

Comments on the *Continuous Assessment Activities* – Group 10

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) There should be an introduction to your paper without diving straight into the lit review.
- (d) Siviter *et al.* should be followed by the year the article was published (page 4).
- (e) The first section, described as a literature review, doesn't have references to other references.
- (f) Figures and tables taken from other sources should be referenced.
- (g) Avoid writing in short 1 and 2 sentence paragraphs.
- (h) Page 11 - Asia is not a country.
- (i) Inconsistent formatting - change of font for discussion.
- (j) Very limited number of figures in the report.
- (k) Little detailed thermodynamics.
- (l) There are a good number of references in the bibliography, but these are not referenced 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) Slides were clear, consistent, and fit for purpose with a good level of technical content which is well described.
- (c) Graphics used appropriately to illustrate technical concepts to a general audience.
- (d) Poor time keeping.
- (e) Delivery lacked confidence and authority.
- (f) Delivery was stuttered and unsure, probably due to nerves.
- (g) Point at the projection on the screen and not at the computer screen so your audience can tell what you are pointing out.
- (h) Be more enthusiastic, try to burst with enthusiasm, if you are not, your audience will not be enthusiastic to listen to you.