

Communication Skills Component of the Project : **Required Submission Instructions**

The Project requires a full report, including selected technical aspects and outcomes from Parts 1 to 3. The full report (due at the same time as Part 3 of the Project) is weighted 6% of the total grade.

The full report submitted for Communication Skills component will NOT be marked for technical accuracy, only professional report writing skills.

The full report includes:

Abstract	To be submitted as a full report to the Communication Skills portal (October deadline) in addition to submitting it to the Part 3, Vibrations portal
Introduction	
Model Description	
Method	
Analysis and Discussion	
Conclusions	
References	

Details for writing a professional report:

Note: Documents referred to here are in the **Guidelines for Project Part 3** folder in the **Communication Skills folder**.

Format: How to write it? Use the guides in the folder:

- Use the *Project Report Template* provided and be sure to include every part.
- Include the *AI Declaration form* - follow instructions from: *Using GenAI in the ENME203 Project*.
- Be sure to read the *Feedback about Writing the Introduction and Methods* documents.
- Refresh your report writing skills by reading the *Top Tips* guidelines document, and the *How to Write a Report* folder
- Submit a PDF (not a Word document) by the Project Part 3 deadline **to the Communication Skills portal** (as well as submitting your technical project as instructed).
- Meet the word count requirements and note word count for each section required, and proofread and edit for grammar mistakes.

Content: What to include?

For the **Abstract, Instructions and Methods** sections, use the template as your guide, as well as the *Feedback about Writing the Introduction and Methods*

For the **Analysis and Discussion, and Conclusions**: Use the template, plus the tips below:

- Not everything that has been derived or analysed in Parts 1 and 2 will be in the final report.
- Only relevant parts that support the vibration analysis will be part of the final report, with details such as derivations and additional analysis being presented in an appendix.
- Hand sketched drawings in Appendix only (use suitable software to create sketched for the body). Cite others' sketches/figures.
- Only relevant kinematics need to be included in the report (no need to include validated results).
- Only relevant dynamics need to be included in the report, which excludes some parts of e.g. mass moment of inertia consideration.
- The emphasis of the report is to present the analysis and discuss the results.
- All computer coding (Python or equivalent) must be fully annotated and submitted as an appendix to the report. Name and refer to all appendices in the body.
- Page limit: < 10 pages! (Appendices not included)