1. A flowchart is a visual representation of a process or workflow, using shapes and arrows to show the sequence of steps.

3. Flowcharts:

I. Making a cup of tea:

- Start (oval)

- Boil water (rectangle)

- Add tea bag (rectangle)

- Steep tea (rectangle)

- Add milk/sugar? (diamond)

- Yes: Add milk/sugar (rectangle)

- No: Proceed

- Pour into cup (rectangle)

- End (oval)

II. Calculate Profit and Loss:

- Start (oval)

- Determine total revenue (rectangle)

- Determine total costs (rectangle)

- Calculate profit/loss (rectangle)

- Profit? (diamond)

- Yes: Display profit (rectangle)

- No: Display loss (rectangle)

- End (oval)