

Language for IELTS Writing Part One- Describing Processes & Tasks

Brainstorm phrases into these three categories

First stage	Next stage	Last stage

Hints

What phrases with these words (or versions of them) can you add above? There is usually more than one expression per word: First/ Begin/ Stage/ Initial/ Follow/ Last/ Final

Compare your ideas with those below the dotted line.

First stage	Next stage	Last stage
The first/ initial stage/ step/ part of the process is... To start with... At the beginning/ start of the process,... First of all Firstly,... To begin with... Initially... The process/ cycle starts with... The start of the process/ cycle is... At first...	At this point The next step Subsequently After/ Following that The following step is ,and then ,after which After + ing, ... After having + PP,... When that stage is finished/ completed,... Once ... Having completed..., the... moves on to... As soon as... This is followed by...	Finally The last/ final step is To bring the process to a close,... The process concludes with/ by...

What are the differences between First/ At first and Last/ At last?

What information would you want to include in the introduction to a process task? What phrases could you use?

Compare your ideas with the ones on the next page.

The pictures/ visuals/ diagram illustrate/ show/ explain how.../ the steps involved in.../ the process by which...

There are... stages, starting with... and ending with...