**RECOMMENDATIONS WHEN DELIVERING THE EXERCISES**

-Attach all files used to perform your calculations (e.g. Excel files, Hysys files, etc.) to your delivery.

-Follow the “Excel etiquette” as explained in class. The excel sheets should be legible, understandable and usable for others besides yourself. It is encouraged to include text, sketches and comments to clarify the operations performed in the excel sheet. The plots should have a legible and proper size (e.g. 16 pt), axis titles in bold, depicting the

variable name, variable symbol and units.

-OPTIONAL: For clarity purposes, a summary document containing a small description about the methodology, results (on tables and graphs) and short conclusions may be delivered. When converting the word document to pdf make sure to use (in the pdf printer settings) a

resolution high enough so figures and plots are still legible.