

CG1112: Engineering Principles and Practice II (Embedded CELC Module)

AY2020 /2021 Semester 2

Notes for Students

The embedded CELC module for CG1112 will focus on technical report writing skills.

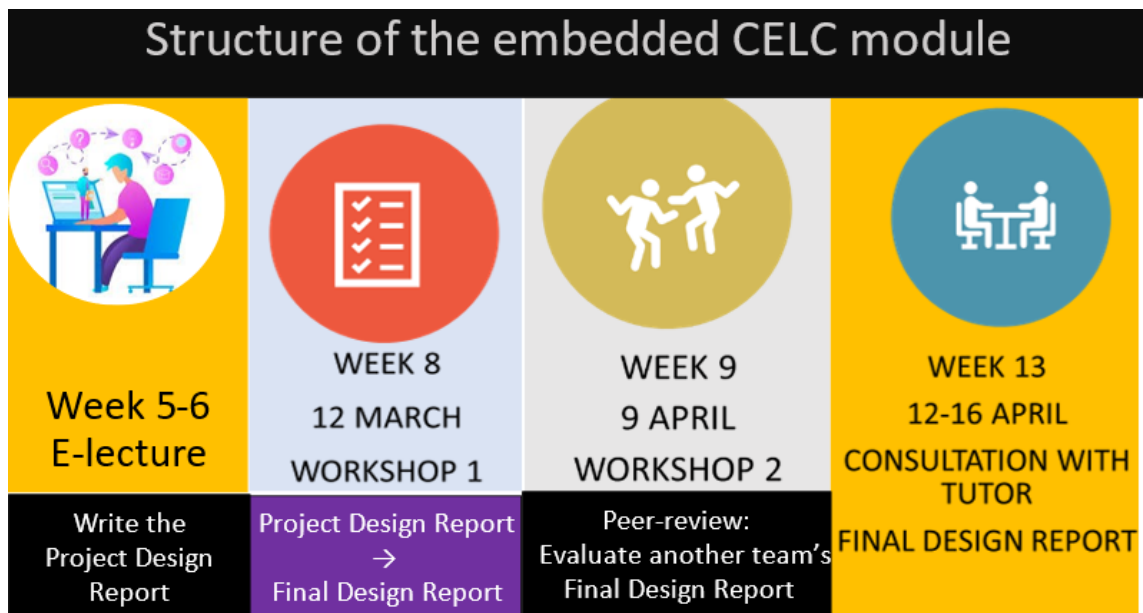
Your tutors will guide you through the process of putting together an organised and coherent project design report for your search and rescue (SAR) robot.

The first CELC e-lecture, *Writing a Technical Report: How to Write a Project Design Report*, has already been uploaded onto LumiNUS. It provides a detailed guide to help you put together your first Project Design Report.

Here is the link:

[https://luminus.nus.edu.sg/download/292d74a8-d5b5-4a60-a0e8-74c0c347be90?name=CG1112, Writing a Technical Report, How to Write Your Project Design Report, AY2020-2021.mp4](https://luminus.nus.edu.sg/download/292d74a8-d5b5-4a60-a0e8-74c0c347be90?name=CG1112,Writing%20a%20Technical%20Report,How%20to%20Write%20Your%20Project%20Design%20Report,AY2020-2021.mp4)

Two writing and editing workshops will be conducted in Weeks 8 and 12 of the semester.



Detailed information on the CELC Workshops

Workshop 1 (Week 8; 12 march)

Editing and Drafting. Developing your Project Design Report into a working draft of the Final Design Report.

To prepare for Workshop 1

1. Assign a Team leader for the group—the Team leader will communicate with your CELC tutor. *Step 3 should be done by the Team Leader.*
2. Upload a copy of the Project Design Report that you submitted on 6 March to Google Docs.
3. Email the link to your CELC tutor before Workshop 1, by Wednesday 10 March.
4. Download Student Handouts for Workshop 1 from LumiNUS. *These will be uploaded onto LumiNUS by Week 7.*

Workshop 2 (Week 12; 9 April)

Peer-reviewing. Your CELC tutors will facilitate a peer reviewing exercise that is aimed at guiding you through the process of assessing and critically evaluating a draft report completed by another student team. This process should provide you with the necessary skills to evaluate and edit your own report independently.

Student teams who are worried that their ideas will be ‘borrowed’ during this peer-review process are allowed to redact portions of their report.

To prepare for Workshop 2

1. Upload an updated copy of your Final Design Report onto Google Docs. The draft report you submit to your CEG instructors on 2 April will be ideal.
2. Before you upload your Report, consider, as a Team, if you should redact any portion of your Report. Remember to keep these redactions to a minimum
3. Find out which Team will be reviewing your report (Review Team) and *vice versa*.
4. Email the Google docs link to your CELC tutor and the Team leader for the Review Team before Workshop 2, by Wednesday 7 April.
5. Ensure that you give permission for viewers to **comment** (Not Edit).
5. Download Student Handouts for Workshop 1 from LumiNUS. *These will be uploaded onto LumiNUS by Week 10.*

Group Consultations with your CELC tutor (Week 13; 12-16 April)

Each team will meet with their respective CELC tutor for advice and guidance that is specific to their needs. This will help guide you through the final revision process before your final submission.

Do note that you will only receive verbal feedback at this session.

*Written feedback on your Final Design Report will be emailed to you by your respective CELC tutors after you have submitted your report (by 7 May).

To prepare for the 30-minute Group Consultation Session

1. Sign up for a consultation session that fits every team member's schedule.
2. Go over your Final Design Report and the feedback given to you by the Review team to decide what you need help with.
3. Complete the Pre-consultation form and email this along with an updated copy of your Final Design Report at least 3 days before the consultation session.
4. Assign note-taking duties to each member of the team—your CELC tutor will only provide you with verbal feedback. Take detailed notes during the consultation session so that you have a more permanent version of your tutor's feedback.

Information on Assessment for the embedded CELC Module

Final Design Report		
CEG Instructors	<i>Content</i>	50 %
CELC Instructors		
	Language	20 %
	Organisation	15%
	Style	15%
Class Participation		
Attendance, contributions in class and during consultation to the writing and editing process.		5%