CAD/CAM Overview 160

Write a report (3–5 paragraphs) that describes the stages of the CAD/CAM process. 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 the process. Tell the reader briefly what the steps in the process are.

2. Your next paragraph(s) should begin with a sentence that tells the reader what the first step of the process is and then give more information about it. Continue with a paragraph for each step in the process.

3. Your last paragraph should summarize the process and provide 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.