

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.

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 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.