

What is Describing Processes?

Worksheet

Describing processes means breaking down a complex activity into sequential steps and explaining each one clearly — using transitions like 'first', 'next', and 'finally' to guide the listener through.

Questions

1. When describing a process, you should start by...
 - A) Jumping straight to step 1
 - B) Explaining the purpose and materials needed
 - C) Describing the final outcome
 - D) Listing unrelated details
2. The purpose of transition words like 'next' and 'then' is to...
 - A) Make sentences longer
 - B) Show the sequence and flow of steps
 - C) Replace detailed instructions
 - D) Confuse the reader
3. In process descriptions, precise measurements matter because...
 - A) They make it sound scientific
 - B) They help people replicate the exact process
 - C) They're always required
 - D) They're optional details
4. A well-described process should end with...
 - A) An apology
 - B) The expected outcome or result
 - C) A random fact
 - D) No conclusion needed
5. Describe the process of brewing a cup of tea.
6. Explain how to submit an online job application.
7. Describe how photosynthesis works in plants.
8. Define: What is describing a process?
9. Define: What words help sequence a process?
10. Define: What should you include when describing a process?

Answer Key

1. B) Explaining the purpose and materials needed — Context and preparation details help readers understand before they act.
2. B) Show the sequence and flow of steps — Transitions guide the reader through the logical order.
3. B) They help people replicate the exact process — Specifics like '3-5 minutes' prevent guessing and ensure success.
4. B) The expected outcome or result — Describing the outcome helps readers know they've succeeded.
5. First, boil water (about 5 minutes or until bubbling). Next, place a tea bag in your cup. Then, pour the hot water over the tea bag and let it steep for 3-5 minutes. Finally, remove the tea bag and add milk or honey if desired. The tea is now ready to drink.
6. Initially, visit the company's career page and search for your desired position. Then, read the job description and requirements carefully. After that, prepare your resume and cover letter. Next, click 'Apply' and upload your documents. Finally, review everything, agree to the terms, and submit. You will receive a confirmation email.
7. First, plants absorb sunlight using their green pigment, chlorophyll. Next, roots absorb water from the soil. Then, through a chemical reaction, light energy converts water and CO₂ into glucose (sugar) and oxygen. Finally, plants use glucose for energy and release oxygen into the air.
8. Explaining a series of steps in clear, logical order so someone can understand and replicate them.
9. First, next, then, after that, meanwhile, finally — these show the order of steps.
10. Overview, materials/tools needed, step-by-step instructions, details (time, measurements), and expected outcome.

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