Graded quizzes and shoe papers back next week.

Today, in class, you will start outlines of your computer memos 2.

Th23feb12

Lect10Slide 1
Runon sentences - two complete sentences - each with its own subject and verb - are joined by a comma (,), not separated by a period (.)

FROM:
I was very happy to have my job, I had no prior experience and was very thankful for the opportunity to work and learn from experienced professionals.

TO:
I was very happy to have my job. I had no prior experience and was very thankful for the opportunity to work with experienced professionals and to learn from them.
Verb tenses (action times) change (often randomly) from past-time to present-time to past to present to past …

FROM:
The ethical issues began to form and to multiply. I have some methods of checking each user's activities. These methods would not be completely reliable, but none would produce false positives. If one indicated that some user had been looking at another's files, I would know there was a problem.

TO:
The ethical issues began to form and to multiply. I had some methods of checking each user's activities. These methods were not completely reliable, but none would produce false positives. If one indicated that some user had looked at another's files, I would know there was a problem.
CSE/ISE 300
Common Errors: English Grammar Problems

A sentence fragment - part of a sentence and usually a very long *when* or *because* or *since* or *as* or *whether* clause - is given a final period as if it were a sentence.

**FROM:**
Whether you lie to your supervisor about why you were absent, or you take credit for someone else’s work to promote your own abilities. Any form of dishonesty in the work place justifies investigation and punishment.

**TO:**
Whether you lie to your supervisor about why you were absent or you take credit for someone else’s work to promote your own abilities, any form of dishonesty in the work place justifies investigation and punishment.
CSE/ISE 300
Sample Paper 1 Errors: English Grammar Problems

FROM:
With regards to a favorite type of footwear, however, I have decided to employ the following two criterion: the total amount of time worn and the number and quality of memories linked.

TO:
Concerning my favorite type of footwear, however, I have employed two criteria: the total amount of time worn plus the number and quality of linked memories.

Strunk and White, L7: In regard to is wrongly written in regards to.
Google: “with regards to” 314 million “with regard to” 568 million; with regard to is pompous, use about or concerning.
Pfeiffer: Criteria is the plural of the Greek word criterion, not criterions.
FROM:
I can remember the first time I set foot on the practice field for my first day of football during my senior year. I had worked hard during the summer to be in top physical condition and I bonded with my fellow teammates to make sure that we would have positive chemistry for the upcoming football season. That year I went out and bought a pair of Reebok cleats that were far superior to anything I have bought before in my life.

TO:
I remember running onto the practice field for the first day of football my senior year. I had worked hard during the summer to be in top physical condition and to bond with my teammates so we would have positive chemistry during the upcoming season.

That year I bought a pair of Reebok cleats that were far superior to any I had ever owned.
FROM:
However, my **absolute** favorite **pair** of shoes is a **pair** of snowboard boots I bought from a friend in my last year of high school.

TO:
My **favorite** shoes, however, are the **pair** of snowboard boots that I bought from a friend in my last year of high school.

**Strunk and White, L7:** Used first in a sentence, *however* means “in whatever way” or “to whatever extent.” Not first, it can mean “nevertheless.”
CSE/ISE 300
Sample Paper 1 Errors: English Grammar Problems

FROM:
People usually spend plentiful time selecting shoes, however after they are worn out, few people can barely remember the shape of their shoes. I am glad that I am still wearing my favorite boots, which are black boots made by Dr. Martens, a classical British brand.

TO:
Some people spend many hours selecting new shoes but, after wearing them out, barely remember the shape of their discarded shoes. I am pleased to still be wearing my favorite black boots, made by Dr. Martens, a classic British brand.
CSE/ISE 300

The Next Paper Is a Two-Page Memo2

Memo2 is an English essay due Thursday, 8 March 2012 as one printed copy in class & a .doc file emailed to lw@ic.sunysb.edu Subject: 300 memo2 Why I Need a New Work Computer.

Put a title, your name and the paper’s last print date centered on a cover page for your “2.2-page” memo. Use 1.5 lines spacing. Make memo 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, 850 to 1150 words). Address your boss politely. Number your pages.

Assume the reader is your computer-savvy, but non-expert boss in a company with 20 or fewer employees. The boss has announced that the firm will buy new computers for some employees, those most needing one for their jobs. Justify why the firm will benefit from buying you (or your team) new computer(s). Be specific on why you need a new machine, what computer model with what features, and what price from what source. After the 2.2 pages of memo text list all web and printed references used for your paper.
Write a technical essay in English on the topic: Why I Need a New Work Computer

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 critical. Tell what brand, model, cost, and vendor precisely. (List websites with these details in a References section at the end.) Convince your boss to spend a little money.

(Cover page, salutation, and final References list do not count in the 2 to 2.5 pages. Just memo paragraphs count as text; feature lists, quoted material, and images do not.)