

Metal Removal Processes 110

You are going to write a short report that provides an overview of metal removal processes. Write for an audience who has only seen finished products, but never seen machine tools in action.

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

1. Begin with an introductory paragraph that explains why removing metal might be necessary. Remember, you are writing for an audience who has never really thought about this topic before.
2. Your next paragraph should explain the two general types of metal removal processes: traditional and nontraditional. Emphasize the differences between them.
3. Now your next paragraph should focus on the specifics of traditional methods of metal removal. Mention the three main methods. Remember, your reader has never seen these tools in action.
4. This paragraph should explain the non-traditional methods of metal removal. Use basic explanations without too much detail. These methods are very technical. Can you explain in a way that simplifies yet makes the methods clear? Do write out any abbreviations you use.
5. Finally, write a paragraph that summarizes the topic. You might do this by picking a specific metal object your audience might own or use and helping them to imagine how it was made.

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.

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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