

Intro to Six Sigma 170

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

As you write the following **report**, use as many of those terms as possible. You can refer to specific lesson pages as needed, but write primarily from your own memory. This helps CEMENT the information into your brain!

Your audience for this report is a new employee in the parts department in a company that uses Six Sigma.

First of all, write an **introductory paragraph** that explains what Six Sigma is; be sure to use your own words in this paragraph, although you should underline any terms you use from the vocabulary list.

Then write a series of **connected paragraphs** that explains each of the “5 Ms and 1 P.” Give a specific example for each of them and explain how they fit into Six Sigma.

Conclude with a paragraph that explains how Six Sigma relies on data and how that might impact workers on a factory floor or parts department.

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. Use **transition words** like *next*, *then*, *when*, *after*, *before*, *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.



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