PROBLEM NUMBER

Given:

Find:

SKETCH

separate problem statement with single line

Solution

Free Body Diagram,
Working Sketch, etc

1. Use engineering (E-2) paper, one side only, do not fold.
2. Multiple problems on same paper - OK but do not overcrowd
4. Use pencil and erasers, no pen, no cross outs.
5. Print, no script, all printing must be neat and horizontal.
6. Cut and paste in the problem statement is OK
7. Use a straight edge and compass as appropriate.
8. Include the symbolic form of all governing equations used.
9. Use symbolic format / variables as much as possible in your solution.
10. Show numerical values with an appropriate number of significant figures.
11. Organize your solution so that it can be easily followed.
12. Underline intermediate answers, double underline final answers.
13. Indicate final answers with an arrow from the right margin and label the arrow with the name of the variable.
14. Include units with all intermediate and final answers.
15. Reference any tables of figures used to import information.
16. Each solution should be complete.
17. Your work must have a professional appearance and be neat.
18. Some classes may require computer printouts. In these cases the material handed in must include a complete statement of the problem and clearly indicate the solution including the specifications with units described above.

Intermediate Answers and Units

Answer and Units

name of variable in parenthesis

double line to show end of problem (or label continued on next page)