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|  | EG-UY 1003, **SEMESTER**, Section \_\_ Final Design ReportWriting Consultant: **WC NAME**E-mail: **WC EMAIL**  |
| Lab Report Assessment

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| **Report Format** | *Score* |
|  1. **Introduction**: real-world or historical context, significance, technical/scientific concepts, equations |  |
|  2. Is the **Introduction** organized from general to specific? |  |
|  3. **Requirements**: hardware and software specifications |  |
|  4. **Procedures**: materials, continuous narrative form in chronological order |  |
|  5. Do the **Procedures** detail the specific steps taken by the writer(s) with sufficient detail to construct the product, set up any required software, and troubleshoot common issues? |  |
|  6. **Milestone and Final Product Requirements**: fully describe tests carried out for Benchmark A, Benchmark B, and Commissioning. |  |
|  7. **Milestone and Final Product Requirements, Human Resources and Training**: workshops attended, external resources, TA expertise used |  |
|  8. **Discussion/Conclusions**: calculations, analysis, and explanation of discrepancies |  |
|  9. Do the **Discussion/Conclusions** provide improvements and plans for future work? |  |
| **Writing Style** | **0** |
|  10. Has the author **cited sources** consulted outside of his or her experience in the text? |  |
|  11. Has the author created a list of **works cited** at the end of the report? |  |
|  12. Are there **illustrations** withcaptions (name, number, explanation) and in-text references? |  |
|  13. Is the experiment described with **precision?** Are the appropriate scientific terms used? Are concepts, formulas, and equations explained well and used throughout the report? |  |
|  14. Does the writer use a **professional tone**, avoiding contractions (“don’t”), second person pronouns (“you”), and slang? Is the report concise, without empty phrases? |  |
|  15. Is the report written for an **intelligent but uninformed reader**? Is there enough detail for an educated professional not acquainted with the experiment? |  |
|  16. Is the **passive voice** used to emphasize *actions* rather than the *person* doing the action? ("The robot *was* *taken* apart," not "*We* took the robot apart.") Has the use of the first and third person (e.g., “I,” “we," “me,” “us,” “my,” “our,” and “they”/“the team”) been avoided? |  |
|  17. Has the writer chosen the correct **verb tense** and **form** and used them consistently? Are the subjunctive and conditional moods used where appropriate? |  |
|  18. Is the information organized appropriately into **paragraphs**, with transitions to indicate the paragraph’s relationship to the whole? |  |
| **Grammar and Mechanics** | **0** |
|  19. Is the report written in **complete sentences**, avoiding fragments as well as run-ons? |  |
|  20. Is the **word order** within each sentence consistent with standard English? Has the writer chosen the **right words** for his or her meaning and **spelled** them correctly? |  |
|  21. Are the sentences **punctuated** correctly? Are periods, commas, semicolons, apostrophes, upper- and lower-case letters, and spaces used correctly? |  |
|  22. Are the rules for **numbers** followed? Is there an appropriate level of decimals? |  |
|  23. Are subjects and verbs in **agreement**? Do pronouns agree with their antecedents, so that singular pronouns replace singular nouns, and plural pronouns replace plural nouns? |  |
|  24. Are **articles** *(a, an, the)* and **prepositions** (*at, to, on, in, off, from,* etc.) used correctly? |  |
|  25. Does the **visual format** of the report help to communicate the information professionally? Was the report carefully **proofread**? |  |
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***Writing Consultants are available in the PTC’s Writing Center to help you with your writing and speaking skills. Go to JAB 373 to make an appointment, or telephone (646) 997-3425.*** |