

## **SITE VISIT REPORT**

**DEPARTMENT OF ENERGY SYSTEMS ENGINEERING, FACULTY OF ENGINEERING  
YASAR UNIVERSITY**

### **Remarks:**

1. Those who conduct a site visit are required to complete a report for each site visited.
2. Two students are expected to form a team and to write down the report together.
3. The report should be written by hand in the following cells (Please do not type).
4. Please read the entire document entitled “*Site Visit Reports for Engineers*” published by the University of Melbourne before writing up this report.

<b>Date of Report</b>	
<b>Names of the Site Visit Team Members</b>	<i>Team Captain:</i>
	<i>Team Member:</i>
<b>General Information</b>	
<i>Name and position of individual conducting the site visit</i>	
<i>Site visit primary location (name and address)</i>	
<i>Date of site visit</i>	

### **Executive Summary**

## **Brief Introduction**

## **Main Body of Report**

## **Recommendations/Reflections**

## **References (if any)**

**Please include only one photo with a brief description.**

## **Common Grammatical Errors**

1. Writing in passive voice (*i.e.*, the subject receives the action of the verb and there is no direct object) produces many grammatical errors. Writing in active voice whenever possible makes these errors impossible. *Examples:*

*Incorrect* — (Passive voice) **The output voltage was measured using an oscilloscope.** (*Explanation:* The voltage could not have used the oscilloscope; “using the oscilloscope” is a dangling participial phrase.)

*Correct* — (Active voice) **I measured the output voltage using an oscilloscope.** (*Explanation:* *I* was the one who actually used an oscilloscope. Students who do not like to write in first person — or who are *required* to write in the third person — can write, “The author(s) measured . . .” or “The engineer measured . . .”) Alternate phrasing: **I measured the output voltage with an oscilloscope.** (*Explanation:* This construction avoids any possibility of a dangling participle — *with* is a preposition, not a verbal.)

2. **Data** is the *plural* form of **datum**. *Examples:*

*Incorrect* — **This data is . . .**

*Correct* — **These data are . . .**

3. **It’s = it is; its** (no apostrophe) = **belonging to it** (possessive form of the pronoun *it*).

4. **Versus = opposed to or against** (as in a plot of current *versus* voltage or *I* vs. *V*); **verses = more than one stanza of a poem.**

5. Unnecessary changes in verb tense.

6. The report describes a laboratory *project* or a design *project*, not a *laboratory* or a *lab*. (The *laboratory* or *lab* is the room in which the measurements were made.)