

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 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 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.