

Principles of Written Communication:

- the point of written work (in general) is to communicate ideas to the reader.
- the quality of this communication also reflects on your level of understanding.
- consider your student colleagues to be the target readership.

- in producing your own work, focus on: clarity, conciseness & correctness.
- **clarity:** use keywords to explain, not just algebra; organize around key ideas; produce clearly labelled plots & graphics . . .
- **conciseness:** streamline your presentation, don't just "dump some math"; eliminate unilluminating algebraic steps, . . . calculations should be "backwards" verifiable.
- **correctness:** absolutely. identify simple checks, consult colleagues . . . the grading in grad school assumes correctness (do not submit erroneous results without comment).

- assignment portfolios will be an allowed resource for exams.

Principles of Graphical Presentation:

- label figures completely; must have titles, axis labels & legends.
- identify the important features (don't leave it to the reader to find). Please annotate all figures, that is, write directly on your plots (this is for the ease of my grading).
- on computed graphics, state all necessary equations & parameters on the plot page. Rule of thumb: the reader should be able to reproduce the plot.

Reports:

- reports need not be word processed, but must be legible. Observe the *spirit* of the page limits.
- cooperation/collaboration must be acknowledged: please include help from colleagues, other faculty and the instructor.
- give all library and web-based references; include references to lectures as well.
- elementary steps should not be shown, use a written description instead (eg. . . . *solving this linear system in x and y gives . . .*).
- **matlab/maple codes will not be read as part of your reports:** include only as an appendix if absolutely necessary.
- close your write-up with a statement of what was learned from working the problem.