



LABELLING A FLOW CHART

Tasks relating to processes or procedures may occur in the listening, reading or writing sections of the IELTS Test. For the listening and reading modules, these tasks can be in the form of labelling a diagram or completing a table or flow chart. For the writing, you may be asked to describe a process. For example, you may be required to describe how tea is manufactured or, describe a procedure, for instance, what should be done in an emergency. Regardless of which task type, all use the same or similar language features.

IELTS Tip

When completing a flow chart or table, familiarise yourself with the way the information has been organised. It will follow the organisation of information in the reading passage.

Use the headings in the question task to help you more easily identify the answer.

Language features

Descriptions of processes and procedures often include the following kinds of language, words and expressions.

Introduction			
summary sentence	The diagram/picture/ process/procedure	describes/shows/ presents/illustrates	the process of.../ how ...
Transition signals – sequencing			
adverbials	first, first of all, firstly, second(ly), next, after that, then, afterwards, subsequently, following this, meanwhile, finally, last of all		
subordinating conjunctions: before/after + -ing clauses	before, after, while, until, when, since		
prepositional phrases	in the first place, at the beginning of ..., at the same time, at the end of ...		
other expressions	once this stage is completed ..., alternatively, before this stage ...		
verb tenses and voice			
active	<ul style="list-style-type: none"> when describing something that is habitual or usual usually the simple present tense 		
passive	<ul style="list-style-type: none"> when describing something that is being done + be + past participle of the verb 		

These features are clues which help you either identify or catch the correct answer in the listening or help locate the relevant information and appropriate answer for the reading question.

Table completion

For table completion in the reading module you will be required to complete numbered gaps in a table using information provided. The organisation of this information is logical and follows the way information is set out in the reading passage. Familiarising yourself with the layout of the table, namely the headings which are the organising features, is but one of the strategies to use to help you answer this question type quickly and accurately.

STUDY ENGLISH

IELTS PREPARATION

Here are the skills and strategies to practise when answering table completion questions.

Table Completion	
Strategies	Skills
check the layout of the table; check the numbering of the questions – is it down or across; match the headings with the gap for the type of information missing	skimming
highlight the key words around the gap	scanning the reading passage to locate the relevant information
decide what kind of information is needed to fill the numbered gap	identifying the parts of speech and predicting the type of word/s needed
use the language clues to help identify the answers quickly and accurately	understanding sequencing and language features
check the maximum number of words and/or numbers you can write	following instructions

Use these skills and strategies to practise completing the table in the Activity Sheet for this episode.

