STUDY NOTES

TRANSITION SIGNALS

Process description is a possible IELTS Writing Task 1. Processes can describe how something works, how something happened or how to do something.

Although these descriptions have different purposes, they all use **transitional signals** to connect ideas. These study notes focus on the various types of transitional signals that may be used, and also look at the differences between Australian English, British English and American English

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Study Tips

When describing processes in IELTS Writing Task 1, it is important to identify clearly the sequence and order of the stages using a variety of Transition Signals, including participial phrases of time.

These provide variety in sentence structure and coherence in your writing.

It is important to be familiar with the main varieties of English since they are all used in the listening section of the IELTS test. In addition, examiners come from many different parts of the world, and may speak a variety of English with which you may not be familiar.

TRANSITION SIGNALS - PROCESS DESCRIPTION

There are several grammatical features, which are used when describing a process.

- a topic sentence with a controlling idea
- present passive verb forms
- transition signals for sequencing and ordering

Transition Signals

Transition signals are used to connect ideas logically and establish a relationship between them. These provide cohesion in your paragraph. When a paragraph is coherent, the sentences are logically arranged, the ideas are in a logical order, and they flow smoothly.

There are several ways to arrange information in a process description to achieve coherence in your writing. Processes are organised chronologically, using:

- 1. time sequence markers
- 2. adverbial clauses of time and participial phrases of time



Time Sequence Markers			
Types	Examples		
ordering	first(ly), first of all, second(ly), third(ly), next, then,		
	finally, last, subsequently, now		
	NB: be consistent in word form – if you choose <i>first</i>		
	then choose second, third, last etc; if you choose		
	firstly, then choose secondly, thirdly etc.		
prepositions of time	after, before, during (the process), at(this stage),		
(clause connectors)	when, until, while, as soon as, since, eventually,		
	earlier, soon afterward, later		

Examples of sentence structures using time sequence markers

First, the glass is heated. **Then** it is shaped into a vase. (two independent sentences)

After the glass is heated, it is shaped into a vase. (adverbial clause + independent clause)

Adverbial Clauses of Time (Participial Phrases of Time)

Adverbial clauses of time provide another means of making your writing more coherent. Reducing adverbial clauses of time to a participial form by making one of the independent clauses a subordinate clause, allows you to indicate the sequence of actions between the clauses. Remember, the subject of the adverbial clause of time needs to be the same as the subject in the independent clause. For example:

First, the glass is heated. Then the glass is shaped into a vase.

subject subject (two independent sentences)

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After heating *the glass, it* is shaped into a vase. (participial phrase of time + independent clause)

Having heated *the glass, it* is shaped into a vase. (participial phrase of time + independent clause)



To summarise, there are 3 choices:

- adverbial clause
 After the glass is heated, it is shaped into a vase.
- present participle
 After heating the glass, it is shaped into a vase.
- perfect participle
 Having heated the glass, it is shaped into a vase.

Using participial phrases in your writing not only adds variety in sentence structures, but also makes your writing more sophisticated.

Two of the most common types of **participial phrases** formed from adverbial clauses of time are:

- the present participle
- the perfect participle

Present Participle				
depender	ıt (subordi	inate) clause	independe	ent clause
after before while	verb	+ ing	subject	+ verb

Example: **Before transporting** the trees to the sawmill, **the branches and leaves are removed**.

Meaning: the action in the subordinate clause takes place before, after or at the same time of the action in the independent clause; here, the branches and leaves are removed, and then the trees are transported to the sawmill.



Perfect Participle			
dependent (subordinate) clause	independent clause		
having verb + ed ,	subject + verb		

Example: **Having transported** the trees to the sawmill, **the branches and leaves were removed**.

Meaning: the action in the participial clause takes place before the action in the independent clause; here the trees are transported to the sawmill, and then the branches and leaves removed.

DIFFERENCES BETWEEN AUSTRALIAN ENGLISH, BRITISH ENGLISH AND AMERICAN ENGLISH

There are a number of varieties of English used around the world, including Australian English, British English, American English, Canadian English, New Zealand English, Indian English, Singaporean English and others.

When sitting the IELTS test, and, in particular, the Listening Module, you will need to be familiar with the **main varieties** of English.

The table below lists some of the differences between **Australian English** (AusE), **British English** (BE) and **American English** (AE)usage. The notes focus on spelling, grammar, vocabulary and, weights and measures.





SPELLING

Australian English	British English	American English	
AusE and BE -re, AE -er			
theatre	theatre	theater	
centre	centre	center	
metre	metre	meter	
	AusE and BE -our, AE -oi	r	
favourite	favourite	favorite	
humour	humour	humor	
colour	colour	color	
neighbour	neighbour	neighbor	
	AusE and BE -ce, AE -se		
In AusE and BE, practice	and licence are nouns, an	d <i>practise</i> and <i>license</i>	
are verbs . In AE, practice	and <i>license</i> are both nou	ns and verbs.	
Offence	offence	offense	
defence	defence	defense	
Department of Defence	Ministry of Defence	Defense Department	
Aus	E and BE - ae- ~ -oe- , AE	-е-	
encyclopaedia ~	encyclopaedia	encyclopedia	
encyclopedia			
archaeology	archaeology	archeology	
haemoglobin	haemoglobin	hemoglobin	
Aus	E -ise, BE -ise ~ -ize AE	–ize	
criticise	criticise ~ criticize	criticize	
modernise	modernise ~ modernize	modernize	
AusE a	nd BE -II-, -pp-, -tt- AE -I-	-, -p-, -t-	
cancelled	cancelled	canceled	
travelling/traveller	travelling/traveller	traveling/traveler	
kidnapped	kidnapped	kidnapped ~ kidnaped	
AusE and BE -I-, -I AE -II-, -II, -t-			
wilful	wilful	willful	
skilful	skilful	skillful	
enrol	enrol	enroll	
AusE and BE -oul- AE -ol			
mould	mould	mold	
AusE and BE -mme AE -m			
programme	programme	program	
AusE and BE -ement AE -ment			
judgement	judgement	judgment	
acknowledgement	acknowledgement	acknowledgment	



Spelling of Common Words

aluminium	aluminium	aluminum
cheque	cheque	check
grey	grey	gray
kerb	kerb	curb
pyjamas	pyjamas	pajamas
speciality	speciality	specialty
tyre	tyre	tire

GRAMMAR

a quarter past five a quarter past five		a quarter after five	
at school	at school	in school	
fill in a form	fill in a form	fill out a form	
AusE and BE -t AE -ed past tense ending			
burnt	burnt	burned	
learnt	learnt	learned	
spelt	spelt	spelled	

VOCABULARY

aeroplane	aeroplane	airplane
anticlockwise	anticlockwise	counterclockwise
aubergine ~ eggplant	aubergine	eggplant
autumn	autumn	fall
banknote/note	banknote/note	bill
barrister, solicitor	barrister, solicitor	attorney
bath	bath	bathtub
bill (restaurant)	bill	check
biscuit	biscuit	cookie
bonnet (car)	bonnet (car)	hood
bookshop	bookshop	bookstore
bucket	bucket	pail
bumper (car)	bumper	fender
car park	car park	parking lot
chemist's	chemist's	drugstore
cupboard	cupboard	closet
chips	chips	french fries
cinema	cinema	movie theater
cot	cot	crib
courgette/zucchini	courgette	zucchini
driving licence	driving licence	driver's license
film (at cinema)	film	movie



flat	flat	apartment	
footpath	pavement	sidewalk	
garden	garden	yard	
ground floor	ground floor	first floor	
hand bag	hand bag	purse	
jug	jug	pitcher	
jumper (clothing)	jumper	sweater	
lift	lift	elevator	
expressway, freeway	motorway	expressway, freeway	
парру	nappy	diaper	
petrol	petrol	gas, gasoline	
post	post	mail	
primary school	primary school	elementary school	
railway	railway	railroad	
single ticket	single ticket	one-way ticket	
sweets	sweets	candy	
tin	tin	can	
torch	torch	flashlight	
trousers	trousers	pants	
windscreen	windscreen	windshield	

WEIGHTS AND MEASURES

	centimetre (cm)	centimetre (cm) and	inch (in or ")
pr a	centimetre (cm)	inch (in <i>or</i> ") [1 cm = .394 in]	inch (iii or)
Length and Distance	metre (m)	metre (m) and foot (ft <i>or</i> ') and yard (yd) [1 m = 3.28 ft] [1 m = 1.098 yd]	foot (ft <i>or</i> ') yard (yd)
	kilometre (km)	mile (m) [1km = 0.621 miles]	mile (m)
	gram (g)	gram (g) and ounce (oz) [1 g =0.0353oz]	ounce (oz)
and Je	kilogram (kg)	kilogram (kg) and pound (lb) [1kg = 2.20 lbs]	pound (lb)
Weight and Volume	millilitre (ml)	millilitre (ml) and fluid ounce (fl oz)	fluid ounce (fl oz)
We	litre (I)	[1mL = 0.0352 fl oz] litre (l) and pint (pt) [1L = 1.76 pts]	pint (pt)
ıre	Celsius temp (°C)	Celsius temp (°C) and Fahrenheit temp (°F)	Fahrenheit temp (°F)
Temperature	0 °C	0 °C = 32 °F	32 °F

