

3.5 Describe a chart and a procedure with clear quantities and stages

Name: _____ Class: _____ Date: _____

Total: 24 marks

KEY WORDS axis 坐标轴 • process 过程 • passive voice 被动语态

Objective

Describe a chart and a procedure with clear quantities and stages. This is original GAC007-aligned practice, not an official assessment. All people, texts, records and instructions are fictional. This sheet's word ranges and analytic points are local teaching conventions, not official assessment specifications. Written scripts and plans support listening/speaking preparation; they do not replace reviewed audio or assess pronunciation, actual delivery or one-pass listening comprehension.

1 Key knowledge and worked examples

■ Key knowledge: label the quantities before explaining the process

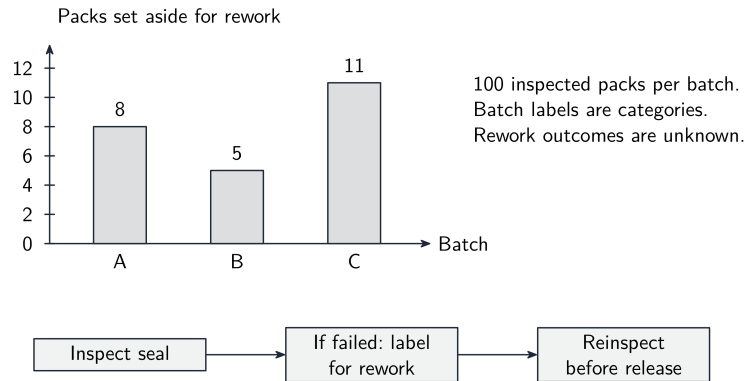
An **axis** 坐标轴 identifies what a graph measures. A categorical bar chart compares categories, not necessarily a continuous time trend. Name the unit, relevant values and limits before interpreting a difference.

A **process** 过程 description gives a meaningful sequence, including decisions and quantities. The **passive voice** 被动语态 can focus on an action when the agent is unimportant; active wording can be clearer when responsibility matters. Reading or writing a script is rehearsal preparation rather than a spoken-performance assessment.

■ Source A: text or task brief

Original fictional packaging record: Batch A contained 100 inspected packs; 8 were set aside for rework. Batch B contained 100 inspected packs; 5 were set aside. Batch C contained 100 inspected packs; 11 were set aside. The bar chart represents packs set aside, not total production or permanent waste. These batch labels are categories, not dates. No record of rework success or cause is supplied.

Process instruction: Inspect every pack. If its seal meets the stated check, put it in the ready tray. If the seal fails the check, label it for rework rather than discard it automatically. Reinspect any reworked pack before moving it to the ready tray. Record the first inspection and any later result separately.



■ Source B: response or review record

Narration draft: “Production fell steadily from A to C. Eleven percent of all future packs are permanent waste. Every failed pack is discarded. Reworked packs go directly into the ready tray without another check.”

Local spoken-description task: Explain the chart and process to a new trainee. Do not invent the causes of batch differences or a rework success rate.

■ Worked example: describe the chart’s variable rather than a different quantity

Known: each batch has 100 inspected packs, with 8,5,11 set aside. Why distinguish the variable? The chart cannot show a change in total production because all three recorded totals are 100.

For batch C, set-aside proportion = $11 \div 100 = 11\%$ of that batch. This is not the future rate or a permanent-waste rate. The procedure requires reinspection after rework, so “If a pack fails the seal check, it is labelled for rework and checked again before release.” preserves the decision and sequence.

2 Practice

2.1 State the chart’s measured quantity and the unit. [2]

2.2 Identify the lowest and highest set-aside counts with their batch labels. [2]

2.3 Explain why fell steadily, permanent waste and all future packs are unsupported descriptions. [3]

2.4 For batch A, give the first-inspection ready count, set-aside percentage and one missing rework detail. [3]

3 Exam-style questions

3.1 Describe the inspection/rework sequence in four linked stages and explain TWO safeguards it preserves. [6]
