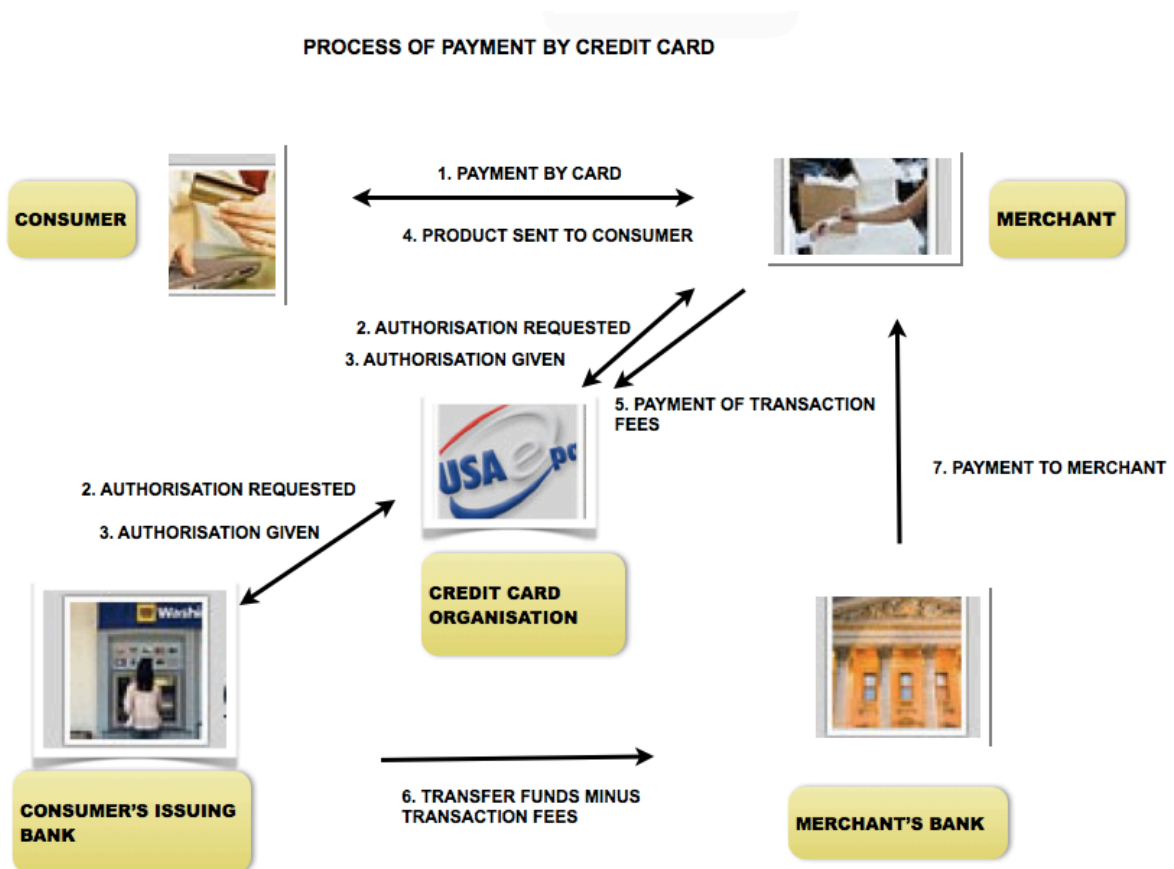


## The language of process diagrams

Some of the most useful vocabulary for describing a process is the language of sequencing. This means that you need to find language to say in what order each thing happens.

The key here is variation. Try not to use “and then” “and then” all the time. Here are some alternatives

### Sample process chart



[see a complete sample description of this process](#)

## Dominic Cole's IELTS Blog

[www.dcielts.com](http://www.dcielts.com)

### Stage and step

These are two of the most useful words you can learn for processes.

Word	Example
Stage	The first stage in the process is that the customer offers to pay by credit card
Step	The next step is the payment must be authorised by the credit card authority

### Before and after

Each of these words has grammar you need to learn. The good news is that each word shares the same grammar.

Grammar	Example
Before/after + verbING	<b>Before receiving the goods</b> , the customer must first have his credit card payment authorised.
Before/after + verb phrase	<b>Before the customer can receive the goods</b> , the credit card payment must first be authorised

*notes:*

*you cannot use a "will" after these words: so you cannot write "Before the customer will receive the goods".*

*be careful with "after" and "afterwards": you use "afterwards" with a comma to mean later. Afterwards, the merchant receives payment from his bank."*

### Until

This is a tricky but extremely useful word. Its general use is to describe something that happens up to a point in time and then stops. It is frequently used as "not until"

grammar	example
until + verb phrase	The customer cannot receive his goods until the payment has been authorised.

*notes*

*Like "before" and "after", "until" is not used with a "will"*

*Be careful with the spelling. Until only has one 'l', unlike "till" which has "ll"*

### Once

Another useful word. This means almost the same as "After".

grammar	example
once	Once the consumer's bank has authorised payment, the goods can be released to the customer

### Having

This is an excellent grammatical structure to use. It is just the sort of English that will impress the examiner.

grammar	example
Having + third form of verb	Having authorised payment by credit card, the consumer's issuing bank releases funds to the merchant's bank

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