CSE/ISE 300 Communication  F11

• Time: Tue/Thur 5:20-6:40PM
• Location: Room 102  Light Engineering
• Required Book: The Elements of Style, 4th edition (2000), Authors: Strunk and White $10 (or $4 2007 reprint by Coyote)
• Online Technical Writing, Author: David A. McMurrey  http://www.io.com/~hcexres/textbook/
• Recommended Textbook: Pocket Guide to Technical Communication, 5th ed. (2011). Author: Pfeiffer $42 list; $33 Amazon ($26+$4 used)
• Instructor: Professor Larry Wittie  TA: Sean Munson
• Office: CS Building, Room 1308
• Phone: 631-632-8750  (not 2-8456)
• Email: lw@ic.sunysb.edu
• Office Hours: 3:45-5:15PM Tue & Thu or by appointment
• Course Homepage: http://www.cs.sunysb.edu/~lw/teaching/cse300

Paper 1 My Weekend with Irene  Due next Tuesday 9/13/11
First in-class writing assignment 1sep11 - one-page My Weekend with Irene
One to 1.3 pages, Margins - 1.25 inch each edge
Medium line lengths – 60 characters per full line
Proper spacing - space & a half for your papers

Start in class today

Put the title My Weekend with Irene at top of a page.
Put your name on your paper after the title.

List 2 to 4 phrases about ideas for your paper.
Write a few sentences expanding each of your ideas.

Hand your paper to me up front at the end of class.

I will copy all sheets and put originals outside the door of 1308 CompSci tonight.

Bring a printed 1 to 1.3 page draft of your paper to class Tuesday to edit and to hand in. Your completed paper is due Tuesday 9/13/2011 for formal grading.
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Problems with First Classroom Writing

1. Text not broken into paragraphs
2. Use of contractions (I’m) instead of full phrases (I am).
3. Use of “due to” instead of “because of” in an adverbial phrase.
   
   I was late due to an accident.  I was late because of an accident.
   The accident was due to bad weather.  (adjective phrase)

4. Misspellings
5. Run-on sentences
6. Sentence fragments
7. Overcapitalization  {feeling faint, chest pains, shortness of breath}
8. Lack of parallelism  {need same part of speech for items in a series}
9. Organization - sentences fit together into paragraphs and series
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First Paper - My Weekend with Irene

Your printed complete paper is due in class next Tuesday 9/13. Put the title at the top and your name under it. The paper should be 1.0 page (30+ lines) to 1.3 pages (~40 lines) in length, with lines spaced 1.5 (between single and double spaced), text lines at least 6 inches wide, and about 15 words per line. Use font 12 or larger. The title, your name, and blank lines do not count in the required 30+ lines. Aim for 36 lines of text to be safe.

Email .doc copy of your final paper to lw@ic.sunysb.edu with the Subject: 300 paper 1 - My Weekend with Irene.

Today we will mass edit your paper 1 drafts in class.
Technical versus non-technical writing
Technical writing must be useful. It stresses accuracy more than style and has a purpose: transmitting technical information accurately.

Good technical writing is:
1. Technically accurate
2. Useful
3. Concise
4. Complete
5. Clear
6. Consistent
7. Correct in spelling, punctuation, and grammar
8. Targeted
9. Well organized
10. Interesting
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Blake: Writing Numbers, Measures & Symbols

Rules:
1. Write out all numbers less than 10, except in measures, age, time, dates, page numbers, percentages, money and proportions:
   • nine tractors
   • one trial run
   • five command centers
   • 2 yards
   • 9-second delay
   • 1 pound
   • 6 years old
   • 2 pm
   • October 19, 2004
   • Page 3
   • $3
   • 4 percent
   • 70 to 1 or 70:1
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Blake: Writing Numbers, Measures & Symbols

Rules:

2. When two or more numbers are in the same section, write them as **numerals**, unless all are nine or smaller:
   - The full-scale system contains 15 pumps, 5 fans, 5 ducts, and 3 heat exchangers. **BUT** The pilot-plant system contains five pumps, one fan, one duct and two heat exchangers.

3. Write large numbers in the form most familiar to your readers:
   - 209,000,000 **or** 209 million **or** 209 x $10^6$ **or**
     - two hundred and nine million
   - 14,968
   - 2 million instead of 2,000,000
   - 1.5 billion instead of 1,500,000,000
   - 5,936,999 instead of 5.936999 million
   - $6.7 billion instead of $6,700,000,000
   - 1,500,000,000,000 **or** 1.5 x $10^{12}$ instead of 1.5 trillion
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Blake: Writing Numbers, Measures & Symbols

Rules:

4. Place a hyphen between a number and unit of measure *when* they modify a noun, but not when they do not modify a noun.
   - an 8-page report
   - 20,000-volt charge
   - but
   - length of 10 pages

5. Use singular form of unit when there is one or less.
   - 1/2 ton  1 ton  1.5 tons
   - 0.33 centimeter  2.56 centimeters

6. Write decimals and fractions as numerals, not words.
   - 0.78  not zero point seven eight
   - 4/5  or  0.8  not four-fifths
Rules:

7. Have consistent decimal representations in tables.
   0.76  0.923  0.5  
   not .76  .923  one half
   
   2.776  or  2.776  or  2.776
   14.23789  14.23789  14.23789
   127.045  127.045  127.045

8. Do not inflate degree of accuracy by writing too many digits.
   1.66 inch  
   not 1.6667 inch  if you measured 1.66

9. If a number is an approximation, write it out.
   half a cup of coffee
   contains one-third more dog food  
   if it really is 0.30-0.36
   contains almost one-third more dog food  if it really is 0.27