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# Process Diagram

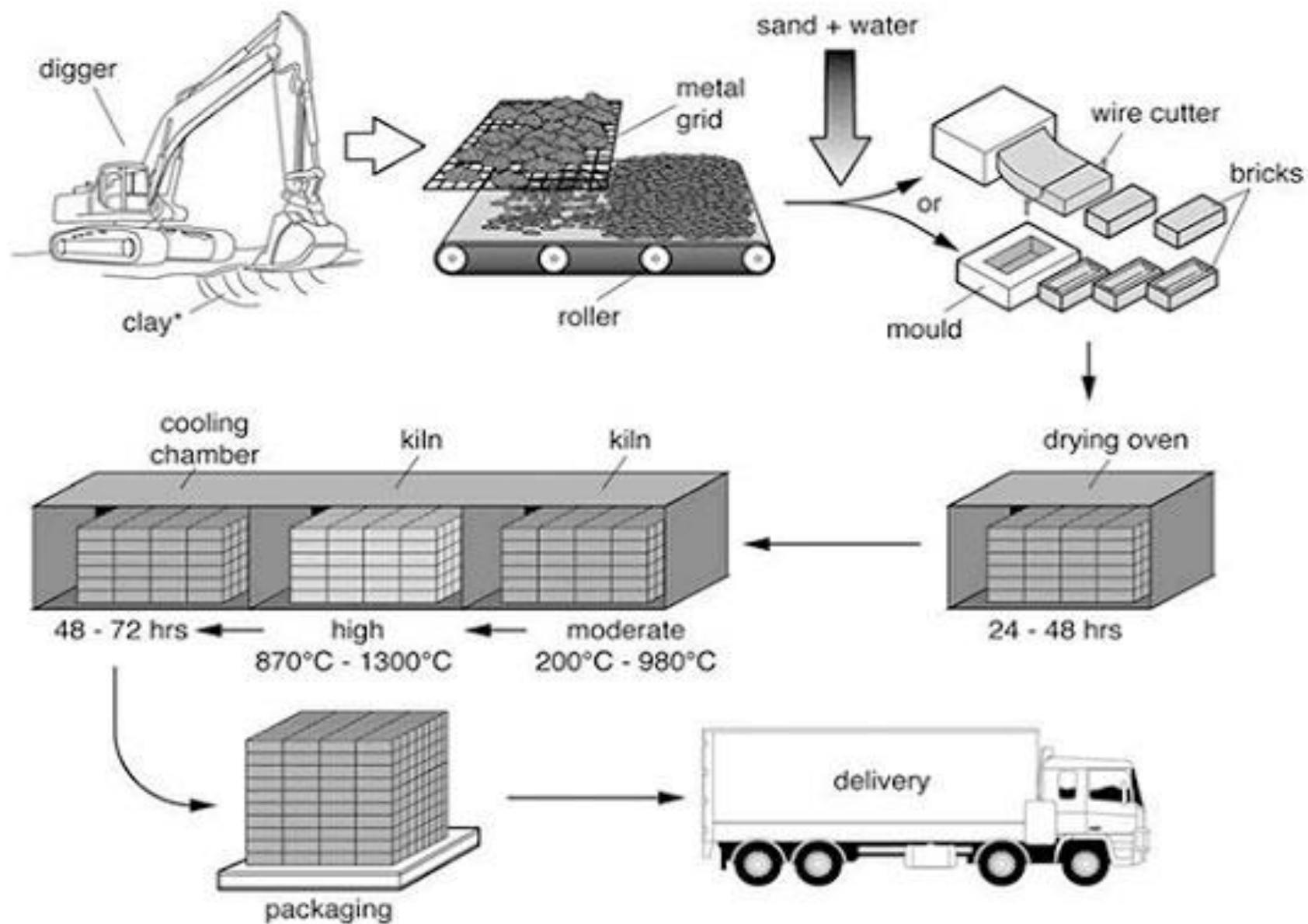
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# What is an Process Diagram?

## ●Sample Test:

- *The diagram below illustrates the process that is used to **manufacture bricks for the building industry.***
- *Summarize the information by selecting and reporting the main features and make comparisons where relevant.*
- *Write at least 150 words.*



# **What is an Process Diagram?**

**To structure the process diagram essay, you need to include the following parts:**

- 1. Introduce the diagram;**
- 2. Highlight the main point(s);**
- 3. Give the details.**

# 1. Introduce the Diagram

- You can begin by **paraphrasing the rubric:** *“The diagram below illustrates the process that is used to manufacture bricks for the building industry.”*
- *“The diagram explains the way in which bricks are made for the building industry.”*
- As you can see, this has been taken from the question, **but it has not been copied.** You need to **write it in your own words.**

## 2. Highlight the Main Points

- **Give an overview** of what is taking place.
- You can make a comment on, for example, the **number of stages in the process** and how it **begins and ends**:
- *Think about: how many stages are there? Where does it begin and how does it end?*
- *suggested answer:*  
*“Overall, there are eight stages in the process, beginning with the digging up of clay and culminating in delivery.”*

## **3. Give the Details**

**Now you need to explain the process diagram, by using the following 3 key writing skills:**

**3.1 Use time connectors**

**3.2 Use the passive voice**

**3.3 Change the word forms of the vocabulary given in the process diagram**

# 3.1 Time Connectors

- ◆ *To begin with*
- ◆ *Following this*
- ◆ *Next*
- ◆ *Then*
- ◆ *After*
- ◆ *After that*
- ◆ *Subsequently*
- ◆ *Finally*
- ◆ ***Before***

*\*If you use **before**, this means that you will be mentioning a later stage before an earlier stage, so you need to use it carefully. If you can use it properly though, it will get noticed.*



# The use of “before”

***“... this mixture is turned into two differing types of brick by either placing it into a mould or using a wire cutter. **Next**, these bricks are placed in an oven to dry for 24 – 48 hours.”***

**Q: Can you use “**before**” to rewrite the above sentences?**

**A: **Before** being dried in the oven, the mixture is turned into bricks by either placing it into a mould or using a wire cutter.**

# Time connectors used in the sample answer

- ***To begin with***, the clay used to make the bricks is dug up from the ground by a large digger. This clay is ***then*** placed onto a metal grid, which is used to break up the clay into smaller pieces. A roller assists in this process.
- ***Following this***, sand and water are added to the clay, and this mixture is turned into two differing types of brick by either placing it into a mould or using a wire cutter. ***Next***, these bricks are placed in an oven to dry for 24 – 48 hours.
- ***In the subsequent stage***, the bricks go through a heating and cooling process. They are heated in a kiln at a moderate and ***then*** a high temperature (ranging from 200c to 1300c), ***followed by*** a cooling process in a chamber for 2 – 3 days. ***Finally***, the bricks are packed and delivered to their destinations.

## 3.2 The Passive Voice

- When we describe a process that involves humans (a *man-made process* as opposed to a *natural* one), the focus is on **the activities, NOT** the person doing them. When this is the case, we use **the passive voice**, not the active.
- For a *natural process*, such as the life-cycle of a frog, we use active as there is not a person doing the activity in the diagram.
- So throughout most of your description for your process diagram, you should be using the **passive voice**.

# Passive voice used in the sample answer

- *To begin with, the clay (which is) **used** to make the bricks **is dug up** from the ground by a large digger. This clay **is** then **placed** onto a metal grid, which **is used** to break up the clay into smaller pieces. A roller assists in this process.*
- *Following this, sand and water **are added** to the clay, and this mixture **is turned** into bricks by either placing it into a mould or using a wire cutter. Next, these bricks **are placed** in an oven to dry for 24 – 48 hours.*
- *In the subsequent stage, the bricks go through a heating and cooling process. They **are heated** in a kiln at a moderate and then a high temperature (ranging from 200c to 1300c), followed by a cooling process in a chamber for 2 – 3 days. Finally, the bricks **are packed** and **delivered** to their destinations.*

## 3.3 Varying your Language

- Sometimes it may be appropriate just to use the same language that you are given in the process diagram to describe it, but my suggestion is that you should try to vary it.
- You may be able to use nouns from the diagram as your verbs. For example, the noun **packaging** becomes:
- *Finally, the bricks **are packed**...*

# CLASS WORK:

## PROCESS DIAGRAM WRITING

### Important points before you start:

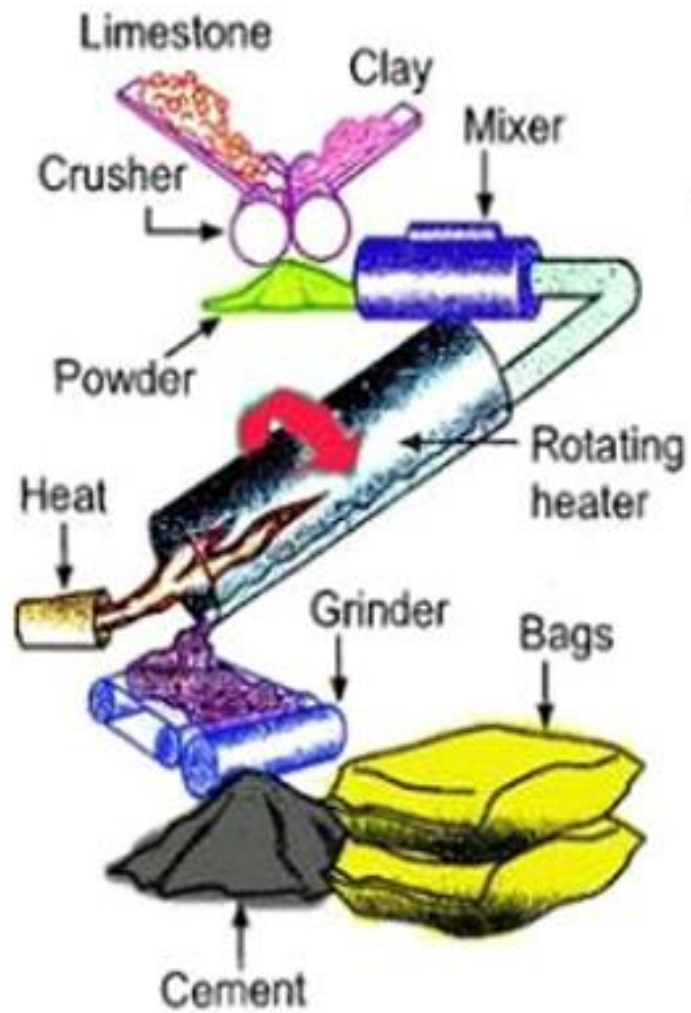
- Turn the verb you are given into the passive - if appropriate! (remember **intransitive verbs cannot be passive!**).
- Do not forget **subject verb agreement**.
- If the word '+ **then**' is included, place '**then**' between the verb 'to be' and the past participle:  
***"The water is **then** heated to 100 degrees."***

# CLASS WORK: PROCESS DIAGRAM WRITING

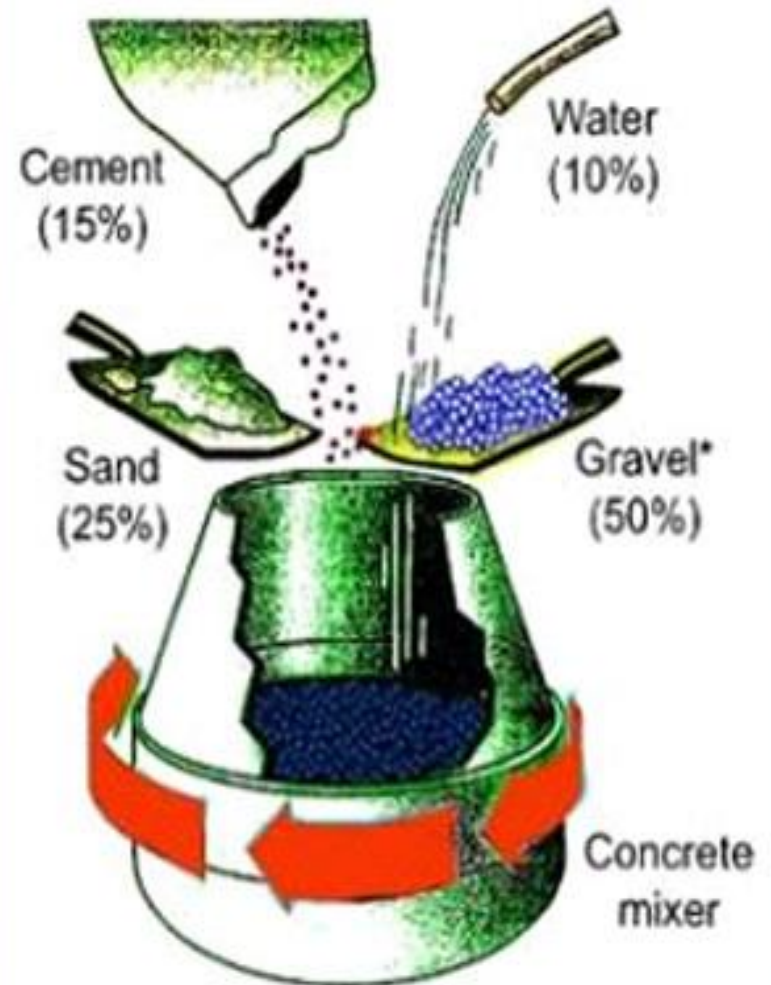
## Instruction:

- *The diagrams below show **the stages and equipment used in the cement-making process, and how cement is used to produce concrete for building purposes.***
- *Summarize the information by selecting and reporting the main features and make comparisons where relevant.*
- *Write at least 150 words.*

## Cement Production



## Concrete Production



\*Gravel = small stones



# **Sample Answer for self-assessment**

**The diagrams explain** the processes of producing cement and concrete. **Overall**, there are **five** stages for making the cement and one for the concrete. The cement must **be made** first, as it **is used** to make the concrete.

To make cement, firstly limestone and clay **are fed** into a crusher which **crush** them up into powders. This power **is then mixed** together, before **travelling** down a tube and into a rotating heater.

**The heat comes up from the bottom as the heater rotates, and once the powder is ready, it **emerges** from this machine onto a conveyor belt where it **is then ground** into the cement. Finally it **is separated** into bags.**

**The cement is **then** used to produce the concrete. To do this, there is a mixture of 15% cement, 10% water, 25% sand and 50% gravel. These **are placed** into a concrete mixer, which spins in order to form the concrete.**