

# What is Flowchart Completion in IELTS?

## Worksheet

Flowchart completion is identifying and writing correct keywords in a flowchart's blank boxes as you listen to audio that describes each step or decision in a process.

## Questions

1. A flowchart: 'Register → [blank] → Activate account → Login'. Speaker: 'After you register, you'll receive a confirmation email to verify.' What is the blank?  
A) send email  
B) verify email  
C) receive confirmation  
D) check email
2. The flowchart has a diamond-shaped decision box 'Approved?' with paths for Yes and No. What should you write in this box?  
A) A short action (approve, check)  
B) A question or condition that determines the path  
C) The outcome for both Yes and No  
D) A description of who decides
3. You hear 'Then the application is reviewed and either accepted or denied.' The flowchart shows [blank] between 'Submit' and two outcome boxes. What do you write?  
A) accepted or denied  
B) review application  
C) application reviewed  
D) decide outcome
4. What is the most common mistake in flowchart completion?  
A) Writing too few words.  
B) Writing complete sentences instead of short labels.  
C) Skipping steps the speaker mentions.  
D) Writing what you think should happen, not what the speaker says.
5. A flowchart shows: 'Apply for account → [blank] → Verify identity → Receive card'. You hear 'After applying, you need to upload a photo for our system to process.' What is the blank?
6. Flowchart: 'Submit order → [blank] → [blank] → Delivery'. You hear 'First the system checks stock, then payment is processed.' Fill the two blanks in order.
7. Flowchart has: 'Start → Search → [blank] → If yes → Book appointment'. The speaker says 'You search results, then filter by date and location.' What is the blank?
8. Define: What is flowchart completion?
9. Define: Should you write what the flowchart shows or what the speaker says?
10. Define: How do you decide what to write in a blank?

## Answer Key

1. C) receive confirmation — 'Receive confirmation' captures the key step between registration and activation.
2. B) A question or condition that determines the path — Decision boxes contain conditions (yes/no questions). Write the criteria being tested.
3. B) review application — 'Review application' is the action that leads to the decision. Ignore the outcomes (accepted/denied)—they are branches.
4. D) Writing what you think should happen, not what the speaker says. — Always follow the speaker's description, not your assumptions about the process. The audio is authoritative.
5. Listen for what happens after applying and before verification. Speaker says 'upload a photo' Write: upload photo OR submit photo Do not write 'process' (that's internal, not a user action).
6. First blank: 'check stock' OR 'verify stock' Second blank: 'process payment' OR 'make payment' Stay in the order the speaker describes.
7. Listen: 'search results' (done), then 'filter by date and location' Write: filter results OR filter by date Capture the action between 'search' and 'decision'.
8. Filling blanks in a process diagram by listening to sequential step descriptions.
9. Write what the speaker says. The flowchart is a guide; the audio provides the exact labels.
10. Listen for the action or decision at that step. Write only the key verb or noun (1-3 words).

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