Written Report

This is a "Technical" report

- What was the project?
- What was your approach?
- What were the results & your analysis of results?
- What could you improve?

Maximum length 10 pages, double-spaced (excluding appendix).

Include a proper cover.

Include page numbers.

Include appendix of competition code with line numbers.

Oral Report

- A short version of written report
- 10 minutes max + question time
- Audience is judged on questions!
- Scoring sheet is shown

Oral Presentations   Team:
                                          Date:
                                          Length: (start/finish times)

CRITERIA
•Correct length
•All team members presenting
•Visual information used to support report
•Informative handling of questions (question time not included in time minute limit)

CONTENT
•Introduction. Key design issues, focus of report
•   -   Clear preview of presentation
•Body: Decisions and justification
                -              Logical organization of content
                -              Clear and appropriate reporting sections
                -              Sign posting to guide listeners between sections
•Conclusion: evaluation of performance
                -              Discussion of performance and/or next steps

DELIVERY
- Appropriate language
- Adequate volume
- No or few sub-vocalizations (ums, ers, likes…)
- Eye contact (no reading)
- Gestures, stance, mannerisms
- Business dress

COMMENTS
- Handling questions and/or contributions to answers
- Additional comments (not part of grade)
- Correct pronunciation
- Voice punctuation (using voice to guide listener, show emphasis, etc)
- Effective use of language

Speaker name	Organization	Presentation style	Visual aids	Technical content	Q&A
1.					
2.					
3.					

Competition Rules

- Each team has three runs. Their best score counts.

- Tweaking between runs is encouraged.

- If a robot goes astray it must be replaced on the track so it has to pass over the same point again. 3% penalty per touch.

- After a max of three tries at any one point the robot should be placed just ahead of that point to see how far it can get on the remainder.

- Place the robot a bit (students' discretion) behind an obstacle so it can "get oriented" before hitting it again.

- Maximum of 10 touches per run -- On the 11th departure, that point sets the completion place.

Timing:

- If the robot takes more than 2 minutes to complete the course, then teams will be penalized as follows:

Time taken	Penalty
2:00 to 2:09	-3%
2:10 to 2:19	-6%
2:20 to 2:29	-9%
etc	etc

In the event of a **tie**:

- If one team is 10 seconds or more faster than the other, then the faster team gets a 3% bonus. If the difference in time is less than 10 seconds then both teams get the same score.