

Surface Preparation for Coatings 120

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

Write a report (3–5 paragraphs) that tells the reader about the importance of surface preparation for coatings. Underline all vocabulary words used in your report.

1. Your first paragraph should introduce the reader to the importance of surface preparation for coatings. Tell the reader about the different surface preparation methods.
2. Your next paragraph(s) should give details about each of the surface preparation methods.
3. Your last paragraph should summarize the details of the report and provide a closing sentence

Writing tips

A report is a type of writing used in the workplace that provides facts to inform the reader. When you write a report, you must know the audience who will read your report. How much detail do you need to give for the reader to understand the report?

When you start each paragraph, give your reader an idea of the topic covered in that paragraph and then provide the details. Each paragraph should focus on one topic.

Use words like *next*, *another*, *when*, *also*. You should also repeat important words throughout the report to make connections clear.

Make sure that each sentence is complete and clear. One confusing sentence can make the entire report difficult to understand.



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