

# Metal Manufacturing 140

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After it is refined, molten steel must be shaped and cooled. Please write a short report that explains ingot casting and continuous casting. Describe their similarities and differences, paying special attention to the advantages of either process.

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

Your report should have several paragraphs. Provide enough detail for an audience who has never read about steel before.

## Writing tips

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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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