

# Report grading rules

BY J.D. FOR SH2600 AND SH2704

KTH

## The report draft

### Purpose

You have the possibility to submit a draft of your report in order to get comments from the reviewer. The reviewer will suggest what you could improve concerning the required content, including the results, discussion and style. The submission of the draft is not compulsory. You do not need to submit the draft unless you wish to get feedback on it. If you want to receive comments on your draft then you have to submit the draft before the deadline. If you submit the draft after the deadline, the reviewer will not review it.

### Points

The reviewer will comment your draft and will suggest how many points would you get for the draft if you resubmitted it unchanged as the final report. Nevertheless, the grade given to your draft is only for your own information and it will not be reflected into your final report grade. Only your final report will be graded.

### Repeating stylistic errors of the same kind

When you submit a draft with repeating stylistic errors of the same kind (having a specific acronym in the document “Acronyms to stylistic errors in technical reports”) then the reviewer will mark only the first occurrence of the error. If the reviewer marks the same error in other places then it does not imply that the reviewer marked all occurrences of the error. Therefore, you need to locate and correct that error in all places of your draft. For instance, when you write a number in an incorrect scientific format then only the first number will be marked, and you need to locate other incorrectly written numbers yourself.

### Marking only the first ten stylistic errors

The reviewer will mark only the first ten stylistic errors in your draft. If you submit a draft with many stylistic errors then the reviewer will ignore most of them. You cannot produce a draft with tons of stylistic errors and expect that the reviewer would correct them for you. So, if you want to receive relevant comments on your draft then try to produce as clean a draft as possible.

## Grading rules

The grade of your report will reflect three criteria:

- **results and discussion** (max. 5 points),
- **content** (max. 5 points),
- **style** (max. 5 points).

The above criteria are specified below. If you miss the deadline for the submission of the final report then the report will be graded according to the standard rules, but the number of points will be **multiplied by 0.5** at the end.

## Results and discussion

You need to provide all required results and justify/comment on them. Comment on whether you think the results are reasonable. If you think the results are not as expected then try to suggest as to why that could be so.

## Content

In your report, you need to include:

- Title, date, and your name
- Abstract

Abstract is a very short version of the whole report. It contains a very brief description of the objective, methods, results and conclusions, and it does not contain anything else. It may contain more paragraphs, but it must not be longer than about half a page. The text of the rest of report must be written in such a way as if the Abstract did not exist; i.e., the Abstract and the rest of the report are completely independent, and they stand on their own.

- Introduction

Introduction states the purpose of the report and describes the report structure. The task must be well explained in the Introduction.

- Description of theory, methods, calculation routines and numerical models

You can write this part in one or several suitably titled sections that give sufficient theory background and description of the methods, calculation routines and numerical models that you use in your project. Your descriptions should be sufficient to allow reproduction of your results by independent readers.

- Results

You can describe your results in a graphical, tabular or text form, depending on the nature of the results. You need to specify all free parameters necessary to reproduce your results.

- Discussion and conclusions

Here you should justify and comment on your results. Your statements should either be justified by yourself or referenced to established sources. You may include speculations, but you must clarify the nature of such a text.

## Style

The reviewer will mark the style errors in your report by acronyms from the document “**Acronyms for stylistic errors in technical reports**”. Download this document from Canvas and study it before writing your draft of the report. You can catch some errors using online grammar tools, such as Grammarly or Hemingway.

You will lose **0.5 point for each stylistic error** in your report, so, you will get no points for style if your report has 10 or more stylistic errors. This rule applies also to errors of the same kind.