CSE/ISE300 Communications S14

- Location: Room 2205 Computer Science, 2nd floor, Multimedia Lab
- Time: Tue/Thur 5:30-6:50PM
- Free Online Webbook: Technical Writing, by David McMurrey
  http://www.prismnet.com/~hcexres/textbook/
- Instructor: Professor Larry Wittie
- Office/Lab: Room 1308 Computer Science, 1st floor, Network Lab
- Office Hours: 4:10-5:25+7-7:15pm Tu/Th, if door is ajar, or by appointment
- Phone: 632-8750 (not 2-8456)
- Email: larry.wittie@stonybrook.edu
- Course Homepage: http://www.cs.sunysb.edu/~lw/teaching/cse300
Max 95  Average 86.7 = B+/B  Min 72

Papers averaged 14.8 (13.2-16.1) words per line and 445 words per page.
CSE/ISE 300
The Next Paper Is a Two-Page Memo

English essay Memo2 is due Thurs., 13 March 2014 as one printed copy in class & a .doc file emailed to larry.wittie@stonybrook.edu

Subject: 300 memo2 New Computer.

Put a title, your name and the paper’s last print date centered above the left-edge start of your “1.5- to 1.7-page” memo. Use 1.5 lines spacing. Use lines 6 inches long with 30 lines per page of text. Make the memo text fill 45 to 51 lines (1.5 to 1.7 pages, 650 to 800 words). Address your boss politely. Number your two pages.

Assume the reader is your computer-savvy, but non-expert boss in a small company with 50 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 about 48 lines of text, list all references (web URLs) used for your memo.
CSE/ISE 300

Two-Page Memo2: Paper & Email due 3/13/14

Write a technical essay in English on the topic: Why I Need a New 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(s) and why they are critical. Tell precisely what brand, model, vendor, and cost. (List exact web pages for details in a References section after the memo text and ending.) Convince your boss to spend some money. (The title, your name, the memo salutation, and final References list do not count in the 1.5 to 1.7 pages. Just memo paragraphs count as text; feature lists, quoted material, and images do not.) This memo will be the basis for your 8 minute oral presentation.
CSE/ISE 300
Possible Structures for Memo2 (1)

After a centered Title:

Why I Need a New Computer
OR: Why We Need a New Computer
OR: Why We Need New Computers
AND: Your name Printing date

You can use a formal greeting:

Dear Mr/Ms____:

memo2 text ...

and ending:

Sincerely,
Your Name

Examples of two possible formal greetings and endings:

Dear Ms. Taylor: OR Dear Mr. Harris:

memo2 text ...

Sincerely,
Your Name

Your Name

References
1. WWW.Site1.com/subpage1
   Tu4mar14 Lect10
Possible Structures for Memo2 (2)

After a centered Title:

Why I Need a New Computer
OR: Why We Need a New Computer
OR: Why We Need New Computers
AND: Your name Printing date

You can use an informal greeting: {if a very small company}

Dear Boss’s first-name:

memo2 text …

and ending: Your Name

Examples of two possible informal greetings and endings:

Dear Mary, OR Robert,

memo2 text … memo2 text …

Your Name Your Name

References
1. WWW.Site1.com/subpage1
2. WWW.Site2.com/subpage2
CSE/ISE 300
Possible Structures for Memo2 (3)
(See Pfeiffer, p. 75)

MEMORANDUM

DATE: March 4, 2014 {Printing Date}
TO: Boss’s Name, Boss’s Manager Title
FROM: Your Name, Your Title in Firm \( \gamma n \) {sign here with initials}
SUBJECT: Why I Need a New Computer
  memo2 text …

References
  1. WWW.Site1.com/subpage1
  2. WWW.Site2.com/subpage2

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{end of page 2}--------------------------------
CSE/ISE 300
Remember to Do for Paper 2 Drafts

Number Pages
1.5 spacing (not single spacing) (not double spacing)

Title on center top of page 1 of text
Name Date (not on separate cover sheet)

Set 1.25 inch margins on all 4 edges
The Writing Center is located in 2009 Humanities Building. Their telephone number is (631) 632-7405. Tutoring is a service of the Program in Writing & Rhetoric. They will give you free help with writing papers and reports, but you must make an appointment online before you go to them for help. There may be a wait of several days before your appointment. Start soon.

See the [http://www.stonybrook.edu/commcms/writrhet/writing_center/writing.html](http://www.stonybrook.edu/commcms/writrhet/writing_center/writing.html) web page to start the process of getting help. Click the link Make_the_most_of_your_Appointment to read rules for appointments. To make an appointment for tutoring, click the red button labeled Make_an_Appointment.
CSE/ISE 300
Use an iMac for Outline & Draft of Paper

Login to your iMac in the MultiMedia Lab
Use your 9 digit SBU ID number as your account name

Use MS Word or (TextEdit) to make an outline and first draft of your story “Why I Need a New Computer”.

With the Safari (or another) browser on the iMac
Access your web-based email client.
Send “Your Name 300 Computer Memo” to larry.wittie@stonysbrook.edu with Cc: to Your Email

Logout, wait a minute, and put your iMac to sleep.
CSE/ISE 300
Sample Errors in Prior Paper 2 Drafts

our customer’s computers => our customers’ computers

A lot of our clients => Many clients  {Avoid weak words}

I’m sure => I am sure  {No contractions}

puts us in unique position => puts us in a unique position

team of 6 people => team of six people

is bug free => is bug-free => is free of errors
products as we test its design =>
products because we test their designs

We don’t have any => We do not have any => We have no

on-fly encryption => on-the-fly encryption

new functions. for instance, =>
new functions. For instance,

install a 2nd SQL instance => install a second SQL instance
(Structured Query Language)
CSE/ISE 300
Sample Errors in Prior Paper 2 Drafts

cost is 8700 dollars. => cost is $8,700.

I am writing to inform you of the troubles that our group is experiencing. =>
Our group has been experiencing many {work-delaying} computer problems.

I am requesting for a new computer for our game developing group. =>
The game creation team needs new computers.
CSE/ISE 300
Sample Errors in Prior Paper 2 Drafts

game developing group  =>  game development team
...  game developing group  =>  gaming group
...  game developing group  =>  our team

takes a good amount of time  =>  takes a long time

it takes a longer time to test  =>  it takes much longer to test
CSE/ISE 300
Sample Errors in Prior Paper 2 Drafts

I am writing to inform you that I need a new computer to perform my job. I am working as a customer relationship manager. => I need a new computer for my work as a customer relationship manager.

I handle customer … customer relationships.
I have to focus … . => I must focus
I have … customer loyalty … customer, … customer-focused … customer concerns … to the customer.

because computer was crashing again and again. => because my computer crashed again and again.
Hope you are doing well. => I hope you are doing well.

This letter is regarding the announcement you made on Monday about the list of people who => On Monday you announced a list of people who

Our hospital has gotten a lot more patients in the past few months than ever before. The reason for that is … => Our hospital has treated 40% more patients in the last three months than in any previous quarter. The reason is …
Also, the result of this is that Prezi had never had critical bugs for recent five years and had achieved … ⇒
As a result, Prezi has not had critical bugs for five years and has achieved …

However, as one of the fastest growing IT services on the global market, ⇒ {small company!}
Since we are one of the fastest growing IT services in the metro market,

140,000 lines of codes, ⇒ 140,000 lines of code,
CSE/ISE 300
Other Problems: Memo2 Drafts

Too Short - Write 1.5 to 1.7 pages, 650 to 800 words of prose text excluding title, name, headings, lists, tables, graphs, and images.

Needs a Title centered near the top of the first page of text

Graphics images or tables must be placed within text, not at end.

References missing: Need web URLs (or journal citations) at end, but not on a separate page after page2.

Repeated words and phrases in the same or nearby sentences.
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