CSE/ISE300 Communications S13

- Location: Room 2205 Computer Science, 2nd floor, Multimedia Lab
- Time: Tue/Thur 5:30-6:50PM
- Instructor: [Professor Larry Wittie](mailto:larry.wittie@stonybrook.edu)
- Office/Lab: Room 1308 Computer Science, 1st floor, Network Lab
- Office Hours: 3:55-5:25pm Tu/Th, if 1308 door is ajar, or by appointment
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- Course Homepage: [http://www.cs.sunysb.edu/~lw/teaching/cse300](http://www.cs.sunysb.edu/~lw/teaching/cse300)
The first writing assignment, a one-page outline on My Week With Sandy was in-class Thursday 1/31/13. The TA’s and my notes on each outline were returned last week. I will hand back our corrections to the first printed versions of paper 1 today, Thursday 2/14/13.

The new deadline for the final printed version of your paper 1 is next Tuesday 2/19/13. You will have a weekend to modify your first printed version.

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 paper

Center the title My Week With Sandy at the top of the first page. List your name and last printing date of paper 1 below the title.

See more rules for the final version of paper 1 on the next slide.

Graded paper 1A returned Thursday 2/14/13. Final paper 1 is due Tues 2/19/13 in printed and emailed forms.
CSE/ISE 300
First Paper – My Week With Sandy

Your printed completed paper is due at start of class Tuesday 2/19/13. Center the title at top of page 1 with your name beside the printing date on the second line. Paper 1 must be 1.0 page (30+ lines and at least 450 words) to 1.3 pages (~40 lines, 600 words) of text, with lines spaced 1.5 (between single- and double-spaced), text lines 6 inches wide, and 12 to 15 words per line. Use font 12. The title, your name, the date, blank lines, and list entries do not count in the required 30+ lines of prose text. Write 36 text lines (540 words) to be safe. Number the pages of all three papers in ‘300.

By Tuesday 2/19, email a *doc copy of your paper to lw@ic.sunysb.edu with Subject: 300 paper 1 - My Week With Sandy. Bring a printed paper 1 to class.
CSE/ISE 300

Grades for Printed Draft of First Paper – Week Sandy

Grade Counts Pap1 Drafts CSE300 S13

- A
- A-
- B+
- B
- B-
- C
- F0

Count
CSE/ISE 300
Notes from First Classroom Writing - S13

1. I use the paragraph mark ¶ (pilcrow symbol) to say “Separate sentences here to start a new paragraph”.
2. Avoid vague words like “nice” and non-specific phrases like “a lot of” and “another university”.
3. Avoid abrupt transitions between paragraphs
4. Avoid repeated thoughts, words, and phrases.
5. Do not use any contractions, no don’t, no can’t, and no it’s.
6. Avoid sentences starting with “So”, “Thus”, and “Also”.
7. Avoid most uses of “due to” and all that mean “because of”.
8. Avoid lack of organization. Have sentences that fit together into paragraphs (and sections with section headers, in longer papers).
9. Read, edit, and re-read what you write, preferably after a night of sleep the last time.
Due to  

Due to should not be used for through, because of, or owing to in adverbial phrases. Due to means “attributable to” and is used in adjectival phrases.

He lost the game due to carelessness.

The accident was due to bad weather. Losses due to brush fires cost California more than $1 billion last year.

Each and every one  

Advertising jargon that should be avoided.

It should be a lesson to each and every one of us.

It should be a lesson to every one of us.

It should be a lesson to us all.

Effect/Affect  

As a noun, effect means “result”; as a verb, it means “to bring about” or “to accomplish.” The verb affect means “to influence.” The noun effect is overused in vague writing about the arts: “subtle effects”, “very delicate effects.”
Enormity  Use *enormity* only to mean “monstrous wickedness.” It is misleading, if not wrong, when used to mean only “bigness.”

Enthuse  Avoid this verb created from the noun *enthusiasm*.

- She was enthused about her new car.
- She enthused about her new car.

- She was enthusiastic about her new car.
- She talked enthusiastically about her new car.

Etc.  *Et cetera* literally means “and other things,” but is used improperly to mean “and other persons.” It is equivalent to “and so forth” and should not be used if the reader would be left in doubt about any important items. In formal writing, avoid *etc*.

Facility  *Facility* is overused for hospitals, jails, and prisons.

- He has been appointed warden of the new facility.
- He has been appointed warden of the new prison.
Fact Use fact only for matters that can be directly verified, but not for matters of opinion. The melting point of lead is a fact, but that California has a wonderful climate is only an opinion.

Factor Factor is a hackneyed word; its expressions usually can be replaced by wording that is shorter and clearer. Her superior training was the great factor in her winning. She won by being better trained.

Farther/Further Although commonly interchanged, there is a subtle distinction between farther and further. Farther serves best for physical distances; further is best for quantities or time. You can chase a ball farther than another player; you pursue a subject further.
Finalize  
Avoid *finalize*, which is a pompous and ambiguous business verb. Does it mean “terminate” or “put in final form”? 

Fix  
*Fix* is well established in America as colloquial for *arrange*, *prepare*, and *mend*. Its preferred meanings are derived from its Latin root *figere*, “to make firm” or “to place definitely.” 

Flammable  
The common word *inflammable* means “combustable.” Lest some people think it means “not combustable,” safety signs on the backs of trucks say “Flammable Liquid.” Write *inflammable*. 

A mixture of oil and gasoline 

is highly flammable. 

Folk  
The collective noun *folk* is equivalent to *people* and always properly used only in the singular form. The colloquial *folks* meaning “parents,” “family,” or “those present” should be avoided. 

Your folks are here!  
Your parents are here!
Fortuitous  
*Fortuitous* means “happened by chance.” It does not mean *fortunate* or *lucky.*  
He was fortuitous to fill a royal flush.  
He was lucky to fill a royal flush.

Get  
The colloquial *have got* for *have* should be avoided in writing. The preferrable form of the participle is *got,* not *gotten.*  
He has not got any sense.  
He has no sense.  
They returned without having gotten any fish.  
They returned without having got any fish.

Gratuitous  
*Gratuitous* means “uneared” or “undeserved.”  
The insult was gratuitous.
CSE/ISE 300

Strunk and White: Commonly Misused Words

He is a man who Avoid redundant phrases of this common type.
He is a man who is very ambitious. He is very ambitious.
Vermont is a state that attracts Vermont attracts winter
winter visitors for skiing. visitors for skiing.

Hopefully Hopefully was formerly a useful adverb meaning
"with hope" or "full of hope". It is now widely used to mean "I
hope" or "it is to be hoped." Avoid hopefully in your writing. It
offends the ear of educated readers and sounds silly to them.
Hopefully I will leave on the I hope to leave on the noon
noon plane. plane.

However Used first in a sentence, however means "in whatever
way" or "to whatever extent." Not first, it can mean "nevertheless."
The road was bearly passible. The road was bearly passible.
However, at last we got home. At last, however, we got home.
However discouraging the prospect, they never lost heart.
The words *imply* and *infer* are not the same. Something implied is suggested or indicated, but not expressed directly. Something inferred is deduced from evidence at hand. *Farming implies early rising.* Since she was a farmer, we inferred that she got up early.

Avoid *importantly.*

More importantly, he paid for the damages.

More important, he paid for the damages.

What is more, he paid for the damages.

*In regard to* is wrongly written *in regards to.* On the other hand, *as regards to* is correct and the same as *in regard to.*

Avoid this overused, bankrupt expression.
Inside of/Inside  Inside of is correct to mean “in less than.” For other meanings, avoid of after inside; inside is correct alone. Inside of five minutes, I shall be inside the bank.

Insightful  Insightful should be used only for instances of remarkably penetrating vision. Perceptive is almost always better. Your remark was insightful. Your remark was perceptive.

In terms of  In terms of is padding that is usually best omitted. The job was unattractive in terms of salary. The salary made the job unattractive.

Interesting/Funny  These unconvincing words should be avoided in introductions. Say something funny, not that it will be funny. In connection with the forthcoming visit of Mr. B. to America, it is interesting to recall that he …
Irregardless  *Irregardless* is not a word. *Regardless* is the correct spelling. The negative *ir*- is suggested by the words *irregular*, *irresponsible*, and *irrespective*, which lack the negative *-less*.

-ize  Never tack *-ize* onto a noun to form a new verb. Be wary of existing *-ize* verbs. *Fertilize*, *harmonize*, and *summarize* are useful; *containerize*, *prioritize*, and *finalize* are not. Prefer *use* over *utilize*.

Kind of/Sort of  These phrases should not be used to mean “rather” or “something like”. Restrict them to their literal senses: “Amber is a kind of fossil resin”; “I dislike that sort of publicity.” Her brother is kind of handsome. Her brother is rather handsome.

Lay/Lie  *Lay* is a transitive verb and must have an object. *Lie* must not. The forms are *lay*, *laid*, *laid*, *laying*; *lie*, *lay*, *lain*, *lying*. A hen lays an egg; a llama lies down. After his new play laid an egg, the playwright went home and lay down.
CSE/ISE 300
Strunk and White: Commonly Misused Words

Leave/Let

*Leave* is misused as a substitute for *let.*

Leave go of that rope!  

Let go of that rope!

Less/Fewer

*Less* should not be misused for *fewer.* *Less* refers to quantity; *fewer* refers to number. Occasionally, either word may be used, but with different meanings. “His troubles are less than mine” means “His troubles are not so great as mine.” “His troubles are fewer than mine” says “His troubles are not so numerous as mine.”

They had less workers than in the previous campaign.  

They had fewer workers than in the previous campaign.

Like/As

*Like* should not be used for the conjunction *as.* *Like* precedes a noun or pronoun; *as* comes before phrases or clauses.

We spent the evening like in the old days.  

We spent the evening as in the old days.

June smells good, like a baby should.  

June smells good, as a baby should.
Line/Along these lines  

*Line* meaning “course of thought or conduct” is allowable but overworked in phrases like “along these lines”. Writers should avoid continued use of *line* in this sense.

Mr. Jones also spoke along the same lines.  
She is studying along the line of French literature.

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Literal/Literally  

*Literally* is often incorrectly used in exaggeration.

A literal flood of abuse  
literally dead with fatigue

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Loan/Lend  

*Loan* is a noun. The corresponding verb is *lend*.

Lend me your eyes.  
Please loan me five dollars.

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Strunk and White: Commonly Misused Words

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CSE/ISE 300
Meaningful

Avoid the bankrupt adjective *meaningful*.

His was a meaningful contribution.

We are instituting many meaningful changes in the curriculum.

Memento

*Memento* is incorrectly spelled as *momento*.

Most/Ashartmost

*Most* is not to be used to replace *almost*.

most everybody

almost everybody

most all the time

almost all the time

Nature

If used like *character*, *nature* is almost always redundant.

Also avoid vague phrases like “a student of nature.”

acts of a hostile nature

hostile acts
Nauseous/Nauseated

*Nauseous* means “sickening to contemplate”; *nauseated* means “sick at the stomach”.

I feel nauseous.  
I feel nauseated.

Nice

*Nice* is an all-purpose word, normally of indistinct meaning. Avoid it in writing, except to mean “precise” or “fine.”

I had a nice time in the nice weather.  
*Hers was a nice distinction.*

Nor

*Nor* is often used incorrectly for *or* after negatives.

He cannot eat nor sleep.  
He cannot eat or sleep.  
He can neither eat nor sleep.  
He cannot eat nor can he sleep.

Nouns used as verbs

All nouns used as verbs are suspect.

She headquarters in Dallas.  
*She has headquarters in Dallas.*

He chaired the meeting.  
*He was chair of the meeting.*