

Lean Manufacturing Overview 130

Take some time to think of a very disorganized place you have experienced in your life. It could be a workplace, your grandfather's garage, a friend's workshop, or teenager's bedroom.

You will write a short report that describes how the **Five S Approach** could be applied to improve that situation. The audience for this report would be other students learning about the Five S Approach.

Paragraph 1: Introduce the reader to the situation by describing the situation/location and the people involved.

Paragraphs 2–6: In each short paragraph explain one “S” and describe how it could be implemented in your situation. Discuss possible difficulties and solutions for that implementation, as well. Who will have to be involved? How will that be accomplished? You will have FIVE short paragraphs, each one explaining how to use one “S.”

Paragraph 7: Conclude with your own thoughts/opinions about the usefulness of the Five S Approach at work or at home.

When you have completed the class, return to Lesson 16 (of 18), the Five S Approach.

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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