

Comments on the *Continuous Assessment Activities* – Group 11

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) Nice looking report.
- (d) References by Szargut *et al.* and Kotas *et al.* should have dates.
- (e) Figures taken from other sources should have references.
- (f) Equations should be followed by full stops (where they end sentences) and commas (where the sentence continues after the equation). You shouldn't have a full stop immediately before an equation.
- (g) Re-caption figures so their number appears correctly in the text.
- (h) Some figures on top of each other.
- (i) Some paragraphs have a blank line before starting the next paragraph - other times not.
- (j) Are there really 1000 different uses for LPG? Do you have a reference for that?
- (k) Limited number of references, which doesn't include the paper you're looking at.
- (l) References not included in the text.
- (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) Graphics used appropriately to illustrate technical concepts to a general audience.
- (c) Good description of formulas.
- (d) Slide layout hard to follow and not very practical. May be unappealing to certain audience.
- (e) Delivery lacked confidence and authority.
- (f) Delivery gave the impression of not understanding and/or being unsure of technical content.
- (g) Be more enthusiastic, try to burst with enthusiasm, if you are not, your audience will not be enthusiastic to listen to you.