

Have you ever wondered how a pencil is made? Well, you have all the information required below. First, you need to look at the picture above; then you need to use the information below to help you WRITE a paragraph about the process of making of pencils. The **verbs** in the PROCESS column (written in **bold**) should be used in **PASSIVE** forms. **WRITE** a paragraph between **90-120 words** about the process of making pencils.

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| **STEPS** | **MATERIALS** | **PROCESS** |
| **Step 1** | -pencil stock | **-cut into** “Pencil Blocks” |
| **Step 2** | -pencil blocks  -pencil slats  -slats | -**cut into** “Pencil Slats” using specially designed circular saws.  -**sort by** width and **grade for** further processing.  -Some slats **cut to** smaller widths (called “narrow ply”) or shorter lengths (called “memos”) in order to eliminate the defects and to produce a variety of usable grades and plies of pencil slats. |
| **Step 3** | -pencil slats  -the slats | -**treat with** wax and stain to obtain uniform color and improve the machining and sharpening characteristics of the wood for future processing.  -**pass through** a final inspection process and then are packaged and shipped to “Pencil Factories” all over the world. |
| **Step 4** | -groover machines | -**cut** grooves **into** the slats to accept the writing core (or “lead”). |
| **Step 5** | -writing cores (made from a mixture of graphite and clay) | -**place into** the grooves. Coloring pencils may use wax-based cores while many other formulations **use in** cosmetic pencils. |
| **Step 6** | -second grooved slat  -sandwiches | -**glue onto** the first – making a “sandwich” – by a machine called a “lead layer.”  -sandwiches then **clamp** and **hold together** tightly while the glue dries. |
| **Step 7** | -sandwiches  -sandwiches | -**transfer to** a “Shaper” and first **trim to** assure that the sandwich is square and that all the pencils will be the proper length.  -then the sandwiches **machine into** pencil shapes such as hexagonal, round or triangular. |
| **Step 8** | -pencils from the sandwiches | -**ready for** further processing. Any pencils with defects **discard at** this point. |
| **Step 9** | -each pencil  -some pencils  -most pencils | -**paint in** a machine receiving from 4-10 coats of lacquer, depending on the desired quality of the finish and the color depth. A recess **cut to** accept the ferrule.  -after painting, some pencils **wrap in** decorative film or foils with fancy designs.  -most pencils **imprint with** the brand name by stamping the foil into the surface of the pencil.) |
| **Step 10** | -on a tipping machine | -an eraser and a ferrule (the metal ring that holds the eraser to the pencil) **crimp into** place on each pencil. |

First of all the making of pencils is consisted of ten steps. ………………………………………………………………………

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