

CU Mechanical Engineering

Lab Report Grading Explanations

Format

- Ω Consistent – keep it all the same*
- Ω Abbreviations – keep them the same, don't spell out numbers*
- Ω Page numbering – have it*
- Ω Page breaks – keep explanations with visuals*
- Ω Equation numbering – make it clear and correct*
- Ω Table/Figure references – have them*
- Ω Divided into sections – have them*

Active Voice

- Ω Not passive – use “I saw” not “It was seen”*
- Ω Professional – don't use slang, etc.*

Grammar

- Ω Subject-verb agreement – use “It is” not “It are”*
- Ω General English rules – use grammar check*
- Ω Transition words – don't use them for numbered lists*

Fragments/Run-ons

- Ω Before or after equations – don't split them up*
- Ω Length – don't make them too long or too short*

Punctuation

- Ω Commas – combine short sentences, make lists*
- Ω Periods – use them at ends of complete sentences*

Tense

- Ω Consistent – keep it all the same*
- Ω Most-likely Past – use it (the lab is over)*

Person

- Ω Consistent – keep it all the same*
- Ω Most-likely First, Singular – use “I” not “they”*

Spelling

- Ω Spell Check! – do it*
- Ω Other mistakes – find misplaced words*

CU Mechanical Engineering Lab Report Grading Scale

Format	(20)
<i>Ω Consistent</i>	
<i>Ω Abbreviations</i>	
<i>Ω Page numbering</i>	
<i>Ω Page breaks</i>	
<i>Ω Equation numbering</i>	
<i>Ω Table/Figure references</i>	
<i>Ω Divided into sections</i>	
Active Voice	(20)
<i>Ω Not passive</i>	
<i>Ω Professional</i>	
Grammar	(15)
<i>Ω Subject-verb agreement</i>	
<i>Ω General English rules</i>	
<i>Ω Transition words</i>	
Fragments/Run-ons.....	(15)
<i>Ω Before or after equations</i>	
<i>Ω Length</i>	
Punctuation.....	(10)
<i>Ω Commas</i>	
<i>Ω Periods</i>	
Tense.....	(10)
<i>Ω Consistent</i>	
<i>Ω Most-likely Past</i>	
Person.....	(5)
<i>Ω Consistent</i>	
<i>Ω Most-likely First, Singular</i>	
Spelling.....	(5)
<i>Ω Spell Check!</i>	
<i>Ω Other mistakes</i>	

Mechanical Engineering Lab Reports
Examples of Edits

1) Original: *We finish machined on end of the part from 0.525" to ~0.50" in 5-10 thousandth intervals with a spindle speed 625 rpm and a feed rate of 20 threads per inch. (steps 10-12 were interrupted occasionally to measured part diameter.)*

Problems: spelling mistake, numbers spelled out and without units, omitted words, non-capitalized word, and passive voice

Revised: *We finish machined one end of the part from 0.525" to approximately 0.50" in 0.005-0.010" intervals with a spindle speed of 625 rpm and a feed rate of 20 threads per inch. (We occasionally interrupted steps 10-12 to measure the diameter of the part.)*

2) Original: *The wires I cut to 2 feet and soldered to the gages.*

Problems: unclear order of words, use of noun instead of adjective, missing direct object

Revised: *I cut the wires to two-foot lengths and soldered them to the gages.*

3) Original: *However to be more accurate one must consider the effects of transverse sensitivity.*

Problems: lack of commas, adjectival use

Revised: *However, to be most accurate, one must consider the effects of transverse sensitivity.*

4) Original: *Surface area = $2\pi(r^2) + 2\pi(\text{diameter})(\text{length})$*

Problem: use of word instead of the Greek symbol for pi

Revised: *Surface area = $2\pi r^2 + 2\pi (\text{diameter}) (\text{length})$*