

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

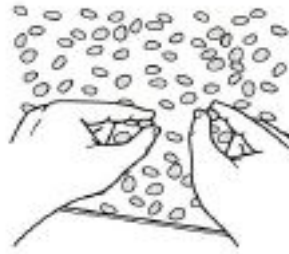
- Task: The illustrations below show how coffee is sometimes produced.
- You: The given diagram/*pictures* provides/*provide information/data on the possible method of coffee production. / the method by which coffee can be produced.* The process includes / *consists of* (a number) of stages/steps.

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



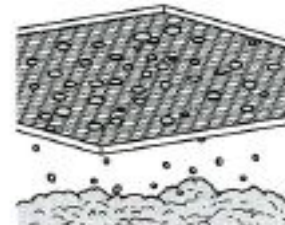
5 stored in silo



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.

