

# MINE 3544: Mineral Processing Lab

## Final Project Lab Report-Writing Feedback

Student: XXXXXXXX

Criteria	Exceptional	Meets Expectations	Needs Improvement	Incorrect/ Not Done
<b>Cover Page</b>				
Effective, specific and appropriate report title			✓	
<b>Executive Summary</b>				
States key objectives of the work (statement of objectives)				
Summarizes key methods				
Summarizes major conclusions/recommendations				
Concise, single paragraph, <300 words				
<b>Introduction</b>				
Identifies the topic of the report, motivation of the work				
Establishes important theoretical background information to understand the work				
Indicates scope and organization of the report				
Restates the specific statement of objectives/purpose				
<b>Experimental</b>				
Effectively describes material, equipment and apparatus used in the test				
Explains specific steps (procedures) to carry out test				
Explanations are precise, direct, concrete				
Describes methods used to analyze testing products				
Offers data analysis which accurately describes calculations and equations used to interpret raw test data				
Sections are framed in correct tenses: what things <i>are</i> vs. how steps <i>were</i> performed				
Correct voice and person in procedures: what <b>was done</b> as and not incorrect imperative or <i>what reader should do</i>				
Entire section (or subsections) are organized logically (equipment described before the procedures, not interrupting steps or processes)				
<b>Results</b>				
Presents raw data and/or numerical results through effectively designed visuals, such as tables, graphs, charts etc.				
Uses simple orienting text (prose) to announce visuals to the reader and describe what is being presented and/or why.				
Does not "discuss" the data				
<b>Discussion</b>				
Effectively describes the results and the implication/significant of those results to the reader				
Ideas, explanations, claims are well-supported, logical				
Uses correct present tense to describe results of work (results have not changed)				
Logically and coherently discusses factors affecting findings or sources of error, where applicable				
Quantifies findings (...is 10% larger than) rather than qualifies them (...is bigger than)				
<b>Conclusion and Recommendations</b>				
Restates specific objectives of the work				
Offers significant results and implications of those results				
Introduces nothing new (not already contained/discussed in report)				
<b>References (if applicable)</b>				
Sources are properly acknowledged & cited in the body text with correct parenthetical citations				
Sources are properly compiled and formatted in a References page as per guide (SME's <i>Mining Engineering</i> Technical Papers Style)				
<b>Appendix (if applicable)</b>				
Visuals are logically numbered relevant to appendix (Figure A-1, TABEL A+II, -etc.)				
Provides brief prose or text when necessary to orient reader on content.				
<b>Document Design—Effectiveness of report with regard to its visual design and use of technical elements</b>				
Correct & consistent font styles, headings, spacing, page numbering, and other design elements				
Effective use of visuals (figures, tables, etc.) to illustrate ideas, equipment or organize information. Logical table design; acceptable visual quality				
Tables, figures, etc. correctly labeled, numbered and placed in relation to body text				

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Tables, figures, etc. effectively “called out” (referenced) in the text				
Equations correctly integrated and defined				
<b>Audience Awareness</b> —Addresses needs of audience in terms of:				
Sections contain appropriate and necessary content				
Sections framed correctly in terms of purpose, tenses, detail				
Appropriate language, diction, terminology (jargon) for formal technical writing				
Avoids first person, uses active and passive voice effectively				
Professional, objective tone (avoids pretentious or colloquial language)				
<b>Style</b>				
Paragraphs are introduced with signal phrases				
Paragraphs are developed logically (organization, progression of ideas, clear transitions)				
Paragraphs are unified and of an effective length (no 1-page paragraphs)				
Sentences structures are concise and direct				
Writing/diction is concrete, accurate, precise				
Clear pronoun references (no ambiguous “This” as subject)				
<b>Grammar/Mechanics</b>				
Sentences correctly built/structured (mechanics)				
Correct use of punctuation (commas, semicolons, etc.)				
Writing follows rules of standard written English (agreement, articles, possessives, etc.)				
Exhibits high-level of proofreading, attention to detail				

### Additional Comments

### Grade