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 2 memo on New Computer due today in class, OK Th 21 Oct in 1308.
- Make sure your print and identical e-copies are properly formatted.
- Graded paper1 back today, My Favorite Gadget.  Next Tues, start paper3.
Memo2 is an English essay due by today, 21 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.
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Problems from Paper1 to Avoid in Papers 2 & 3

1. Do not switch suddenly to second person “you” from first person “I” or “we” or third person “he”, “she”, or “they”.
   I love my MP3 player. When you are wearing it, it is like a gem.
   I love my MP3 player. When I am wearing it, it is like a gem.

2. The possessive of the pronoun “it” is “its”, with no apostrophe.
   When I wear my MP3 player, only it’s headphones show.
   When I wear my MP3 player, only its headphones show.

3. Do not repeat the same significant word in one sentence (or in two adjacent ones).
   It had no speakers, MP3 capabilities, or other modern capabilities.
   It had no speakers, MP3 capabilities, or other modern features.

4. Do not use contractions in formal writing, except in quotations.
   I’m => I am    shouldn’t should not    can’t cannot    she’s she is
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More Problems from Paper1 to Avoid

5. Give more examples and post.
Accept/Except
Accept is a verb meaning receive. Except is a preposition (or verb) meaning is (or make) a special case.
   I will accept the job offer from IBM. Everyone except Mary wants to work for a large company next year.
   (Uncommon as a verb: Please except me from today’s deadline. I have the flu.)

Affect/Effect
Affect is a verb meaning influence. Effect is a noun meaning result.
   (Uncommon: Effect is a verb meaning cause {a result}.)
   Birth orders affect adults’ goals in life; more first-born than second-born children attend graduate school.
   One effect of burning gasoline in cars is urban smog.
   (Uncommon: The new boss will effect change in the company’s line of products. Better: The new boss will change the company’s line of products.)
More Advice from Appendix B and Me

Amount, Much, Less/Number, Many, Fewer

Amount, much, and less are used with the collective names for substances for which individual items cannot be counted. Number, many, and fewer are used for the names of items that can be counted.

The beach has much less sand this spring than last fall. Winter storms must have washed away a large amount of sand.

The beach has many fewer sand dollars this spring than last year. Summer tourists must have taken a large number of sand dollars home as souvenirs.

Between/Among

Both between and among are prepositions. However, between is used for two items and among is used for three or more items.

This agreement is between you and me.

The two pizzas were shared among the four graders for the course.

Separate

Separate is frequently misspelled as seperate. Remember there is a rat in separate.