EGR 270, Section____Name_____

Lab title:_____.

This check list is required for all EGR270 technical letters and it shall accompany each letter. All items listed are important for proper communication of quantitative results. You are required to print out the graphs at least 24 hours before they are due and then use this check list to assure all items are complete. Professional codes of ethics are important, and this is to be YOUR own work, not obtained from someone else!

Put a check mark to the left of the dashed lines below.

Graphs and Tables (communication of quantitative data):

Letter	✓ = fine, good job N = needs to be improved on future documents X = unacceptable STUDENTS – use the column left of the dashed line, the grader will use the right side.
	Appropriate type of graph or table to communicate most effectively
	Graphs contain relevant information that is beneficial to display graphically
	Number of graphs: Sets of data graphed together or separately as appropriate
	All figures and tables numbered and titled
	Figure/table number and title in proper location (figures – title goes below; tables – title goes above)
	Axis or columns labeled (example: Force)
	Axis or columns contain units (example: pounds)
	X-Y axis scales are appropriate
	Trend lines (or rarely "connect the dots") between data points are used (or not used) as appropriate.
	If more than one set of data is present on the graph, each set of data is clearly marked with a legend, or individual labels if there are many data sets or it is unclear which trendlines go with which data points.
	Colors (or gray scale) are of sufficient contrast such distinctions are not lost with gray scale photocopies.
	Text font and graphical information is sufficiently large (12 point text preferred)
	If contains information not created by the author, the information is referenced (cited) properly
	All figures and tables are self explanatory
	All figures and tables discussed in the text
	BOTTOM LINE: the figures and tables are used as a highly effective communication tool!

Need help? Links under the heading "Graphing, Engineering Drawings, Photography" on the "Mechanical Engineering Students Reference Material" page maybe helpful.