Guidelines for Written Reports

- As previously announced, you need to submit a written report within **7 days** after your Oral Presentation (OP) date by 2359 hrs on the **same topic**. For example, if your OP is on Friday of Week X, then your written report is due by Friday 2359 hrs of Week X+1.

- Similar to your oral presentation, your targeted audience is fellow Computer Engineering students.

- It is important for you to keep the scope to be within that of Computer Engineering.

- Please take note of the following criteria for writing your report:

    ◦ **5-page limit** (without counting cover page and references)

    ◦ 11-pt font size (choose from Calibri, Times New Roman, or Arial)

    ◦ 1.5 line spacing

- Try to use figures effectively to aid understanding.

- Do relate your discussions to the concepts covered in CG1111, wherever possible (if applicable).

- Apply the techniques you have learnt from the CELC workshops.

- Your written report will be graded jointly by both CELC and CEG instructors:

    ◦ CEG instructors (50%): Content

    ◦ CELC instructor (50%): Organization and language

- Submission folder in LumiNUS: **"Week X Presenters"** found within the "Written Report and OP Slides Submission" folder.

    ◦ Submit your report in **PDF** format

    ◦ Name your file using the format: **Report_YourName_CELCSubgroup.pdf**, for example, "Report_JackieChan_2a.pdf" if your CELC subgroup is 2a

- You are also required to submit your **OP slides** in **PDF** format, to the same folder.

    ◦ Name your file using the format: **Slides_YourName_CELCSubgroup.pdf**

- **10%** of the total report marks will be deducted **for every criterion not met**.

- **10%** of the total report marks will also be deducted **for every 24 hours** that the report is **late**.