

Intro to Assembly 100

This class has explained the major methods of assembly used in manufacturing, including mechanical fastening, adhesive bonding, welding, and the assembly line (automated and manual).

Think about the vehicle you drove today. You should be able to think of an example of each of these kinds of assembly used in some part of its manufacture.

Write a report of several paragraphs that explains each of the major methods of assembly. Give an example from your vehicle for each of the methods.

Imagine that your audience for this report is a car-buyer who wants to know why each different method would be used for making the best possible vehicle for the customer to buy.

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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