

## 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.

### **5 steps to open a bank account**

1. Decide what kind of account you need
2. Look for an account with the services you'll use most
3. Shop around to compare rates and fees
4. Choose a financial institution and location
5. Open your account

### **Opening an email account**

- Click on Create account.
- Visit Google account creation page, [accounts.google.com](https://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.
- Conversation between friend

### **Describing a Process**

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.

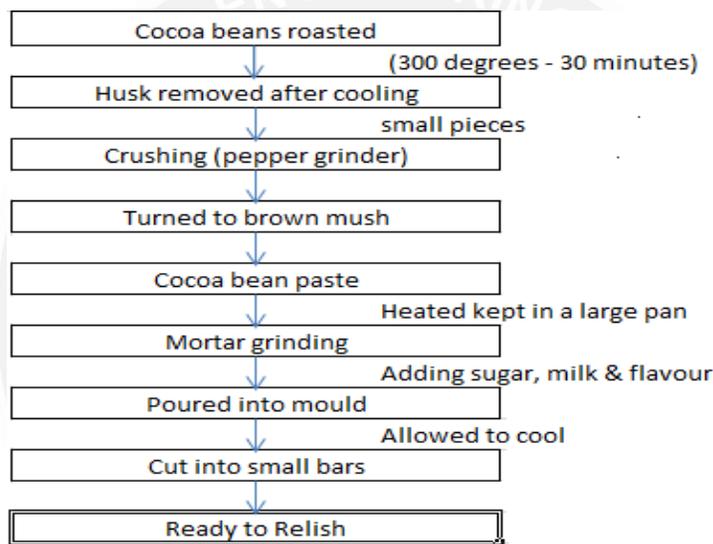
A: Then what?

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.

**Write a paragraph on the given flowchart.**



Chocolate is a known favorite among people of all age group. The process of preparing chocolate is an age old method. The main ingredients required for the preparation of chocolate is cocoa. Initially the cocoa beans are first roasted in a temperature of 300 degrees for 30 minutes.

Then these cocoa beans are left for cooling. Then the husk from these beans is removed. The cocoa beans are made into small pieces which are crushed using pepper grinder. Next these crushed particles are turned into brown mush. After which the cocoa bean paste is made ready.

Then this cocoa bean paste is heated in large pan which is then grinded through mortar grinding. Next sugar, milk and flavor is added which is poured into mold of desired shape and size. At last this is left to cool which is cut into small bars. Finally, they ready to serve and eat.

