

What Is Cutting? 120

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

Imagine that your shop is hiring several new employees at once, and different people will be training them. Your boss wants you to **write up a short report** explaining the importance of chips in the manufacturing process, so these new hires will pay attention to what just looks like scrap.

1. This assignment leaves the organization of your report up to you. Think before you start, and create a **rough list or outline** to help organize the material.
2. Please write a report of several paragraphs that explains what chips are, what they indicate, and how they can be used to improve manufacturing processes and results.
3. When you are done, **read your report out loud** to check for any errors or sections that are confusing. Underline any class vocabulary that you use in this report.

Writing tips

Remember, you should assume the new employees know very little. Explain any specialized terms you use. Begin with basic information and build from there. Explain the topic in a logical order, with clear, complete sentences.

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.



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