

CAES9541 Progress Report Submission Guidelines

Aim

This INDIVIDUAL assessment allows you to apply all the report writing skills you have learnt in the course through a progress report of your FYP/SDP project. **DO NOT copy or change only a few words from the interim report submitted to your department earlier. Showcase your own understanding of your project in your own language, applying what you have learnt in this class.** You will NOT be penalized by your specific project nature and status. Particular attention will be given to how you:

- express the motivation, research gap, etc. of your project (introduction)
- justify your engineering choices
- explain with technical illustrations
- use formal and accurate language

This assessment is 25% of your final grade.

Submission deadline: Mar 5 (Mon) noon A full grade deduction per day after due day.

Note: I am sure you have learnt something in the course but it is a good practice to reinforce this in writing. Thank you!

Requirements

Please do the following:

1. Review the major aspects of learning (lecture notes and examples discussed in class are on course Moodle site)
2. Use the report feedback checklist on page 2 to guide your writing.
3. Go through the checklist on page 3 for “Front and Back Matter” before you submit your document.
4. Submit a progress report (7-10 pages: pages include technical drawings but not cover page and front and back matters” (writing beyond this page limit will not be marked)

You DO NOT need to report everything you did in the project as you should select important aspects worth discussion, similar to any academic/workplace writing.

5. Use Times New Roman, font size 12, 1.5 spacing
6. Submit an MS Word document through turnitin (go to course Moodle site).

Feedback

- You will receive online and face-to-face feedback on this assignment during the writing workshop.
- You will receive feedback in the areas of Content, Language, and Format
- **Your lecturers are not your proof-readers.** They will provide intensive language grammar feedback on one or two paragraphs of your writing and you will need to identify your own errors based on the feedback.

Draft Interim Report Feedback Form

The following items marked are items that your writing needs improvement on.

Content	Needs Improvement	Remarks
1. Background of topic/ Objective/motivation/scope		
2. Current status/Previous works		
3. Outline of report		
4. Procedure/Approach/Design (e.g., experiments, data collection, etc.)		
5. Captions and comments of graphs/tables/figures		
6. Discussion of results (acceptable/ expected/unexpected)		
7. Limitations/Difficulties encountered		
8. Conclusion/recommendations/future planning (elements included, match introduction)		
9. Justification of engineering choices/decisions in general		
10. Accommodation of the non-specialist audience (brief introduction of technical concepts)		
LANGUAGE		
1. Verb tense (Appropriate and consistent use of tense // generally theory in present tense // completed aspect of events in past tense, etc.)		
2. Sentence structure		
3. Cohesion (within or across paragraphs; overview/mini-conclusions of sections)		

4. Headings (specific/clear)		
5. Use of formal vocabulary		
6. Other major grammatical accuracy issues		
7. Third person/passive voice (appropriate use)		

Front and Back Matter Checklist

Item	Checked?
<p>Title Page</p> <ul style="list-style-type: none"> • Course Info • Project title • Name, UID of each group member • Date of Submission 	
<p>Summary/Abstract</p> <p>Note: put this immediately after the cover page and before Acknowledgment</p>	
Acknowledgment	
Table of Contents (include all page nos.)	
<p>List of Figures</p> <p>(this is front matter; include page no. for each figure)</p>	
<p>List of Tables</p> <p>(this is front matter; include page no. for each table)</p>	
<p>Abbreviations</p> <p>(include this as front matter)</p>	
References	
<p>Appendices</p> <p>(include no. and caption)</p>	