Problem Statement:
Always use the assignment problem statement as it appears.

Approach:
Before presenting any calculations, briefly describe your approach to the problem concisely.

Calculations:
Carry out the calculations neatly, carefully describing each major step in words. If you use a formula, give the general form first then plug in values. Put all important numerical results on the sketch, including sign conventions. Make your summary illuminating.

Indicate reference to code sections, tables and/or design aids.

Summary:
Neatly summarize the results requested in the requested in the problem statement. Use sketches if possible put all important numerical results on the sketch, including sign convention. Make your summary illuminating.

Discussion:
Provide a concise written discussion of the problem and the results. Try to add insight and the results. Try to add insight into what the numbers mean; don't just verbally repeat what the numbers clearly show.