

**Table 1.2** Steps involved in process description based on a flow chart

Step I	Read the flow chart carefully and understand the process depicted in the codes correctly.
Step II	Open the paragraph with an introduction of the codes. for example, "The given flow chart is about the process of preparing lime juice"
Step III	Use simple present tense throughout and whenever necessary use impersonal passive in present tense form. Avoid using any other tense form.
Step IV	Use connectives like 'then, now, initially, finally and consequently' to establish continuity.
Step V	If any inference could be drawn from the flow diagram use it in the conclusion.

<http://www.scoop.int/4/ielts-writing-task-1-practice>

**Remember the following points before you draw a flow chart:**

1. Get to know what the different kinds of boxes used in a flow chart stand for. For example: The Start and Stop terminal steps are inside an oval shape; The action or process steps are written inside a rectangular shape; The decision or branches in the sequence are written inside a diamond shape; A link to another chart in another page is indicated as an alphabet inside a small circle.
2. Sift the relevant information from the irrelevant one. Pick out and include only the main steps that are directly involved in the process.
3. Understand the correct sequence of actions. Indicate the flow of actions by arrows. Identify the parallel procedures, if any, that make up the process. Enclose the steps in the process within rectangular boxes.
4. Do not use complete sentences within the boxes. Use the past participle forms of verbs in fragments of sentences.
5. Explain any symbol or abbreviation you have used in the flow chart.
6. Give a suitable title.