Tu23sep08

CSE/ISE 300 Writing  F08

- Time: Tue 12:50-1:45PM
- Location: Room 154  Light Engineering
- Required Books: 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/
- Instructor: Professor Larry Wittie
- Office: CS Building, Room 1308
- Phone: 631-632-8750 (not 2-8456)
- Email: lw@ic.sunysb.edu
- Office Hours: 2:00-3:30PM Tue & Thu or by appointment
- Course Homepage: http://www.cs.sunysb.edu/~cse300

- Paper due today - 1.2-pages on My Favorite Gadget.  See Lect02 specs.
- In-class draft of memo 2 - Why Our Firm Needs A New Computer For Me.
CSE/ISE 300
Blake: Writing Numbers, Measures & Symbols

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
CSE/ISE 300
Blake: Writing Numbers, Measures & Symbols

Rules:

10. Spell out one of two adjacent numbers - usually the shorter.
   - four 3-color ink cartridges
   - fifty-seven 3,500-piece puzzles
   - Whenever the gauge reaches 1.5, sixteen switches must be off.
     but
   - twenty-three 3-phase sockets

11. Do not begin a sentence with a number.
    - Two hundred hand-held calculators had arrived by 3pm yesterday.
      or
    - By 3pm yesterday, 200 hand-held calculators had arrived.
      not
    - 200 hand-held calculators had arrived by 3pm yesterday.
CSE/ISE 300
More Rules Blake: Elements of Technical Writing
How to Write Units of Measure

Rules:

12. Keep units of measurement consistent, in text and charts.
   Lengths should be all metric (meters, centimeters) or all English scale (feet, inches); data, in bits or in bytes (B) but not mixed; and time in seconds (s), milliseconds (ms), microseconds (us), or nanoseconds (ns).

13. Chose a system of measurements and use its correct units.
   Major choices are mks metric (meters, kilograms or Newtons, seconds), cgs metric (centimeters, grams or dynes, seconds) or English (feet, slugs or pounds, seconds) for length, mass or force, time.
Memo2 is an English essay due by 12:50 Tue 14 Oct. as one printed copy & a .doc file emailed to lw@ic.sunysb.edu Subject: 300memo2  Why Our Firm Needs A New Computer For Me.

Put a dated cover page on your 2.2-page essay. Use 1.5 lines spacing. Make lines 6 inches long with 30 lines per page of text. Make the text of your memo from 60 to 75 lines (2 to 2.5 pages, 800 to 1200 words). Number pages.

Assume the reader is your computer-savvy, but non-expert boss in a company with 20 employees. The boss has announced that the firm will buy new computers for some employees, those most needing one for their jobs.
Write a technical essay in English on the topic: Why Our Firm Needs A New Computer For Me

Explain why you need a new computer, what type, and how it will increase your value to the firm. (In doing so, let me know what is the business of your company, but in a way that will not bore your boss, who knows about the business, but not why you need a new machine for your own job.) Describe the key features of the new computer and why they are important to you. Tell what brand, model, cost, and vendor precisely. (List websites with these details as references at the end.) Convince your boss to spend a little money.