

Report Grading Feedback

Dr. Faith A. Morrison

Report: _____

Date: _____

Problems with report:

1. Objectives not complete in introduction
2. Objectives not complete in conclusions (be complete and quantitative)
3. Needed graphs/tables are in appendix (all needed graphs/tables go in report)
4. Problems with writing:
 - a. Cause and effect mixed up – you must sort out what causes what
 - b. Lists used instead of prose (you must write paragraphs, not lists)
 - c. Do not write a detailed procedure – describe strategy to meet objectives
 - d. Organization needs improvement
 - e. Start each paragraph with a topic sentence
 - f. Writing is unclear
 - g. Grammar needs improvement
 - h. Use past tense in a report
 - i. Writing is wrong tone (too casual)
 - j. Omit trivial descriptions (only include what is necessary to repeat experiments)
 - k. No need for time-stamping events (e.g. first we did this, then this, then that)
 - l. No contractions (isn't, shouldn't etc.)
5. Problems with graphs and tables:
 - a. Graphs poorly designed (design graphs to convey information clearly)
 - b. Captions incomplete (always describe what is in figure/table in caption)
 - c. Figures/tables not mentioned (all figures and tables must be mentioned in text)
 - d. Too high a degree used in polynomial trend-line fit ($R^2=1$ is a danger sign)
6. Problems with numbers/symbols:
 - a. Wrong number of significant figures reported (usually too many)
 - b. Numbers missing (be quantitative)
 - c. Symbols not identified (identify all symbols as you introduce them)
 - d. Equations not presented right after they are mentioned
7. Problems with References:
 - a. References missing – within the text a reference is missing
 - b. References incomplete
 - c. Web references done incorrectly
8. Miscellaneous problems
 - a. Follow capitalization rules (note: Fanning, Moody, Reynolds, Bourdon are names)
 - b. If specific valve, unit numbers (e.g. tank T-01) are mentioned, need P&ID
9. Violation of report basics: errant box on graphs, text not grouped together, meaningless gridlines, report not signed, page # missing, captions at bottom of figures, captions at top of tables, tic marks missing,