Explaining a process or procedure

Basic Skills and Tools to Teach Content Subjects in English

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What is a process?

- Series of events, steps or changes
- Established process → procedure
- Natural or with human intervention
Organization + visual aid
Tasks 1 & 2
Intro to the process/procedure

Rhetorical questions for:

• Getting the audience’s attention
• Leading the audience into the topic
• Beginning a “relationship” with the audience

Pre-teaching:

• Unknown terms: which and when to introduce them
• Presentation strategies: to enhance listener’s comprehension and interaction
Background information

Deictic linguistic elements involved in all the above

Definition of the process

Purpose of the process

Equipment and material used

Relevance

People involved

Number of steps
Task 3
Linguistic elements

- *Let’s* + questions (discourse flow + breaks)
- Time connectors (for organizational purposes)
- Present tense
- Passive voice: another agent intervenes
- Active voice: natural process
- Imperative with ‘you’ + modal
- Cleft-sentences with ‘what’ when stressing an important step
Task 4
Let’s

• To inform listeners of a transition to a new topic or subtopic

• Let us → involving the audience
Time connectors

• *At the beginning, and then, after going through, and then after...*

• Chronological relationship between steps in the process → beginning of utterance
Tense

• Present tense

• The elements in the process ➔ subject
Voice

Active
• Natural process (the rain falls)
• Several key players in the procedure

Passive
• Action carried out by ‘an actor’: person, machine..., e.g. ‘the liquid is pumped’, ‘the vapor is condensed’.
Imperative with ‘you’

• Impersonal ‘you’

• Giving instructions
Tasks 5 & 13
Cleft sentences with ‘what’

• To emphasize an important step

• New info at the end of the sentence
Checking for understanding + asking for questions
Tasks 9, 7 & 8