

## IELTS Process Exercise

The most important parts of successfully writing about process is understanding the passive voice.

### The Passive Voice

1) The passive is used for processes because the focus is on the *action*, not the person doing it. So the **object** is made the **subject**.

- **Active** = John takes *the dog* (object) for a walk every morning.
- **Passive** = *The dog* (subject) is taken for a walk every morning.

2) An active sentence is also made passive by **adding the verb 'to be'** and changing the current verb into the **past participle**

- **Active** = John **takes**...
- **Passive** = The dog **is (to be) taken** (past participle)...

3) Intransitive verbs (verbs that do not take an object) cannot be made passive:

- The baby **sleeps**.
- The dog **barks** loudly.
- The staff **arrive** at 8.30 am.

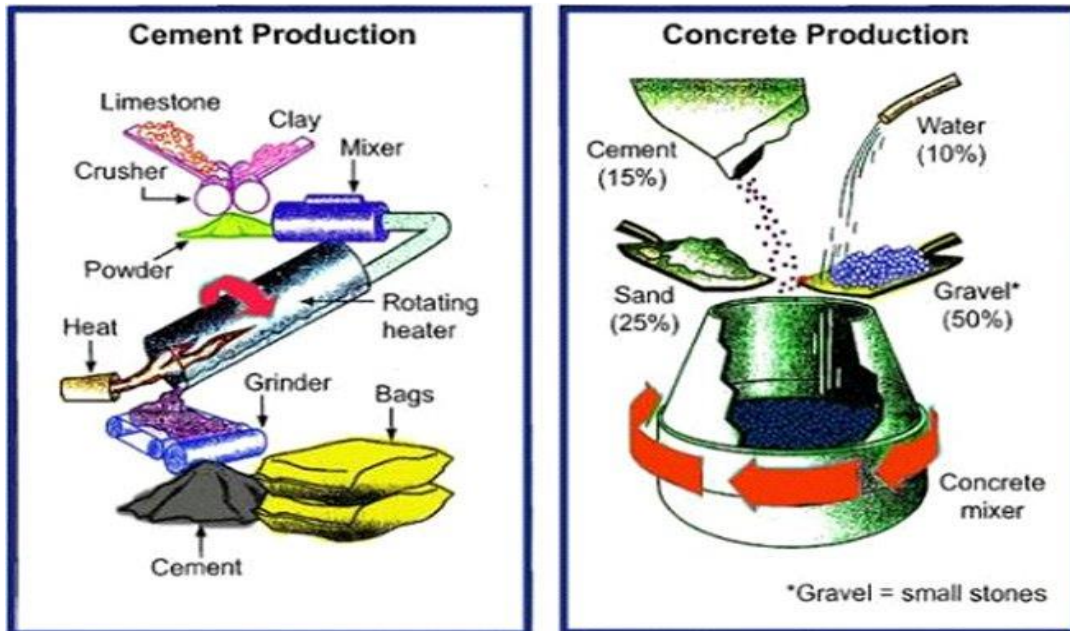
### Practice

Now it's your turn to practice.

Some important points before you start:

- Turn the verb you are given into the passive - if appropriate! (remember **intransitive verbs cannot be passive!**).
- Don't forget [subject verb agreement](#).
- Type in small letters and do not leave a space after the last word (this will make the computer mark it as wrong).
- If the word '+ then' is included, place '**then**' between the verb 'to be' and the *past participle*:
  - The water (to heat + then) ..... to 100 degrees.
  - The water **is then heated** to 100 degrees.

The diagrams below show the stages and equipment used in the cement-making process, and how cement is used to produce concrete for building purposes.



The diagrams explain the processes of producing cement and concrete. Overall, there are five stages for making the cement and one for the concrete. The cement must **(1. to make)** \_\_\_\_\_ first, as it **(2. to use)** \_\_\_\_\_ to make the concrete.

To make cement, firstly limestone and clay **(3. to feed)** \_\_\_\_\_ into two rollers which **(4. to crush)** \_\_\_\_\_ them up into a powder. This powder **(5. to mix + then)** \_\_\_\_\_ together, before **(6. to travel)** \_\_\_\_\_ down a tube and into a rotating heater.

The heat comes up from the bottom as the heater rotates, and once the powder is ready, it **(7. to emerge)** \_\_\_\_\_ from this machine onto a conveyor belt where it **(8. to grind + then)** \_\_\_\_\_ into the cement. Finally it **(9. to separate)** \_\_\_\_\_ into bags.

This cement is then used to produce the concrete. To do this, there is a mixture of 15 per cent cement, 10 per cent water, 25 per cent sand and 50 per cent gravel. These **(10. to place)** \_\_\_\_\_ into a concrete mixer, which spins in order to form the concrete.

## Answer Key

1. be made
2. is used
3. are fed
4. crush
5. is then mixed
6. travelling
7. emerges
8. is then ground
9. is separated
10. are placed

### Answers Discussion

Let's just go through some of the answers to the IELTS process exercise in case you did not understand them.

1. (to make) be made - '**must**' is a [modal verb](#), so the verb 'to be' is in the infinitive.
2. (to use) is used
3. (to feed) are fed - there are **2 subjects** so the plural verb is used.
4. (to crush) crush - the **limestone** and **clay** are still the objects ('**them**'), not the subjects, so it should not be made passive
5. (to mix + then) is then mixed.
6. (to travel) travelling - travel is intransitive, also as it follows 'before', it takes the -ing form.
7. (to emerge) emerges - emerge is intransitive.
8. (to grind + then) is then ground
9. (to separate) is separated
10. (to place) are placed - plural verb to agree with 'these'.