

Comments on the *Continuous Assessment Activities* – Group 09

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) Avoid apostrophes in scientific writing - say 'the population of the world' rather than 'the world's population'.
- (d) Don't mix author/date and number referencing styles.
- (e) How is a solar power station (presumably subject to night and day even in orbit), able to produce a "round the clock" source of energy?
- (f) Include equations in the main text, rather than in an appendix.
- (g) A diagram comparing the different cycles would be useful.
- (h) There are no figures in the report.
- (i) Take care with subscripts, particularly on specific heats.
- (j) The population of Earth isn't growing EXPONENTIALLY.
- (k) The relevance section repeats material discussed previously.
- (l) It's not clear what all the variables in the equations in the appendix represent. Most of these equations should be included in the main text.
- (m) Journal articles don't need URL in bibliography - the journal name, volume number and page numbers are required however.
- (n) Avoid using *colloquial* (*informal / personal*) writing.
- (o) 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) Good speaker change over.
- (c) Neat and nice looking slides.
- (d) Font on figures too small.
- (e) Equations are quite small.
- (f) All figures must have a caption.
- (g) Delivery lacked authority.
- (h) Speak at a pace that will allow a general audience to follow.
- (i) Body font too small.
- (j) Graphics used appropriately to illustrate technical concepts to a general audience.

- (k) Be more enthusiastic, try to burst with enthusiasm, if you are not, your audience will not be enthusiastic to listen to you.
- (l) Be more careful when typing equations. (Particularly subscripts).