

Comments on the *Continuous Assessment Activities* – Group 01

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) Figures taken from other sources should be referenced.
- (d) Full stops are required after equations.
- (e) The fonts used for variables in the text should match the fonts used in equations.
- (f) There are some mis-used apostrophes (although apostrophe should be avoided altogether in scientific writing).
- (g) Lack of context placing article in related literature.
- (h) Having read your paper it's not clear who the authors of the paper you looked at are.
- (i) Very limited list of references and not referenced in the main text.
- (j) Avoid using *colloquial (informal / personal)* writing.
- (k) 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 flow chart and discussion of equations.
- (d) Nice clean slide design.
- (e) Speak at a little slower pace to allow the entire audience to keep up.
- (f) Cue cards are supposed to have words on them that will remind the speaker what they want to say. They are not to be read off of. This defeats their purpose.
- (g) Be more enthusiastic, try to burst with enthusiasm, if you are not, your audience will not be enthusiastic to listen to you.

Comments on the *Continuous Assessment Activities* – Group 02

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) Something can't be 'particularly ... unique' (page 3).
- (d) Very limited technical content.
- (e) Conclusions in different font to rest of text.
- (f) No figures or equations.
- (g) Very limited reference list and not referenced in the main text.
- (h) Avoid using *colloquial (informal / personal)* writing.
- (i) 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;
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- [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.
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- [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) Good time keeping.
- (b) Consistent/Uniform slides.
- (c) Delivery stuttered and unsure, probably due to nerves. Some speakers were low toned.
- (d) Slides over packed with text. Too many words on a slide makes the audience lose interest.
- (e) Delivery required more confidence and authority.
- (f) Very limited technical content of thermodynamics and no appropriate graphics used.
- (g) Be more enthusiastic, try to burst with enthusiasm, if you are not, your audience will not be enthusiastic to listen to you.

Comments on the *Continuous Assessment Activities* – Group 03

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) After an equation you should have either a comma (if the sentence continues below the equation), or a full stop (if the equation ends a sentence). Where the text after an equation continues with 'where...', then this should have a lower case 'W'.
- (e) Avoid the tendency to write in short one and two sentence paragraphs.
- (f) Figures/tables taken from papers should be referenced in the figure caption.
- (g) Avoid the use of apostrophes in scientific writing - say the 'platform for the tool', rather than the 'tool's platform'.
- (h) Referencing in the text is good, a suitable number of references is included and the bibliographic accuracy is good.
- (i) Avoid using *colloquial (informal / personal)* writing.
- (j) 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 Tittle, Journal Name, Volume, Pages, Year of publication;
 - ii. For books: Authors, Book Tittle, Publisher, Year or Edition;
 - iii. For book chapters: Authors, Chapter Tittle, Book Tittle, Editors, Publisher, Year or Edition;
 - iv. For conference papers: Authors, Paper Tittle, Conference Tittle, Place (Country and/or City) where the conference was held, Year of the conference;
 - v. For reports, private communications and Lecture Notes: Authors, Tittle, Place issued (Country and/or City and Institution where the document was originated), Year;

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- [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) Good reference to Aberdeen systems.
- (b) Nice, simple, but very clear slide design, although body font could be a few pts higher.
- (c) Watch for spelling mistakes. Proof read many times before submitting.
- (d) Graphics used appropriately to illustrate technical concepts to a general audience.
- (e) Be more enthusiastic, try to burst with enthusiasm, if you are not, your audience will not be enthusiastic to listen to you.

Comments on the *Continuous Assessment Activities* – Group 05

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) In a 14 page document use sections rather than chapters.
- (e) Figures taken from other sources should be referenced.
- (f) The text in figure 1 is too small to read.
- (g) The use of 'analytic method' to describe experiments seems strange.
- (h) What does the underscore at the end of equation 1 represent?
- (i) After an equation you should have either a comma (if the sentence continues below the equation), or a full stop (if the equation ends a sentence). Where the text after an equation continues with 'where...', then this should have a lower case 'W'.
- (j) Formatting of 'A-A0-ii0ni0' is poor.
- (k) A later paper by Christophe Coquelet is mentioned, but there is no reference in the bibliography.
- (l) No references included in the text and not enough references in the bibliography.
- (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;

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- [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) Good time keeping.
- (b) Confident presentation but some speakers reading notes.
- (c) Graphics used appropriately to illustrate technical concepts to a general audience.
- (d) Slides were clear and fit for purpose with a good level of technical content which is well described, although note that font size of heading should NOT be smaller than that of main text.
- (e) Be more enthusiastic, try to burst with enthusiasm, if you are not, your audience will not be enthusiastic to listen to you.
- (f) Well done overall.

Comments on the *Continuous Assessment Activities* – Group 06

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's a tendency to waffle slightly – keep sentences to the point.
- (e) There is no need to write the Journal name in the main text – stick to the author (date) reference.
- (f) Incorporate figures closer to where they appear in the text, rather than having them all at the end of the document.
- (g) Put the reference for inserted figures in the figure caption, not immediately after the figure reference.
- (h) The technical details and discussion of the model is very limited.
- (i) Good set of appropriate references, but make sure all journal article references include volume and page numbers for the articles.
- (j) Avoid using *colloquial (informal / personal)* writing.
- (k) 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;
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2. Oral Presentation:

- (a) Graphics used appropriately to illustrate technical concepts to a general audience.
- (b) Confident delivery although required more authority. Do not give the impression to your audience that you are not sure of what you are saying.
- (c) Nice clearly designed slides.
- (d) Be more enthusiastic, try to burst with enthusiasm, if you are not, your audience will not be enthusiastic to listen to you.

Comments on the *Continuous Assessment Activities* – Group 07

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 or what the title of the original paper actually are.
- (d) You should write out the equations yourself rather than insert them as graphics.
- (e) Equations should fit within the standard sentence structure, so there shouldn't be a full stop immediately before the equation.
- (f) After an equation you should have either a comma (if the sentence continues below the equation), or a full stop (if the equation ends a sentence).
- (g) The meaning of variables used in equations isn't clear.
- (h) Skip phrases like 'the reader finds out' and 'the manuscript says'.
- (i) Equations in the text are referenced, but the equations are not numbered, so it's unclear as to what the references are referring.
- (j) There is a lot of historical context, but not a lot of thermodynamics.
- (k) The number of references is on the low side.
- (l) Avoid using *colloquial (informal / personal)* writing.
- (m) 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;

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2. Oral Presentation:

- (a) Do NOT read from notes. 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) Very little thermodynamic content.
- (e) Delivery lacked confidence and authority.
- (f) It would be better if all or majority of group members participate.
- (g) Be more enthusiastic, try to burst with enthusiasm, if you are not, your audience will not be enthusiastic to listen to you.

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;
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 - 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;
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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.

Comments on the *Continuous Assessment Activities* – Darren Mills (Paper 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) It's not made clear what the variables in the equations represent.
- (e) Keep the font size used in equations consistent.
- (f) The formatting is very messy and inconsistent, which makes the text difficult to follow.
- (g) Report should be self-contained, i.e., it should not rely on further reading to the main manuscript. E.g., Figures are referred to the text.
- (h) Don't copy equations as figures, you should write them out yourself.
- (i) Poor discussion of the thermodynamic content.
- (j) Avoid using *colloquial (informal / personal)* writing.
- (k) 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;
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2. Oral Presentation:

- (a) Lacks main objective of the work;
- (b) Graphics not used appropriately to illustrate technical concepts to a general audience.
- (c) Equations and key-content were poorly explained.
- (d) Equations are copied as gifs with poor quality.
- (e) Conclusions/Discussions are very superficial.

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:
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- 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).

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.

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.

Comments on the *Continuous Assessment Activities* – Group 12

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) Beyond academics at Kobe University, it's not clear who the authors of the paper you looked at actually are.
- (d) References by Hisadome *et al.* and Shugishita *et al.* should have dates published.
- (e) Avoid the use of apostrophes in scientific writing - say the 'population of the world' rather than the 'world's population'.
- (f) The section numbering is strange (2.2) follows (2) and there's no (1).
- (g) 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.
- (h) Figures copied from elsewhere should have a reference.
- (i) In configuration section 'as shown in figure x'.
- (j) The text on some of the figures is too small to read.
- (k) A 'summary of the graphs' introduced, but then doesn't say anything.
- (l) Limited number of references.
- (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) Do NOT put/mention something in slides/presentation that you do not fully understand and cannot fully explain.
- (c) Do NOT speak too quickly, try to stay at a pace that a general audience can follow.
- (d) Graphics used appropriately to illustrate technical concepts to a general audience.
- (e) Cue cards are supposed to have words on them that will remind the speaker what they want to say. They are not to be read off of. This defeats their purpose.
- (f) Good referencing to North Sea oil sector.
- (g) Good description of flowchart.
- (h) Lots of equations but some poorly explained.
- (i) Be more enthusiastic, try to burst with enthusiasm, if you are not, your audience will not be enthusiastic to listen to you.

Comments on the *Continuous Assessment Activities* – Group 13

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) Figures taken from other sources should be referenced.
- (e) Figure captions should explain what is shown in the figure.
- (f) Numbers for equations should be parallel to equation and not on the line above.
- (g) Good number of references, but inconsistent font usage in bibliography.
- (h) Avoid using *colloquial* (*informal / personal*) writing.
- (i) 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;
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Thus, for example:

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- [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 authority and confidence in delivery.
- (d) All figures must have a caption.
- (e) Don't overcrowd a slide with too many words. This makes it harder for the audience to follow and eventually cause them to lose interest.
- (f) Good attitude and enthusiasm.
- (g) Simple neat slide design.

Comments on the *Continuous Assessment Activities* – Group 14

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) Simple but effective report style.
- (e) Figures and tables should have numbers and captions.
- (f) References in the text should have the form Wang *et al.* (2012) and Tchanche *et al.* (2009).
- (g) 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. If the first word after an equation is 'where', then this is a continuation of the preceeding sentence and should have a lower case 'w'.
- (h) A subscript n becomes a subscript j in the description of some of the variables.
- (i) Table linked to Tchanche *et al.* is too small to read.
- (j) Lots of good material related to other sources.
- (k) Degrees missing from Celsius units.
- (l) You don't need the URL for a journal article in the bibliography, just the journal name, volume number and page number.
- (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 Tittle, Journal Name, Volume, Pages, Year of publication;
 - ii. For books: Authors, Book Tittle, 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.

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- [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 literature review.
- (c) Graphics used appropriately to illustrate technical concepts to a general audience.
- (d) Nice slide design.
- (e) Text in figures too small.
- (f) Be more careful when type setting equations (particularly subscripts).
- (g) Perhaps too much swapping between speakers.
- (h) Good time keeping.
- (i) Be more enthusiastic, try to burst with enthusiasm, if you are not, your audience will not be enthusiastic to listen to you.
- (j) Some equations shown but not explained. Everything on a slide should be explained.

Comments on the *Continuous Assessment Activities* – Group 15

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 with clear figures and simple design.
- (d) Figure captions should explain what is shown in the figure.
- (e) Reference the authors of the paper, not the university where the authors were based - the bricks and mortar of the University of Ontario hasn't written anything.
- (f) There's no need to say a paper was published in the 'International Journal of Energy Research' in the main text – just give authors and date, and leave the rest to the bibliography.
- (g) Unnecessary change in font size at end of summary.
- (h) The amount of technical thermodynamic content is limited.
- (i) Inconsistent font usage in the bibliography.
- (j) It's not clear how the figures in the appendices related to the main text.
- (k) Avoid using *colloquial (informal / personal)* writing.
- (l) 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) Good time keeping.
- (b) Confident presentation but some speakers reading notes.
- (c) Graphics not used appropriately to illustrate technical concepts (e.g. Rankine Cycle) .
- (d) Text on figures not clear.
- (e) Everything you put on a slide should be explained (e.g. overall process diagram).
- (f) Table not clear that values in 'dual' column are per boiler.
- (g) Be more enthusiastic, try to burst with enthusiasm, if you are not, your audience will not be enthusiastic to listen to you.

Comments on the *Continuous Assessment Activities* – Group 16

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) I would have written down the simplest equations in the paper (1), (2) and (3) rather than diving in at (4), (5) and (6).
- (e) I appreciate the equations here are complicated, but you should at least try to state the physical conservation law that underpins the initial equations, and what all the variables mean.
- (f) The discussion of numerical solutions techniques is good.
- (g) References in the text should all have the date published, i.e. Groves *et al.* (1972) not Groves *at el.* This particular refence doesn't appear in the bibliography and it should.
- (h) The number of references in the bibliography is limited.
- (i) A good attempt at a difficult paper.
- (j) Avoid using *colloquial (informal / personal)* writing.
- (k) 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 Tittle, Journal Name, Volume, Pages, Year of publication;
 - ii. For books: Authors, Book Tittle, Publisher, Year or Edition;
 - iii. For book chapters: Authors, Chapter Tittle, Book Tittle, Editors, Publisher, Year or Edition;
 - iv. For conference papers: Authors, Paper Tittle, Conference Tittle, Place (Country and/or City) where the conference was held, Year of the conference;
 - v. For reports, private communications and Lecture Notes: Authors, Tittle, 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.
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- [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) No Graphics used to illustrate thermodynamic or numerical concepts to a general audience.
- (c) Do not put something in slides that you are not going to explain or something that you are not sure of.
- (d) Good time keeping.
- (e) Hard paper but creditable effort.
- (f) Be more enthusiastic, try to burst with enthusiasm, if you are not, your audience will not be enthusiastic to listen to you.

Comments on the *Continuous Assessment Activities* – Group 17

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) Figures and tables should have a number and a caption.
- (e) Avoid all apostrophes in scientific writing - particularly greengrocer's apostrophes 'lower composition's [sic]'.
(f) Take care typesetting chemical formula.
- (g) You've squashed the plant figure and altered its aspect ratio.
- (h) It could be clearer where the paragraphs end in the 'summary of the manuscript'.
- (i) Make sure you typeset subscripts in formulae correctly.
- (j) Discussion of results is good.
- (k) Critical analysis of the paper text is good.
- (l) Having 64 references in the bibliography is impressive, but you should have read all of them, which seems improbable. Each reference should be linked to the point in the text, where a fact from the referenced is used.
- (m) For every reference I would expect to see, the authors, the article title, the date, volume number, page numbers. A lot of this is missing and there is some inconsistent font usage.
- (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 background knowledge on cement production.
- (c) Neat slides but body text size must be consistent.
- (d) Cue cards are supposed to have words on them that will remind the speaker what they want to say. They are not to be read off of. This defeats their purpose.
- (e) Graphics not used appropriately to illustrate technical concepts to a general audience.
- (f) Speaker and slides not always synchronizing.
- (g) Be more enthusiastic, try to burst with enthusiasm, if you are not, your audience will not be enthusiastic to listen to you.

Comments on the *Continuous Assessment Activities* – Group 18

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) Avoid writing in one sentence paragraphs.
- (e) There are no equations, figures, tables or graphs, which I would expect on a report on thermodynamics.
- (f) If you're going to talk about equation 2, then you should include this equation in your report.
- (g) Discussion of wider literature is good, but the number of references is limited.
- (h) Don't mix author date reference i.e. Nouri-Borujerd and Ziaei-Rad (2009) and number references [1].
- (i) Careful with units 14K not 14k.
- (j) Either abbreviate all journal names i.e. "J. Fluid Eng." or write them all out in full i.e. "International Journal of Heat and Mass Transfer", not a mixture of both.
- (k) Avoid using *colloquial (informal / personal)* writing.
- (l) 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.

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2. Oral Presentation:

- (a) Do NOT read from notes and/or screen. Look at and interact with your audience.
- (b) Good discussion of equations.
- (c) Neat consistent slides.
- (d) Some speakers had stuttered delivery, probably due to nerves.
- (e) Graphics used appropriately to illustrate technical concepts to a general audience.
- (f) Take care when typing equations.
- (g) Be more enthusiastic, try to burst with enthusiasm, if you are not, your audience will not be enthusiastic to listen to you.