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|  | EG1004 Semester: Section:  Writing Professor:  E-mail: | |
| Final Design Report Assessment  |  |  | | --- | --- | | Report Format |  | | 1. Introduction: real-world or historical context, significance, technical/scientific concepts, equations |  | | 2. Is the Introduction well organized and comprehensive? |  | | 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. Results: Benchmark A results, Benchmark B results, difficulties experienced |  | | 9. Do the 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 with captions (name, number, explanation) and in-text references? |  | | 13. Is the project 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 communicate the information professionally? Was the report proofread and does it follow the EG1004 [style guide](https://manual.eg.poly.edu/images/9/9e/EG_1004_Writing_Style_Guide.pdf)? |  | |  |  |  * + *Faculty Consultants are available in the Writing Center to help you with your writing  and speaking skills. Go to* [*nyu.mywconline.com*](http://nyu.mywconline.com/) *to book an appointment.* | |