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,