hand)



2 cleaned (sieve)



3 dried in sun (4 weeks)



4 raked and turned



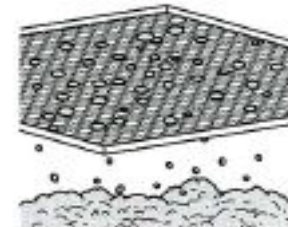
5 stored in silo



6 sent to mill



7 hulling



8 grading



9 bagging



10 coffee sold



11 roast



12 packed and sold

The possible answer is (stages only):

Firstly, the beans *are sorted* by hand and then *cleaned using a sieve*. Next, **they** *are laid out* on concrete or bricks *to be dried* in the sun. **While they are drying**, they *are raked* and *turned* to get an even drying process. *This process can take up to four weeks*. **After that**, they *are stored* in a silo **before** *being sent* to the mill.

Once they have been transported to the mill, they *are hulled by a machine*, **so that** the outer layers *are removed*. **Then**, they *are graded for quality*, as not all the beans will be the same. **Once they have been graded**, they *are bagged and sent* to companies which sell the coffee commercially. **It is at this stage, when** they have been sent to the commercial companies, **that** the beans *are roasted and packaged* for sale to *the general public*.

You might want to practice it with another process:

The pictures below show how tea is produced. They also illustrate the process of making a cup of tea. Summarize the information by selecting and reporting the main features.

The image contains 18 numbered steps illustrating the tea process:

- 1** tea grows in India and China: A map of Asia with India and China highlighted in red and yellow.
- 2** sow tea seeds: A farmer in a conical hat sows seeds into a field.
- 3** sunshine – plants grow: A sun icon above four growing tea plants.
- 4** pick and put in basket: A farmer picking tea leaves and putting them into a basket on his back.
- 5** dry: Tea leaves laid out on a surface to dry under a sun icon.
- 6** pack into boxes: A worker packing tea into boxes labeled 'tea'.
- 7** load onto a lorry: A green lorry with tea boxes being loaded.
- 8** deliver tea boxes: A green lorry parked in front of a 'supermarket'.
- 9** customers – buy: A customer buying tea boxes from a display.
- 10** take the tea home: A house with a garden.
- 11**: A kettle being filled with water.
- 12** boil: A kettle with steam rising from it.
- 13**: A tea bag being placed into a purple mug.
- 14** pour: Hot water being poured from a kettle into the mug.
- 15** leave for two minutes: A purple mug with a tea bag steeping.
- 16** add: A carton of 'milk' and a purple mug.
- 17** add: A spoon adding sugar to a purple mug.
- 18** drink and enjoy!: A woman drinking from a purple mug.