ME 402: Written Assignment Checklist

The following checklist is intended to clarify the expectations and evaluation of your written work. The course website includes resources to help you with each of these categories; please study these references.

**Organization and Language (OL, 30%)**
- Proper format of document including logical organization of document into appropriate sections (and subsections)
- Report includes brief Introduction and Conclusion sections.
- Ideas segmented into logically complete paragraphs
- Correct spelling and grammar
- Compliance with Strunk and White’s “Elementary Rules of Usage”\(^1\)
- Comparisons and conclusions are as quantitative as possible
- Avoids qualitative words such as “good”, “reasonable”, “acceptable”, “significant”, “about”, “approximately”, etc.
- Document follows the “Electronic Submission Guidelines” on the course website—proper document format (PDF or MS-Word) and filename

**Technical Writing (TW, 40%)**

**Figures and Tables**
- Appropriate figures (graphs) and tables to describe results
- Figures and tables include captions with number and description of contents
  - Captions provide a stand-alone description of the contents
  - Captions are below figures and above tables
- Graphs have labels on all axes (with units), use appropriate linestyles and include a legend (if appropriate)
- All figures and tables are referenced within the text
- Text within figures (labels, legend, annotations, etc.) is of appropriate size and format to be clearly legible

**Numbers**
- Numerical results presented with proper format and number of significant figures
- Numerical results include units (in correct format)

**Equations**
- Equations are included as grammatical objects in the text
- Equations are numbered and referred to in the text by number (where appropriate)
- Symbols and variables are identified in the text

**Technical Content (TC, 30%)**
- Appropriate, viable discussion of conclusions based on experimental and theoretical results
- Clearly illustrates that the experiment was conducted to appropriate test standards
- Employs and applies relevant engineering principles to analyze and interpret experimental data

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\(^1\) See course website for link to online version of The Elements of Style by Strunk and White.
• Demonstrates comprehension of the purpose of the laboratory exercise and the physical principles governing the experiment
• Compares theoretical (model) and experimental results with both graphical evidence and discussion
• Content limited to information that supports the results and conclusion