CSE/ISE300 Communications S12

- Time: Tue/Thur 5:20-6:40PM
- Location: Room E4315 Melville Library, 4th floor, east wing
- Required Book: The Elements of Style, 4th edition (Sep 1999), by Strunk & White, 978-0205313426, $10 new (or $5 bookstore rental)
- Recommended Text: Pocket Guide to Technical Communication, 5th ed. (2010), by Pfeiffer, 978-0135063965 $43 SBU new, $22 rent; $29 Amazon new
- Instructor: Professor Larry Wittie  TA: Eric Papenhausen
- Office: CS Building, Room 1308  TA Help: 12-1:30pm Wed, 2110 cs
- Phone: 631-632-8750 (not 2-8456)
- Email: lw@ic.sunysb.edu
- Office Hours: 4-5pm + 7-7:30pm Tue/Thu or by appointment
- Course Homepage: http://www.cs.sunysb.edu/~lw/teaching/cse300

Talks start Tuesday 20 March. Come to class early.
Class attendees will help evaluate others’ talks. Graded quizzes soon.
## CSE/ISE 300
New Computer Talks: Week 1 20&22 March 2012

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<th>Order Day 1 Tues 3/20/12</th>
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<tr>
<td>1.1 Richard Hartmann</td>
<td>2.1 Ryan Belohlavek</td>
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<td>1.2 Qasim Ijaz</td>
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<td>1.7 Bradford Wagner</td>
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CSE300/ISE300 Talk Evaluations

YOUR NAME : ___________________   TODAY’S DATE : ________

1. Did the speaker speak clearly; was the speaker understandable?
2. Did the slides have the right amount of content and a conclusion?
3. Did the speaker engage the audience well, make … eye contact?
4. How well did the speaker know the material?
5. How well were you interested and convinced by the talk points?
6. Was the talk the right length? (If too long and not finished, circle 4; if finished just before time limit, circle 5.)

1. Name: ____________________
   1) 1 2 3 4 5 Spoke clearly
   2) 1 2 3 4 5 Good slides
   3) 1 2 3 4 5 Eye contact
   4) 1 2 3 4 5 Knew facts
   5) 1 2 3 4 5 Convincing
   6) 1 2 3 4 5 Good timing

2. Name: ____________________
   2) 1 2 3 4 5 Good slides
   3) 1 2 3 4 5 Eye contact
   4) 1 2 3 4 5 Knew facts
   5) 1 2 3 4 5 Convincing
   6) 1 2 3 4 5 Good timing

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6) 1 2 3 4 5 Good timing

7. Name: ____________________
   7) 1 2 3 4 5 Good timing

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CSE/ISE 300
Talks: 20-29 Mar. & 10-12 Apr. on 2-pg Memo2
Why I Need a New Work Computer
Plan to give a 6- to 8-minute talk based on your Memo2 paper. Prepare 4 to 8 powerpoint slides.
If you would like to give your talk on a specific date or dates, send email to lw@ic.sunysb.edu with the Subject: 300 talk day. I will pick talk dates for all class members who do not send email.
The new talk dates are:

**Tuesday**
Day 1: 20 March
Day 3: 27 March
Day 5: 10 April

**Thursday**
Day 2: 22 March
Day 4: 29 March
Day 6: 12 April
CSE/ISE 300
New Computer Talks

Derive your talk from your memo2 submission, but with visual aids, 4 to 8 slides. Explain why you need a new computer, its type, and how it will increase your value to the firm. (In doing so, let me know what is your job and your company’s business, but in a way that will not bore your boss, who knows what business, but not why you need a new machine for your own job.) Describe the key technical features of your new computer; tell why each one is critical for you to do your job more efficiently. Precisely specify the computer brand, model, cost, and vendor. Convince your boss to spend a little money.

On a References slide after the conclusions slide of your talk, list all web and printed references used for your talk, including the precise URLs of all websites which gave you details about your old computer and your desired new computer.
Talks on Why I Need a New Work Computer begin in class Tuesday, 20 March 2012.

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 new ones for their jobs. Justify why the firm will benefit from buying you (or your team) new computer(s). Be clear why you need a new machine, what computer model with what features, and what total price from what source. Address your boss politely. Avoid subtle insults such as “As you probably know,”.

Aim for a 7-minute (6-8 min.) talk to your boss and colleagues in your company. Persuasively request a new computer for your work. Bring your own laptop (Mac or PC with VGA capability) or bring your power point slides for a PC on a USB stick or CD.