

Comments on the *Continuous Assessment Activities* – Group 08

1. Report:

- (a) The main aim of *Abstracts* is to briefly describe the work undertaken by the author. In general *Abstracts* are divided in 4 parts: (i) motivation, (ii) main objectives, (iii) summary of the main procedures / techniques / technologies (optional) and (iv) main findings.
- (b) The main *Introduction* section usually has the same (but more in-depth and descriptive) four parts of the *Abstract* and a brief summary of the remaining of the work. In addition, it is always expected a few clear statements -re main background (thus recent innovations related to the main topic), initial literature review and, most of all, technological / scientific gaps in the current understanding. Also, it is expected a summary of the remaining sections at the end of the *Introduction*.
- (c) It's not made clear who the authors of the original paper actually are.
- (d) There are formatting issues with the contents page.
- (e) Articles mentioned in the text: Kirkpatrick (1959) and Ramey (1962) should appear on the bibliography.
- (f) The curly d symbol should not be used to represent the gas density.
- (g) It's not made clear what the variables in the equations represent.
- (h) Keep the font size used in equations consistent.
- (i) The formatting is very messy and inconsistent, which makes the text difficult to follow. The document appears very hurriedly put together with insufficient care and attention.
- (j) Don't copy equations as figures, you should write them out yourself.
- (k) The references to unsteady heat transfers are wrong as the model is steady throughout.
- (l) The number of references is insufficient.
- (m) Avoid using *colloquial (informal / personal)* writing.
- (n) Regardless of the chosen citation style (e.g., ACS, AIP, AMS, IEEE, AIAA, etc) any reference **must** contain the following fields:
 - i. For journal papers: Authors, Paper Title, Journal Name, Volume, Pages, Year of publication;
 - ii. For books: Authors, Book Title, Publisher, Year or Edition;
 - iii. For book chapters: Authors, Chapter Title, Book Title, Editors, Publisher, Year or Edition;
 - iv. For conference papers: Authors, Paper Title, Conference Title, Place (Country and/or City) where the conference was held, Year of the conference;

- v. For reports, private communications and Lecture Notes: Authors, Title, Place issued (Country and/or City and Institution where the document was originated), Year;
- vi. For PhD Thesis and MSc Dissertations: Author, Title, Institution (University and Department/School), Year.

Thus, for example:

- [1] P.L. Houtekamer and L. Mitchell, 'Data Assimilation Using an Ensemble Kalman Filter Technique', *Monthly Weather Review*, 126:796-811, 1998.
- [2] K. Pruess, 'Numerical Modelling of Gas Migration at a Proposed Repository for Low and Intermediate Level Nuclear Wastes', Technical Report LBL-25413, Lawrence Berkeley Laboratory, Berkeley (USA), 1990.
- [3] K. Aziz, A. Settari, *Fundamentals of Reservoir Simulation*, Elsevier Applied Science Publishers, New York (USA), 1986.
- [4] R.B. Lowrie, 'Compact higher-Order Numerical Methods for Hyperbolic Conservation Laws', PhD Thesis, Department of Aerospace Engineering and Scientific Computing, University of Michigan (USA), 1996.

2. Oral Presentation:

- (a) Do NOT read from notes and/or screen. Look at and interact with your audience.
- (b) Delivery gave the impression of not understanding and/or being unsure of technical content.
- (c) Graphics not used appropriately to illustrate technical concepts to a general audience.
- (d) Font too small.
- (e) Too much text on slides.
- (f) Poor time keeping.
- (g) Equations were poorly explained.
- (h) Delivery lacked confidence and authority.
- (i) Be more enthusiastic, try to burst with enthusiasm, if you are not, your audience will not be enthusiastic to listen to you.