

Explaining a process or procedure

Basic Skills and Tools to Teach
Content Subjects in English

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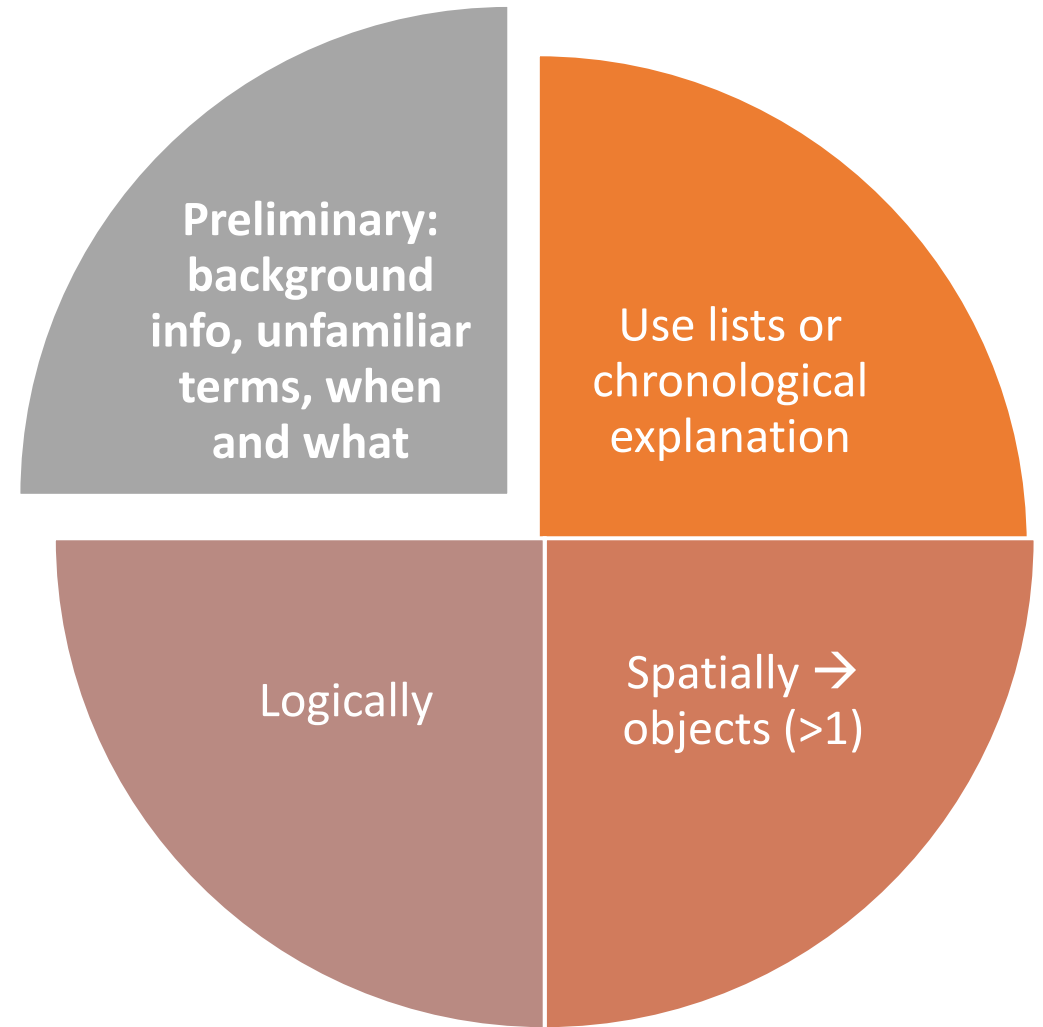
What is a process?

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

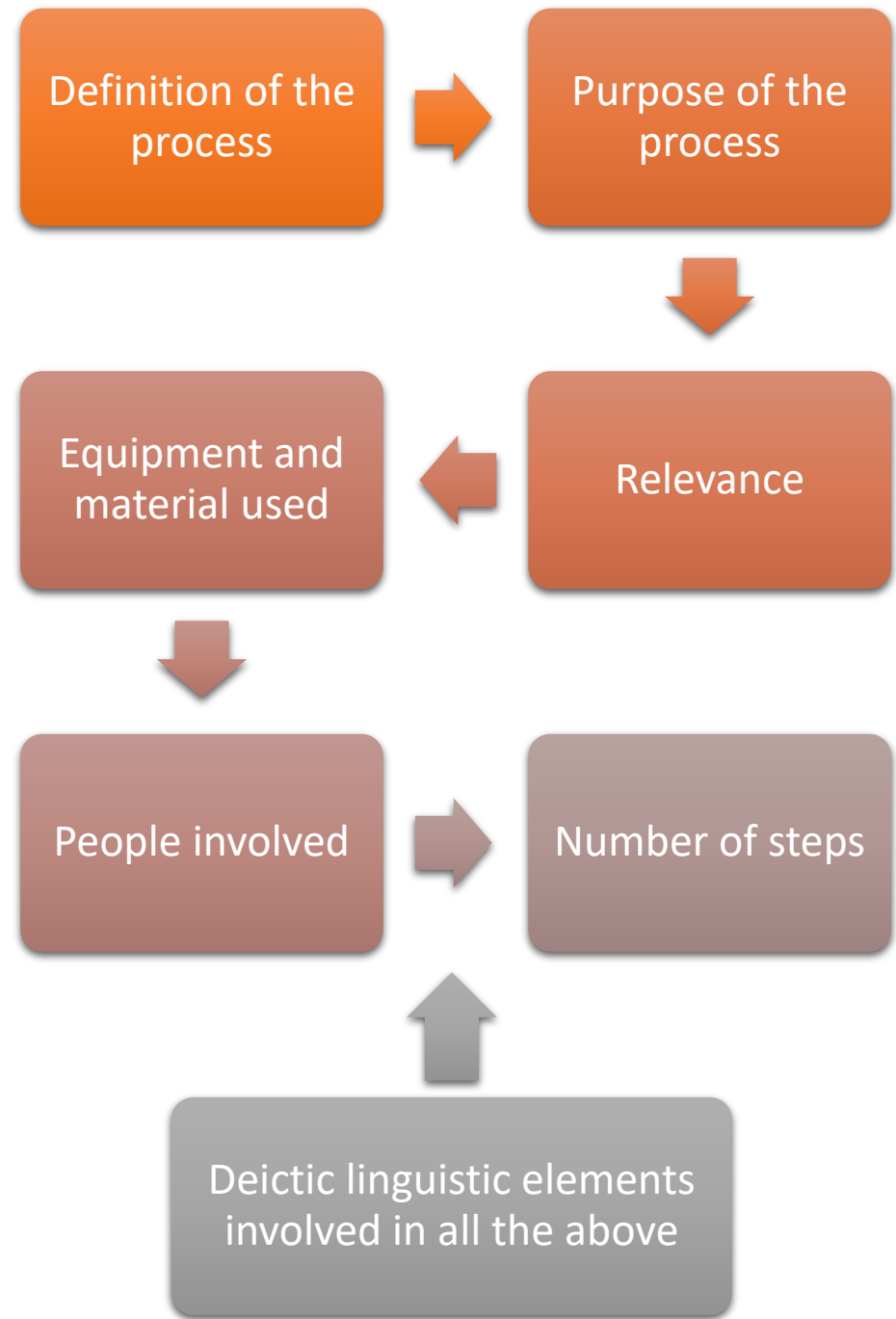
Rhetorical questions for:

- 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





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