UH Uni of Hertfordshire
Comment on Student submissions

Many of the comments apply to many of the students.
Some apply to individual students
Most students will benefit from reading all of the notes
The following are guidance on a good approach
You need to understand where your's fails to address the approach and edit or add to solve it
These notes do not set out to answer 'what do I need to do to raise my score to get a pass'
But if you response positively to them then you are likely to get a pass.
Grey tone has been edited since the previous issue
Red text and grey tone is new for the students particular attention

Task 1
Basics: Text

- Edit all text in Word or equivalent word processor, turn on all proofreading functions to get your text as good as you can get it before pasting it into graphics packages
- Set language of proof reading dictionary to UK English
- Write your text, read your text, refine your text, reread your text, dot the Is and cross the Ts, punctuation is very important, check until you are happy it says what you meant to say
- Do selling checks on all your work
- The construction industry uses jargon, has product and company names, not in regular dictionaries
- Start a personal dictionary now to grow and transfer into every computer you own
- Do grammar checks on all of your work
- If English is not your first language, all number of faults can be found with spelling and grammar checks
- Ask your colleagues to share proofreading tasks on each other's work
- Keep sentences reasonable length, maximum 13 to 16 words per sentence
- Consider using bullet points and reduce sentences to information
- Front-load sentences with the subject of the sentence
- Remember to bullet point your presentation and delivery topics in order of presentation in each drawing, in case you freeze or forget on the day
- Tabulate and matrix data to enable line by line comparison

Basics: Writing

- 10 point is good for reading paragraphs
- Never go below 10 point (business cards can go down to 7 because they are read at close quarters)
- Images pasted into pages should not contain smaller fonts
- DON'T SHOUT speak normally, do not use all UPPER CASE except for titles, if you wish
- Handwriting needs to be good well-practiced architectural handwriting: level, consistent height, sentence case not all upper case, neat, generous open letters, not spidery scrawl, or flouncy fonts, ideally 10 point,
- Use line guides to practice and to control hand writing, flat not sloping and constant font height
- Organise text blocks to align with each other and align with images, horizontally and vertically
- Use colour, tone, text or number legends to help explain drawings with colour or tone coding
- Avoid bulk text covering many subjects
- Break it down into chunks and give each part a title (like this document)
- Use succinct bullet points and start sentences on a new lines (like this document)
- Bullets invite scrutiny, bulk text discourages reading it

Basics: Layout

- A3 landscape is the default presentation format
- Don't stretch text across A3 landscape in one go, it becomes tiresome to read and difficult to follow lines
- Ideal line length (in inches) = font point size divided by 3, (them multiply by 25.6 to get line length in mm)
- Font = 10 point / 3 = 3.3 x 25.6 = 85.3 mm column width roughly
- Divide A3 landscape into columns, 2 (A4 width less margins absolute maximum) or 3 would be nicer
- If you paste in text make sure it word wraps around and not disappear under images

Illustrations

- Illustrate the text
- A paragraph per image, an image per paragraph
- ARCHITECTS CAN'T READ or get bored of reading, we thrive on pictures, diagrams, charts, drawings, sketches, cartoons, drawings
- If images are borrowed from other sources: Acknowledge the source (URLs ideally or name publications)
- Make sure images have some relevance to the project

- Redraw borrowed information to be correct for your project and lean about construction/service in the process
- Make sure the proposals in words are the same as the proposal in drawings
- Please don't have a statement with an illustration 30 pages further on.
- Axonometric views of plans are helpful.
- Sectional Perspectives are helpful

Presentation

- When you present your work in a crit you are there to present and say stuff and answer questions.
- Always assume you are presenting your work to somebody who does not know the project at all.
- Now assume you are not there and it has to present itself.
- This type of submission needs to stand-alone and speak for itself.
- It needs brief, brief analysis, site plan, floor plans, sections and elevations, detail sections, servicing schematics
- Analyse and present the problem then offer your solution
- Try to include information that explains the project without you there and in an order that makes sense.
- Imagine for a moment that you are presenting this information to a client or to a project design team.
- Its best to start talking/writing from the beginning rather than waiting until page 35 before opening your mouth, hoping everybody guessed what you were thinking about on the previous 34 pages.
- When you open your mouth, the first thing you talk about should not be heating and cooling it should be the building use and how your building supports the use.
- When you finally start talking about services, you should have already mentioned the building, its use and the climate that sets the context for the services.
- Make sure the content of the document is consistent from beginning to end
- Don't say your going to do one thing, then show another, without explaining why the change
- Many low scoring submissions fail in this respect.

Delivery

- Use University to practice (in friendly company) for the real world of presenting to clients, planners, public,
- Make the unveiling of each drawing part of a story that becomes like acting out a play and making the whole experience exciting for all to participate in
- Make sure you plan the order of your presentation on the wall and of the verbal delivery
- Describe the brief, context, site, the local community, client's and designers' ambitions, proposal, performance of the building, construction, servicing, details.
- Sort out your drawings into order of the delivery (bull dog clip them so they stay that way until you show)
- Ensure you automatically come to the next topic as you show the next drawing
- Never have to search through a pile to find the next drawing

Information content and order:

- Put your name and student number, course and task identifying information on it
- Front cover: if it shows the site show your building on it too
- A panoramic view picking up one elevation of your building is good too
- Photographs of site could show the building photo-montaged so we can see how it sits in its context
- Site plans and floor plans or 3D views should have N Point so solar orientation, solar access, solar penetration and shading can be considered
- Context drawings will show if overshadowing of the existing buildings occurs, do they have rights of light, as we do in the UK?
- Do you have to compensate the existing buildings for loss of sun or daylight?
- Does your overhanging roof have glazing at its perimeter to let more light through?

Brian Murphy GBE Green Building Encyclopaedia
A01 Sunday, 21st July 2013
A13 Update for UH 22nd December 2018 reduced scope and file size
A14 Update for UH 24th December 2018