

Verbs for describing processes practice

In small groups, work together to use as many verbs below as you can to describe processes shown in IELTS Academic Writing Task 1 flowcharts. Verbs divided by a slash (/) have similar (but not always exactly the same) meanings, and verbs divided by a dash (–) have opposite meanings, so choose one particular verb each time (not a whole line).

1. accept/ choose/ select – reject
2. add – take away
3. adjoin/ touch
4. adjust/ alter/ change – remain/ keep
5. affect
6. allow/ let – prevent
7. appear – disappear
8. apply/ put on
9. arrange/ organise/ put into order
10. assemble/ put together – disassemble/ take apart
11. assess/ evaluate/ judge
12. attach/ connect – take off
13. bear/ carry
14. bend/ flex – flatten
15. blow – suck
16. break – fix/ mend/ repair
17. breathe in/ inhale – breathe out/ exhale
18. bring to a close/ complete/ finish – begin/ start/ undertake
19. bring together/ gather – spread (out)
20. bring – take
21. broadcast/ transmit – receive
22. bury – dig up
23. cause/ lead to
24. check/ confirm
25. classify/ sort
26. coat/ cover/ wrap – remove/ strip
27. collate/ collect/ combine/ put together – distribute/ disseminate
28. consist of
29. construct/ create/ make/ produce – destroy
30. contribute to
31. deflate – inflate
32. develop
33. dispose of/ throw away – keep/ store
34. divide/ share/ split – keep together
35. drip/ leak
36. drop – pick up
37. dry – moisten
38. empty – fill
39. enter/ go in – come out/ leave
40. evaporate – condense
41. expand/ grow – shrink
42. fall – rise

43. fasten – unfasten
44. ferment
45. float – sink
46. flow
47. follow – lead
48. form/ make up
49. freeze – melt
50. grind
51. happen/ occur
52. harden – soften
53. heat – cool
54. hide – reveal/ show
55. hold (in place) – let go/ release
56. insert/ slot into – pull out
57. lengthen – shorten
58. lie (next to/ above)
59. lift/ raise – lower
60. loosen – tighten
61. mix/ put together – separate
62. narrow – broaden/ widen
63. overtake/ pass
64. pack – unpack
65. place/ put
66. pour/ spill
67. prepare/ set up
68. press/ squeeze/ squash
69. pull – push/ press
70. pump
71. radiate
72. reach – fall short
73. release – trap
74. roll/ turn
75. screw/ rotate/ turn/ twist
76. sieve
77. slide/ slip
78. squeeze – stretch
79. stay the same – change/ vary
80. stick
81. rip/ tear
82. thread
83. use to
84. weave
85. wind – unwind
86. wipe

Ask about any verbs above that you couldn't understand, couldn't use, aren't sure that you used correctly, etc, working together to use them in example sentences each time.

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Multiword verbs for describing processes practice

Without looking above, put one preposition/ adverb ("at", "into", etc) in each gap below.

- add – take _____
- arrange/ organise/ put _____ order
- assemble/ put together – disassemble/ take _____
- attach/ connect – take _____
- breathe _____ / inhale – breathe _____ / exhale
- bring _____ a close/ complete/ finish – begin/ start/ undertake
- bring together/ gather – spread (_____)
- bury – dig _____
- cause/ lead _____
- consist _____
- contribute _____
- dispose _____ / throw _____ – keep/ store
- drop – pick _____
- enter/ go _____ – come _____ / leave
- hold (_____ place) – let go/ release
- insert/ slot _____ – pull _____
- prepare/ set _____

Look below the fold for hints.

-----fold, cover or cut-----

Mixed answers

Add these to suitable gaps above. Most can be used more than once.

- apart
- away
- in
- into
- of
- off
- out
- to
- up

Compare your answers to the first worksheet. Other answers are possible, so please check with your teacher if you wrote something different.

Verbs for describing processes opposites practice

Put one word into each gap, using the words with opposite and similar meanings which are on the same line to help.

- accept/ choose/ select – _____
- add – _____
- allow/ _____ – prevent
- appear – _____
- assemble/ put together – _____ / take apart
- _____ / connect – take off
- bend/ flex – _____
- _____ – suck
- break – fix/ mend/ _____
- breathe in/ inhale – breathe out/ _____
- _____ – take
- broadcast/ _____ – receive
- bury – _____
- coat/ _____ / wrap – remove/ strip
- collate/ collect/ combine/ _____ – distribute/ disseminate
- construct/ create/ make/ produce – _____
- _____ – inflate
- dispose of/ _____ – keep/ store
- _____ / share/ split – keep together
- _____ – moisten
- _____ – fill
- _____ / go in – come out/ leave
- _____ – condense
- expand/ grow – _____
- fasten – _____
- float – _____
- _____ – lead
- _____ – soften
- _____ – cool
- hide – _____ / show
- hold (in place) – let go/ _____
- _____ – pull out
- _____ – shorten
- lift/ raise – _____
- loosen – _____
- mix/ put together – _____
- narrow – broaden/ _____
- pack – _____
- _____ – push/ press
- _____ – fall short
- _____ – trap
- stay the same – change/ _____
- wind – _____

Use the mixed answers on the next page to help.

Mixed opposites to add in the right places above.

- attach
- blow
- bring
- cover
- deflate
- destroy
- dis...
- divide
- dry
- empty
- enter
- evaporate
- flatten
- follow
- harden
- heat
- insert
- lengthen
- let
- lower
- pull
- put together
- reach
- reject
- release
- release
- repair
- reveal
- separate
- shrink
- sink
- throw away
- tighten
- transmit
- un...
- vary
- widen

Check with the first worksheet. Other answers are possible, so check if you wrote something different.

Find at least five words above which can take the prefix “re-”.

Make the passive of all the verbs above that you can. (Some are never or almost never used in the passive voice).

What is the difference between “It increases” and “It is increased”?

Brainstorming verbs for describing processes/ flowcharts

Write as many suitable actions as you can in each gap below. Many words can go in more than one place.

Useful verbs and opposites for describing processes**Useful verbs with (exact or approximate) synonyms for describing processes**

Useful verbs for describing processes with irregular past forms

Useful verbs for describing processes which are (almost) always used in the active voice/ can't be used in the passive voice

Other useful verbs for describing processes

Use the mixed verbs below to help, then compare as a class or with the suggested answers.

Mixed verbs to describe processes

Use these verbs to help with the task above. Some could go in more than one place.

accept	access	add	adjust	affect
allow	alter	(dis)appear	apply (for)	arrange
(dis)assemble	assess	attach	bear	begin
bend	bid (for)	blow	book	break
breathe (in/ out)	bring (together)	bring to a close	broadcast	broaden
build	bury	buy	calculate	cancel
carry	change	check	choose	classify
clean	close	coat	collate	collect
combine	complete	condense	confirm	connect
consist of	construct	contribute to	cool	cover
create	deflate	demolish	destroy	develop
dig up	dispose of	disseminate	distribute	divide
drop	dry	empty	enter	escape
evaluate	evaporate	excavate	exhale	expand
fall	(un)fasten	ferment	(re)fill	finish
fix	flatten	flex	float	flow
follow	forecast	freeze	gather	grind
grow	happen	harden	heat	hide
hold (in place)	inflate	inhale	insert	
(un)install	judge	keep (together)	launch	lead
leak	lengthen	let go	lie	lift
loosen	lower	make	manufacture	marinate
melt	mend	mix	moisten	narrow
obtain	occur	open	operate	organise
(un)pack	pick up	(re)place	predict	prepare
preserve	press	prevent	produce	
pull (out)	pump	purchase	purify	
push	put (on/ into order)	put together	radiate	
raise	receive	record	reject	
release	remain	remove	repair	
reserve	reveal	rip	rise	
roll	rotate	screw	select	
separate	(re)set (up)	share	shorten	
show	shrink	shut	sieve	
sink	slide	slot into	soften	
sort (out)	split	spread (out)	squash	
squeeze	start	stay	stick	
store	stretch	strip	suck	
take (apart/ away)	take off	tear	thread	
throw away	tighten	touch	transmit	
trap	treat	turn	twist	
undertake	use to	utilise	weave	
widen	(un)wind	wipe	wrap	

Check as a class or with the suggested answers.

Suggested answers: Useful verbs and opposites for describing processes

- accept/ choose/ select – reject
- add – take away
- adjust/ alter/ change – remain/ keep
- allow/ let – prevent
- assemble/ put together – disassemble/ take apart
- attach/ connect – take off
- bend/ flex – flatten
- blow – suck
- break – fix/ mend/ repair
- breathe in/ inhale – breathe out/ exhale
- bring to a close/ complete/ finish – begin/ start/ undertake
- bring together/ gather – spread (out)
- bring – take
- broadcast/ transmit – receive
- bury – excavate/ dig up
- coat/ cover/ wrap – remove/ strip/ unwrap
- collate/ collect/ combine/ put together – distribute/ disseminate
- construct/ create/ make/ produce – deconstruct/ demolish/ destroy
- deflate – inflate
- dispose of/ throw away – keep/ store
- divide/ share/ split – keep together
- drop – pick up
- dry – moisten
- empty – (re)fill
- evaporate – condense
- expand/ grow – shrink
- fall – rise
- fasten – unfasten
- float – sink
- follow – lead
- freeze – melt
- harden – soften
- heat – cool
- hide – reveal/ show
- hold (in place) – let go/ release
- insert/ slot into – pull out
- lengthen – shorten
- lift/ raise – lower
- loosen – tighten
- mix/ put together – separate
- narrow – broaden/ widen
- pack – unpack
- pull – push/ press
- release – trap
- squeeze – stretch
- wind – unwind

Useful verbs with (exact or approximate) synonyms for describing processes

- accept/ choose/ select
- adjoin/ touch
- adjust/ alter/ change
- apply/ put on
- arrange/ organise/ put into order
- assemble/ put together
- assess/ evaluate/ judge
- attach/ connect
- bear/ carry
- begin/ start/ undertake
- bend/ flex
- breathe in/ inhale
- breathe out/ exhale
- bring to a close/ complete/ finish
- bring together/ gather
- broadcast/ transmit
- broaden/ widen
- check/ confirm
- classify/ sort
- coat/ cover
- collate/ collect/ combine/ put together
- construct/ create/ make/ produce
- dig up/ excavate
- disassemble/ take apart
- dispose of/ throw away
- distribute/ disseminate
- divide/ share/ split
- expand/ grow
- fix/ mend/ repair
- forecast/ predict
- happen/ occur
- insert/ slot into
- keep/ store
- lift/ raise
- mix/ put together
- place/ put
- prepare/ set up
- press/ squeeze/ squash
- push/ press
- remain/ keep
- remove/ strip
- reveal/ show
- rip/ tear
- roll/ turn
- rotate/ screw/ turn/ twist
- use/ utilise

Useful verbs for describing processes with irregular past forms

- bend/ bent/ bent
- blow/ blew/ blown
- break/ broke/ broken
- bring/ brought/ brought (to a close/ together)
- choose/ chose/ chosen
- come out/ came out/ come out
- dig/ dug/ dug (up)
- fall/ fell/ fallen (short)
- freeze/ froze/ frozen
- grind/ ground/ ground
- grow/ grew/ grown
- hide/ hid/ hidden
- hold/ held/ held (in place)
- keep/ kept/ kept (together)
- let/ let/ let (go)
- make/ made/ made
- put/ put/ put (into order/ on/ together)
- rise/ rose/ risen
- set/ set/ set (up)
- shrink/ shrank/ shrunk
- sink/ sank/ sunk
- slide/ slid/ slid
- split/ split/ split
- spread/ spread/ spread (out)
- stick/ stuck/ stuck
- take/ took/ taken (apart/ away/ off)
- tear/ tore/ torn
- throw away/ threw away/ thrown away
- undertake/ undertook/ undertaken
- weave/ wove/ woven
- wind/ wound/ wound

Useful verbs for describing processes which are (almost) always used in the active voice/ can't be used in the passive voice

- adjoins
- (dis)appears
- bears
- consists of
- contributes to
- flows
- happens/ occurs
- leaks
- lies
- remains/ stays
- rises

Other useful verbs for describing processes

- access
- affect
- develop
- enter
- escape
- ferment
- install
- launch
- operate
- preserve
- pump
- radiate
- record
- replace
- reset
- sieve
- thread
- use to
- wipe

Change groups. Use as many different verbs as you can while you describe three different processes. Use the words in sections above the first time, only the mixed list of verbs the second time, and no help the third time.