WRITTEN REPORT GRADE CALCULATOR	Weight	Report Completion	Revised report Technical	Format
Cover page: Provide school, course, semester, title of the project,names of lab partners, date due and submission date	3			
Table of Contents: List the major sections given below, tables and figures, and the page on which they begin	3			
Abstract: Include objective of experiment, summary of how it was performed, significant points of discussion, and major conclusions	3			
Objective: State the problem, identify objective of experiment and report	3			
Introduction:				
· Give engineering definition of property experimentally determined, the quantities it depends on, and importance or relevance	3			
· Conduct a literature review that relate to the experimental topic, describing what was evaluated and the major findings	3			
· Identify any pertinent codes or criteria and provide their threshold values	3			
Methods and procedure:				
· Detail experimental procedure in order (specify how, when, where, and to what extent), state whether procedure was strictly followed and how it deviated	10			
· Specify the equipment you will use and the data (and how much of it) you will collect	3			
· Detail analysis procedure, state and justify any assumptions, identify all sources of information, present equations to be used to process raw data that use consistent names for parameters & define terms	10			
Results and discussion:				
· For each parameter you determine, referring to equation numbers already presented, do example calculation that begins with raw data and shows the full	10			
· Present all results (including example) in summary form in tables and graphs, and explain what you want the reader to see in the results	10			
· State all results explicitly in verbal form, explaining whether they make sense and discussing their features to demonstrate you understand the significance of results	10			
· Identify any concerns with the procedure	3			
· Identify possible sources of error, estimate the magnitude of the error, and explain how the error will affect your main conclusions	3			
· Comment on how your results compared to the literature or to acceptable recommended values presented in codes	3			
Conclusions: Briefly summarize your findings and comment on whether and how your objectives were met	10			
References: Include all sources of information used in your experiment and analysis, including codes or manuals you referred to	3			
Appendix: Include your raw data in its original form, and detailed calculations for the results not calculated in the text of the report	4			