

SEQUENCING IDEAS

B2-C1 | Functional language for structuring an explanation

1 Useful phrase patterns

Use these phrases to organise an explanation, process, or argument logically.

To begin with, ...

To begin with, define the goal.

The first step is to ...

The first step is to collect evidence.

Once this is done, ...

Once this is done, review the results.

The next stage is to ...

The next stage is to test the plan.

Following that, ...

Following that, share the findings.

Afterwards, ...

Afterwards, make any changes needed.

The final step is to ...

The final step is to confirm the decision.

In conclusion, ...

In conclusion, explain the main result.

2 Respond to the situations

Write a sentence that clearly signals the stage or order in each situation. Try to use a range of phrases.

1. Explain how to begin planning a new project.

2. Explain the first step in solving a customer problem.

3. Explain what to do after collecting feedback.

4. Explain the next stage after designing a new product.

5. Explain what to do after testing a new process.

6. Explain what to do after a team reviews a report.

7. Explain the final step before launching a service.

8. Explain how to end a formal presentation.

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B2-C1 | Suggested answers

3 Possible answers

These are examples only. Other accurate and suitable responses are also correct.

Encourage students to use a range of phrase patterns from page 1.

1. To begin with, define the project goal and expected outcome.

2. The first step is to collect all the relevant information.

3. Once this is done, review the feedback for common themes.

4. The next stage is to test the product with a small group.

5. Following that, share the test results with the wider team.

6. Afterwards, make the changes agreed during the review.

7. The final step is to confirm that the service is ready to launch.

8. In conclusion, restate the main finding and thank the audience.
