

Tools for Threaded Fasteners 120

You have applied for a job at two different manufacturing plants. In one of them, you were given a tour where you noticed that workers were using electric fastening tools. In the other plant, you know someone who works there who uses pneumatic tools to fasten the screws in the product.

Write several paragraphs that explain the differences between using electric and pneumatic tools. Be sure to explain both the advantages and disadvantages of each.

Writing tips

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



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