

What Is Soldering 110

You are working for a small business that requires you to do some hand-soldering. Therefore, the parts/shipping department must order supplies that are used in soldering. A new employee was just hired who has very little experience in manufacturing, so he is not familiar with the terminology for all the supplies he'll be handling.

Your boss has asked you to write a short report that will explain the basic kinds of materials and tools that are used in hand soldering.

1. Your first paragraph should introduce the basic definition of what soldering is and why it is used.
2. Your second paragraph should explain the types of solder.
3. Your next paragraph should describe the several types of flux.
4. Finally, explain the basic equipment required to hand solder.

Remember that you are writing this report for an employee who is not familiar with the topic, so be sure to explain all the terms you use clearly.

Writing tips

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



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