

## Describing a process

**1-Description**

**2- How mint tea is made.**

**3-Tasks**

**4- Remember**

**5- Key Answers**

### 1-Description

The passive is often used to describe how something is

**done,**

**used**

**or made.**

**Be + past participle.**

## 2- How mint tea is made.

**First**, some tea is put in a pot,  
**then**, the water is boiled,  
**next**, the mint and the tea are rinsed in hot water,  
**after that**, the sugar is added,  
**Finally**, the pot is filled with boiling water.

## 3-Tasks

### Task 1 :

**Write the verbs in the correct form :**

How gherkins (small cucumbers) are preserved.

First, gherkins (sort out) ..... Then, they (wash) .....

After that, they (put) ..... into pots. Vinegar, salt and water  
(pour) ..... on them. Next, pots (seal) and they (store) .... in  
shadow. A month later, gherkins are ready.

### Task 2 :

**Put in is / are to complete the sentences, then, order them to make a coherent paragraph.**

استعمل هذه الكلمات لإكمال الجمل ثم رتبها في فقرة متناسقة.

1. The school magazine .... written.

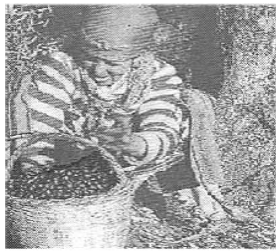
2. The articles .... written.
3. The photos .... taken.
4. The work .... corrected.
5. It .... printed.

First, .....

.....

.....

**Task 3 :**



**Fill in the gaps with the appropriate sequencers to describe the person of how olive oil is produced.**

From September to the beginning of November olive gathering starts :

..... , trees are shaken.

..... , olives are sorted out

..... , the ones for making oil are picked and they are brought to the oil-mill. There, they are poured into round baskets which are piled up into the oil-press.



..... , the oil-press is sealed and a lever is inserted in its hole.  
..... , the oil press is worked round by hand.  
..... , the oil is collected.



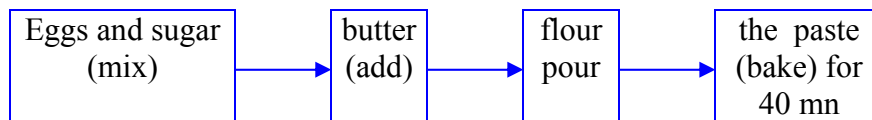
**Task 4 :**

How a biscuit is prepared.

Use the information in the boxes and write the process using the sequencers :

**First, Then, Next, After that, Finally.**

:



Start like this :

First, eggs .....

.....

.....  
**Task 5 :**

**What is your favourite snack ? Explain each step of the recipe.**

ما هي وجبتك المفضلة ؟ اشرح خطوات تحضيرها.

.....  
.....  
.....  
.....

#### 4- Remember

**We use the passive.**

1. When an action is more important than who does it.
2. When we are not interested in who does the action.
3. When we don't want to mention the author of the action.

To form the passive we use these forms of "be".

**is / are was / were + past participle.**

- To obtain the past participle we add "ed" to regular verbs.
- For the irregular verbs, a list is given to be learnt by heart!

## 5- Key Answers

### Task 1 :

- 1..... are
- 2..... are washed
- 3..... are put
- 4..... are poured
- 5..... are sealed
- 6..... are stored

### Task 2 :

- 1..... is written
- 2..... are written
- 3..... are taken
- 4..... is corrected
- 5..... is printed

First The articles are written. Then the photos are taken, next, the work is corrected.

After that, the school magazine is written. Finally it is printed.

### Task 3 :

First, trees are shaken.

Then, olives ....., next .....

After that the oil press.....

Finally the oil press is worked..... and, the oil is collected.

**Task 4 :**

First, eggs and sugar are mixed.

Then, the butter is added.

Next, the flour is poured.

After that, the paste is baked for 40 mn.

**Task 5 :** It is personal.