

Guidelines

- Please attempt your homework presentation to be outstanding and very well organized and, of course, readable and grammatically correct. **At this stage of your career it is very important to develop a good engineering style of presentation.** Keep in mind that an engineer's calculations must be used or **reviewed** by others. In the following, some general guidelines are presented.
- Use either engineering paper or graph paper and a good (mechanical) pencil. If you use graph paper, and the lines are quite dark, please use the back side of the sheet. Rule of title blocks as shown here. When you need to erase, use a good eraser and erase completely.
- Follow a **Given-Required-Solution** format.
 - **Given** briefly summarize the question;
 - **Required** state the objective of the solution to follow;
 - **Solution** present the solution together with comments that will help someone else to follow or find a part of your calculation.
- Keep your solution well-spaced. Present your **diagrams effectively by labeling** important parts clearly. Summarize your results, perhaps with a diagram or table.
- In each part of your calculations, do **algebraic manipulations with variables** rather than numbers. This will show your intentions more clearly. As a last step in your process, plug numerical values in to get the required numerical results.
- Numerical results should be presented with a **reasonable number of significant digits**. Do not present a result with more significant digits than the input data! Usually 3 significant digits are sufficient. To get 3 significant digits you should carry 4 or 5 in intermediate calls.
- Underline intermediate results that are important, and **draw a box around final answers**.
- Always **include units** (e.g. 320 kN). Prefer to use kN, mm, MPa in metric problems as they are our standard units.
- **Check your answers** as part of your solution, and indicate that you have done so with an “OK” or the like beside the check. Answers are important, and engineers are paid for being right!
- **Staple** your solutions together in the proper order. Using the title block at the top of engineering paper will help you to get your solutions in order.

An engineer can't write unless the paper has both horizontal and vertical lines!