GEOLOGIC REPORTS

INSTRUCTIONS: In the past, students largely ignored the information I provided on geologic reports. (I know you are probably shocked by this admission, but experience bears this out.) Therefore, I have decided to assign this exercise to familiarize you with the general format of geotechnical reports used in consulting. Answers to these questions are based on four sources: (1) the AIPG geologic report template (Qs. 1-9) and consultants’ geologic reports (provided as pdf’s on-line), (2) your experiences reading journal articles for your research project, (3) the .html page listing shortcomings of novices’ geotechnical reports and (4) your own common sense. Therefore, you may have to delay answering quite a few of these until you're done reading all the on-line material. Then you can make a judgment call as to the correct answer(s). Note that questions require that you either confirm (✓) one statement and reject two (✘), or vice-versa. Record your answers (either single confirmed, or single rejected statement) on a Form B (5.5” x 11”) Scantron computer grade sheet, sign it, and put it in your KOM 300 folder.

1. Confirm [✓] two and reject [✘] one of the following statements:
   ____ (a) with few exceptions, the technical report format is generally specified either by the client or the company that produces the report.
   ____ (b) the research report format is generally specified by the organization to which it is submitted.
   ✘ (c) typically, technical and research report formats don't differ significantly from one another

2. Confirm [✓] two and reject [✘] one of the following statements:
   ___ (a) many but not all technical reports use a numbering scheme for headings and subheadings
   ✘ (b) the Roman numeral numbering system is by far the most common for technical reports.
   ___ (c) though some headings are similar, the format & content of technical reports generally differ a lot from journal articles

3. Confirm [✓] one and reject [✘] two of the following statements:
   ___ (a) the Title Page includes -- but is not limited to -- the title of the report, the date of submittal, the individual or organization to whom submitted, person's title or position, and organization.
   ___ (b) the Title Page does not include the signature of the consulting geologist; that's reserved for the Signature Page.
   ✘ (c) if a report has a Signature Page, it should not also include a Cover Page

4. Confirm [✓] two and reject [✘] one of the following statements:
   ___ (a) the Abstract conveys data sources, methodology, results, and significance of the work
   ___ (b) a listing of figures and tables should be included after the Table of Contents
   ✘ (c) the section that immediately follows the Abstract is the Introduction

5. Confirm [✓] two and reject [✘] one of the following statements:
   ___ (a) the Introduction follows the Conclusions and Recommendations
   ___ (b) the Conclusions may be presented with or without Recommendations
   ✘ (c) Conclusions should include the line of reasoning which led to them

6. Confirm [✓] two and reject [✘] one of the following statements:
   ___ (a) both Conclusions and Recommendations should preferably be listed numerically
   ___ (b) Recommendations should not include any of the line of reasoning which led to them
   ✘ (c) Some Recommendations may not be generated by specific Conclusions
7. Confirm [✓] one and reject [✗] two of the following statements:
   ____ (a) description and documentation of disadvantageous working conditions, which may have impacted the work completed, are an important component of the Scope and Conditions of Study
   ____ (b) description of methods should allow independent evaluation and duplication of the methodology; however, written documentation (e.g. published descriptions) of the methodology need not be provided
   ____ (c) the Results section is where any items of a controversial or semi-controversial nature belong

8. Confirm [✓] one and reject [✗] two of the following statements:
   ____ (a) the geologist must precisely state any redefined objectives, and speculate on how they changed work outcome(s)
   ____ (b) the Discussion consists of a summary of facts without interpretation, conclusions, or recommendations
   ____ (c) the Appendix is the place for raw, uninterpreted data, e.g. laboratory results, or soil core descriptions

9. Confirm [✓] two and reject [✗] one of the following statements about the treatability study:
   ____ (a) "Bench-scale Batch ..." etc. report refers to the (redacted) ancillary materials at the back of the report as attachments rather than appendices.
   ____ (b) Other than its lack of an abstract, "Bench-scale ..." etc. is formatted more like a journal paper than a technical report.
   ____ (c) The "Bench-scale ..." etc. has a form that follows that of the AIPG's template fairly closely.

10. Confirm [✓] two and reject [✗] one of the following statements about the “TDEC ... letter”:
    ____ (a) Most of the yellow highlighted "boilerplate" text consists of sample collection & well construction/installation information.
    ____ (b) Most of the analytical (chemical analysis) information, both methodology and results, is not boilerplate.
    ____ (c) The majority of pages consist of explanatory & interpretive text, along with drafted figures.

11. Confirm [✓] two and reject [✗] one of the following statements:
    Novice geotechnical writers have a problem in:
    ____ (a) staying on topic with consistently concise phrasing.
    ____ (b) seeming overly confident in their conclusions & recommendations.
    ____ (c) consistently writing in the third person.

12. Confirm [✓] two and reject [✗] one of the following statements:
    Novice geotechnical writers should be especially attentive to:
    ____ (a) maintain correct numbering on figures and tables through multiple drafts.
    ____ (b) making regular & consistent use of in-text citations to indicate the source of technical information.
    ____ (c) provide confident wording when describing steps in "Methods", since this is so rarely boilerplate.

   !!!! CAUTION !!!!

Did you record only solitary answers (“confirm one” or “reject one”) to questions on your Scantron?
[It is really easy to forget this as you work your way through the exercise.]