

# COMMUNICATION SKILLS

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**Typographical Mistakes Part - II**

1

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Correct	Wrong	Remarks
...as shown, in Figure 2.	...as shown,in Figure 2.	No space after comma
...as shown, in Figure 2.	...as shown , in Figure 2.	Space after comma
...as shown.	...as shown .	Space after full-point
...as shown. The angle...	...as shown.The angle...	No space after full point
...as shown. The angle	...as shown. the angle	Small letter after full point
$T_{sat}$	Tsat	Subscripts must be used properly

## COMMON MISTAKES

2

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Correct	Wrong	Remarks
$\text{NaNO}_3$	NaNO3, NaNo3, NANO <sub>3</sub>	Proper chemical formula representation
40°C	40°C, 40 °C, 40 C	Proper symbol of degree
$P_1V_1 = P_2V_2$	$P_1V_1=P_2V_2$	Space before and after the the 'equal-to' sign
Khandekar et al. [2004]	Khandekar et al.[2004]	One space after al.
Khandekar et al. [2004]	Khandekar et al[2004]	al.
... as shown in Figure 2(a)	... as shown in Figure2(a)	Space after Figure

## COMMON MISTAKES

3

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Correct	Wrong	Remarks
Figure 1: Photograph of the setup	Figure 1: photograph of the setup	First word capitalization after colon
as shown (refer Figure 1)	as shown ( refer Figure 1 )	No spaces required after ( or before )
25.4 mm	1 inch	Use SI units always
100 nm	100nm	Space between numeric and its unit
Reynolds number	reynolds number	Capitalization
... mangoes, apples, etc.	... mangoes, apples, etc..	Double points after etc. when it comes at the end of sentence

## COMMON MISTAKES

4



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Correct	Wrong	Remarks
$A=(L) \cdot (B)$	$A=L*B$	Use of * for multiplication sign
2 mm x 2 mm x 2mm	2x2x2 mm <sup>3</sup> , 2mmx2mmx2mm 2 mm X 2 mm X 2 mm	Proper methodology in representing dimensions, areas, volumes etc.
Prandlt number	Prandlt's number	Use of apostrophe
Extra space in between words	Extra space in between words	Uneven, or extra space in between two words
3.0 kg	2.0 KG, 3.0 Kg	Proper representation of units (Use SI convention)
has not, have not,	hasn't, havn't	Proper usage

## COMMON MISTAKES

5

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Correct	Wrong	Remarks
.. as shown in Figure 2.	.. as shown in Figure 2	Mixing fonts
		Non-standard arrow heads and dimensioning methods
$T = 12.3\text{ }^{\circ}\text{C}$	$T = 12.3245678\text{ }^{\circ}\text{C}$	Rationale behind number of significant places after decimal
$\bar{Q}$	$\bar{Q}$	Accent line distance from the variable

## COMMON MISTAKES

6

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- ▶ Have you used non-standard or non-uniform 'first line indents' at the start of the paragraph?
- ▶ Have you used uniform Line spacing, Figure caption formatting, Table formatting, paragraph formatting etc.
- ▶ Have you used standard formatting for creating the list of references?
- ▶ Have you omitted page numbers in the thesis? Are page numbers properly done?

## CHECK LIST

7

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- ▶ Have you put page number on the very first cover page?
- ▶ Have you left enough breathing space before and after the figures?
- ▶ If a colored graph is printed in grayscale, will it be possible for the reader to distinguish between the various data points/indices?
- ▶ Is there non-uniformity of used fonts/sizes which you have used for creating figures/results?

## CHECK LIST

8

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- ▶ Is your font size too small or unreadable?
- ▶ Have all the figures been referred in the text?
- ▶ Is figure numbering correct?
- ▶ Have you forgotten to put units at all places where it is required?
- ▶ Have you used non-SI units anywhere in the thesis?
- ▶ Have you used page breaks/section breaks in between relevant sections/chapters/etc.?

## CHECK LIST

9

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- ▶ Is the nomenclature complete?
- ▶ Is the nomenclature arranged in proper alphabetical order?
- ▶ Is one variable or property represented by two different symbols in the thesis?
- ▶ Have you wrongly used double-quotes "word", where a single quote is used 'word'?
- ▶ Is every open parenthesis '(' closed ')'?

## CHECK LIST

10

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- ▶ Have you put - et al. in the main list of references/ bibliography at the end of your thesis?
- ▶ Have you used abbreviations/acronyms which have not been explained/elaborated in the thesis?
- ▶ How many significant digits you are using to report a physical quantity or data? Is it physically relevant/ makes sense to report that particular data with so many significant digits?
- ▶ Have you used the phrases like 'I did this...' or 'I did the experiment'...?

## CHECK LIST

11

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- ▶ Have you put a scale where you are trying to show some physical dimension?
- ▶ Are all equations numbered and properly referred?
- ▶ Have you used color lines in the figures which cannot distinguished in a gray-scale printout?
- ▶ Are the graph figures standardized?
- ▶ Are the figure sizes standardized (90, 140, 180 mm wide)

## CHECK LIST

12

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- ▶ Have you planned your margins?
- ▶ Have you planned headers and footers?
- ▶ Are there too many arrows on the figures hindering its visual appeal?
- ▶ Do you put boxes on the photographs/schematics for doing indexing?

## CHECK LIST

13

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- ▶ Getting Classy
  - ▶ Reflection of your personality
  - ▶ Style, elegance and sophistication
  - ▶ Nothing but perfection!

## THANK YOU

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