

Processes for Applying Coatings 140

Electrocoating is a fairly complicated process. When it is used in manufacturing, there are pros and cons for choosing that coating method.

Write a short report that explains in general terms what electrocoating is. Then explain the pros and cons of using electrocoating in a manufacturing process. You will decide how many paragraphs to use to present your information.

Writing tips

A **report** is a standard type of writing used in industry that provides factual information to inform the reader.

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. Be sure to explain technical terms as you go.

Make sure your paragraphs are not too long. Each paragraph should cover one aspect of the topic. Begin each paragraph with a sentence that states the key point that paragraph will cover.

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. **Read** your report **out loud** when you are done to help you check for errors or confusing structures.



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