A few suggestions and tips for preparing the project progress report, and writing your final report and preparing final oral presentations for individual projects (on respective advanced topics)

Course: *Self-assembly and Nanotechnology* (10.524)

March 6, 2013

The following guidelines will be useful for you to prepare your progress report, final written report and oral presentation for your project. You may not exactly or strictly follow these guidelines, but doing so will help you get solid training in writing technical report and/or research proposals, increase your technical communication skills, and also increase your final score for this course (!).

Progress report:

March 27th: progress report due. This will be the progress of your proposed research project by far. You can use the following guideline as a reference to work on your progress report. Please email your report to me by the due date, which will be used for grading purpose.

Final written report (suggested format):

I.   Title, author(s) and affiliations
II. Abstract (~10%)
III. Introduction/Background (~20%)
IV. Proposed research and its significance (~20%)
V.   Experimental plans/designs (~15%)
VI. Preliminary results (if any) to support your proposed research; if no results, expected results based on your knowledge and related references. (~15%). Undergraduate students only: you may omit this section and the credit of this section will be counted in the Experimental plans/designs!
VII.   Conclusions (~10%)
VIII.   Acknowledgment (if any)
IX. References (~10%)

Final oral presentation: May 1st in class and Exam date and time (TBD).

Time: **total ~10 minutes for each person** (about 8-9 minutes for presentation and 1-2 minutes for questions).

Deadline for final written report: **May 8th (or exam day, whichever is later) by email**.
Format: Powerpoint presentation. Ideally, your oral presentation should follow closely the requirements above. Due to time limit, you may choose to address all or most of focuses above

in your oral presentation. But be prepared to answer any questions that the course instructor or other students may have. Your understanding of your own advanced topic and how to answer the questions by your peers will be judged carefully. Be also prepared to ask other students questions on their topics. You prompt and critical questions to other students will show your knowledge and learning.

Delivery: You must email me a copy of your oral presentation after you finish it, before I can issue you a score on this oral presentation section.

Any question, please email me or talk with me in person.

Good luck and look forward to your project progress presentations and reports, final reports and exciting oral presentations!