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12.307 Weather and Climate Laboratory
Spring 2009

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12.307

Guidelines on Oral Presentations and Project Reports

Lodovica Illari and John Marshall

March 2009

1 Oral Presentations

Oral presentations are scheduled at the end of each project and are intended to offer an **informal** setting in which to:

- discuss results with peers and instructors
- develop oral presentation skills

The presentation should be coordinated with your partners in the fluid lab group(2 or 3 people) and should consist of the following:

1. Introduction
2. Rotating fluid lab set up: theory/results
3. Atmospheric examples: theory/results
4. Connections/conclusion

The order of number 2 and 3 can be swapped.

Each student is allowed approximately **10 minutes** to summarize and discuss their results. You may use overhead transparencies or a PowerPoint presentation.

2 Project Report

Students are asked to critically summarize the results of each project in a written Project Report, on which grades will be based. There will be a new project theme every three weeks, a total of four during the semester. Each project comprises an atmospheric data component and a fluids laboratory component. The project report should cover both components and emphasize the connections between the two. Although students may work in groups, each report should be written individually and represent the student's personal interpretation of the results.

Each report should include:

1. Abstract
2. Introduction
3. Rotating fluid lab experiments: theory/results
4. Atmospheric examples: theory/results
5. Connections between fluids lab experiment and atmospheric examples
6. Conclusion
7. Suggestions for further improvements
8. References

Emphasis and order of number 3 and 4 can vary. Special effort should be put on discussing the connection between the fluid lab experiments and the atmospheric examples. Suggestions for further improvements are welcomed.

Preparation of the report is an iterative process — each student must prepare an initial version during and shortly after the completion of each project (generally due one week after oral presentation). This is handed in for comments (both on the science content and the writing style) and a preliminary grade is given. The reports are then revised iteratively throughout the semester.