

UNIT 2

2.2 Speaking

Describing a process

Explanation:

A process description carefully explains in detail the steps needed for one to perform a desired task.

A process is a series of events, taking place one after the other. Describing each stage till the last one. Time connectors are used to connect the stages.

Some common process connectors

- To begin
- Then
- Following this
- Next
- After
- After that
- In the subsequent stage
- Followed by
- Finally

Guidelines

- Process description generally explains how something works or happens.
- The purpose of the text is to tell how a change takes place through a series of stages.
- Notice how the process is described in the text.
- Draw a graphic organizer or outline that can be used to represent the particular process.

Tips to write process description

- ❖ Answer the question, “how does it happen?”

- ❖ Provide any necessary context (who or what performs the action, and under what conditions; what is its significance?)
- ❖ Give a concise overview of the process. Conclude this section by breaking the process up into stages: “the principle stages of writing process are planning, drafting, revising, and proof reading.”
- ❖ Focus on each step in turn.

Activity

1. Describe the process to open a bank account
2. Describe the process of opening an email account
3. Write a conversation between you and your friend describing the process of using ATM card.

Answer

1. 5 steps to open a bank account

- a) Decide what kind of account you need
- b) Look for an account with the services you'll use most
- c) Shop around to compare rates and fees
- d) Choose a financial institution and location
- e) Open your account

2. Opening an email account

- ❖ Click on Create account.
- ❖ Visit Google account creation page, accounts.google.com
- ❖ The sign-up form will appear. Enter your first and last name.
- ❖ Choose a Username for your account.
- ❖ After choosing a username, enter a password. Type the password again to confirm.
- ❖ At last tap on Next.
- ❖ On the next page enter your phone number to verify your account.

- ❖ On the given mobile number you will receive a text message from Google with a verification code. Enter the verification code and tap on Verify.
- ❖ On the next page enter your DOB in the specified fields.

3. Conversation between friends

A: I need to use the ATM.

B: What's stopping you?

A: I'm not sure how.

B: I don't understand.

A: I've never used one before.

B: I can help you figure it out.

A: What do I have to do?

B: Slide your card into the machine.

A: Then what?

B: You need to type your PIN in.

A: What do I have to do next?

B: Click on whichever option you want, and you're done.