

# Basics of Manufacturing Costs

---

Write a comparative essay (at least 5 paragraphs) about two types of costs discussed in your lesson. You could talk about what type of things fall into each category, what can be done to control costs, and whether the costs are fixed, variable, or semi-variable. Underline all vocabulary words used in your report.

After you complete the class, return to the page with the class vocabulary list on it.

1. Your first paragraph should tell the reader the two cost types you are comparing. You should list three areas for comparing them such as those listed above.
2. Each of the next three paragraphs should compare the cost types according to the areas listed in the first paragraph but in more detail.
3. Your last paragraph should review the three areas of comparison again and close the essay.

## Writing tips

---

A comparative essay is a type of writing used in the workplace that provides facts to inform the reader. When you write an essay, you must know the audience who will read your report. How much detail do you need to give for the reader to understand the report?

When you start each paragraph, give your reader an idea of the topic covered in that paragraph and then provide the details. Each paragraph should focus on one topic.

Use words like *next*, *another*, *when*, *also*. You should also repeat important words throughout the report to make connections clear.

Make sure that each sentence is complete and clear. One confusing sentence can make the entire report difficult to understand.



Unless otherwise noted, this work by the *Project IMPACT* Nebraska Community College Consortium is licensed under the Creative Commons Attribution 4.0 International License. To view a copy of this license, visit <http://creativecommons.org/licenses/by/4.0/>.

This product was funded by a grant awarded by the U.S. Department of Labor's Employment and Training Administration. The product was created by the grantee and does not necessarily reflect the official position of the U.S. Department of Labor. The Department of Labor makes no guarantees, warranties, or assurances of any kind, express or implied, with respect to such information, including any information on linked sites and including, but not limited to, accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability, or ownership.