

# Press Basics 110

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

You are working in a plant that uses many types of stamping machines to produce a variety of parts. Your boss has asked you to write a short report on the several kinds of stamping equipment for new employees in the shipping/receiving department. These employees do not operate machinery, but they need a general knowledge so they understand the different supplies and parts they will be handling.

**Write a report of several paragraphs. Explain the main types of stamping machine, their power sources, and their strengths and weaknesses. Underline any vocabulary terms as you use them.**

## 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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