

Basics of the Manual Mill 110

Lesson 13 explains the common milling operations that the manual mill can perform.

Write a short report that describes each of the different milling operations. Use your own words to explain the different kinds of cutting that take place with each. Be sure to describe the resulting shapes that each operation creates.

Writing tips

A **report** is a standard type of writing used in industry that provides factual information to inform the reader.

When you write a report, you must consider the **audience** who will read your report. What details will they need explained in order to understand the information?

Clear, logical organization helps your audience as well. As you begin each paragraph, give your reader a general statement of the topic covered in that paragraph and then provide the details. Each paragraph should focus on one topic.

Use **transition words** like *next*, *another*, *when*, *also*. **Repeat** important terms throughout the report to make connections clear.

Also make sure that **each sentence is complete and clear** on its own. If a sentence is confusing, the whole report may not make sense to your reader. Your use of capital letters and punctuation help the reader understand your information.



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