

## Academic IELTS Task 1: Canal lock

### Introduction

Briefly state what process is being explained in the diagram – how a canal lock operates – try not to copy exact wording from the question

### Overview

Quickly explain what can be understood from a quick look at the diagrams – what is the purpose of the canal lock and how many stages of the process are there?

**iPass tip** – it is a good idea to use the 3 stages of the process to form the 3 main paragraphs of your report.

### Paragraph 1 - stage 1 of the process (diagrams 1+2)

- explain how the boat enters the lock
- describe the levels of the water

### Paragraph 2 - stage 2 of the process (diagram 3)

- describe how the level of the water in the central section of the lock is raised

**iPass tip** – for process questions it is very important to use the **present passive** to describe what **is done** at each stage of the process.

### Paragraph 3 – stage 3 of the process (diagram 4)

- describe how the boat is now able to exit the lock and continue along the canal

### Concluding sentence

With this question a concluding sentence is not really necessary if you have already described the overall process clearly in your overview.

**iPass tip** – imagine that the reader of your report cannot see the diagram, so the process has to be absolutely clear from what you have written.