

# Day 16

## Describe a process

**Today you are going to create your own step-by-step guide.**

**First you need to decide what process you would like to describe. This could be as simple as how you make a cup of coffee, to as complicated as how to complete a complex process at work.**

**Explain all the steps in the process so a complete beginner could understand.**

**Alternative - Read one of the step by step processes in the 'Useful Resources' and make a note of the vocabulary used (First/Next/Then/Finally)**

**Optional Extra - Try to learn a new skill by following a step by step guide. There are some good websites in the 'Useful Resources' section.**

**Expert English - Think about a process that you know very little about. How does NASA choose astronauts? Or, how does your city decide where all the parks will go? Now try to describe this process using conditional sentences, guess and supposition.**

# Useful Resources

**Wiki How**

**How To Make the  
Most of Your Tech**

**How to Meditate**

**How to Prepare for  
IELTS**

# **Step by Step Guide**

## **Notes**

**What step by step process will you describe?**

**Step 1 -**

**Step 2 -**

**Step 3 -**

**Step 4 -**

**Step 5 -**