

What is IELTS Task 1 Process Description Format?

Worksheet

Task 1 process description is a response where you explain a sequence of steps or stages in a process. Use sequencing words (first, then, next, finally), present tense for ongoing processes, and organize information logically from beginning to end.

Questions

1. What is the main purpose of Task 1 process description?
 - A) To state your opinion on a topic
 - B) To explain a sequence of steps or stages clearly and logically
 - C) To discuss both sides of an issue
 - D) To argue against a position
2. Which verb form is typically used in process descriptions?
 - A) Past perfect
 - B) Conditional
 - C) Present simple passive voice
 - D) Future continuous
3. How should you organize process description paragraphs?
 - A) From least to most important
 - B) From most important to least
 - C) In chronological order, step-by-step
 - D) In reverse order
4. Which sequencing word signals the final step?
 - A) Meanwhile
 - B) Subsequently
 - C) Finally
 - D) Initially
5. Describe the process of making tea.
6. Explain the water cycle in three main stages.
7. Describe how a simple battery works.
8. Define: What tense is used in process descriptions?
9. Define: Name 5 sequencing words for processes.
10. Define: How many paragraphs should a process description have?

Answer Key

1. B) To explain a sequence of steps or stages clearly and logically — Process description requires explaining how something works or happens step-by-step.
2. C) Present simple passive voice — Present passive voice is standard for describing processes: 'The mixture is heated...', 'The water is filtered...'
3. C) In chronological order, step-by-step — Chronological order reflects the natural flow of the process from start to finish.
4. C) Finally — 'Finally' or 'lastly' clearly indicates the last step of the process.
5. First, boil water in a kettle. Then, place a tea bag in a cup. Next, pour the hot water into the cup. After that, let it steep for 3-5 minutes. Finally, remove the tea bag and add milk or sugar if desired.
6. Initially, water evaporates from oceans, lakes, and rivers due to heat. Subsequently, this water vapor rises and condenses into clouds. Lastly, water falls as precipitation and returns to the ground to begin the cycle again.
7. First, a battery has two terminals: positive and negative. Then, when connected to a circuit, chemical reactions inside produce electrons. Finally, these electrons flow through the circuit, creating electric current.
8. Present simple and present passive voice for ongoing or general processes; past tense for completed processes.
9. First, then, next, after that, finally, meanwhile, subsequently, eventually, lastly, initially.
10. Typically 4: introduction (paraphrase), body paragraphs describing stages (2-3 main sections), and conclusion (final result).

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