

# Englisch: Sprach- Text- und Kulturkompetenz - 09.11.2021

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## 1 Process Descriptions

### 1.1 What does a process description do?

It is a short report which tells the reader:

- How something works
- How changes take place

Through a series of stages.

Those are events that take place **regardless of the reader's actions**

Do not use you or we in a process description as neither the author nor the reader or listener need to do anything for the process to take place.

## 2 Introduction

An introduction to a process description supplies a good sentence definition of the process to be analysed i.e. topic, purpose, scope.

*"In this presentation, I will explain how..."*

*One of the greatest environmental threats to our nation's agriculture is the growing acid rain problem.*

Each step requires a miniature process description:

- define the step
- state its purpose (or function within the process)
- provide the necessary content