

Basics of the CNC Swiss-Type Lathe 135

Write a report (3–5 paragraphs) about the type of machining the CNC Swiss-type lathe is best suited for. Using the words from the vocabulary list, describe the operations that the lathe is able to do. 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 introduce the reader to what your item is. Tell the reader what it is made of and what it is to be used for.
2. Your next paragraph(s) should begin with a sentence that tells the reader which properties make it the best choice to perform its task.
3. Your next paragraph(s) should summarize the details of the report and contain a closing sentence.

Writing tips

A report is a type of writing used in the workplace that provides facts to inform the reader. When you write a report, 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.



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