

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.