CSE/ISE300 Communications S13

• Location: Room 2205 Computer Science, 2nd floor, Multimedia Lab
• Time: Tue/Thur 5:30-6:50PM
• Required Book: The Elements of Style, 4th edition (Sep 1999), by Strunk & White, 978-0205313426, Hardback ($8 new, Amazon.com) or ISBN 978-0205309023, Paperback ($10 new, $5 rental, SBU Bookstore)
• Free Online Webbook: Technical Writing, by David McMurrey
  http://www.prismnet.com/~hcexres/textbook/
• Recommended Text: Pocket Guide to Technical Communication, 5th ed. (2010/2011), by Pfeiffer, 978-0135063965 ($47 new, $23 rental, SBU) or ($38 new, Amazon)
• Instructor: Professor Larry Wittie
• 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
• Phone: 632-8750 (not 2-8456)
• Email: lw@ic.sunysb.edu or larry.wittie@stonybrook.edu, not both
• Course Homepage: http://www.cs.sunysb.edu/~lw/teaching/cse300

Start Paper3 outline/draft during next class
CSE/ISE 300
Talks: 28 Mar. & 4, 11 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 10 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 talk dates are:

Thursday
Day 1: 28 March 2 speakers
Day 2: 4 April 7 speakers
Day 3: 11 April 5 speakers
CSE/ISE 300
New Computer Talks: Day 1 28 March 2013

Speakers Order
Day 1 Thursday 3/28/13

1.1 JinWoong Hwang

1.2 Anne Chen
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 much interest and agreement did you have with the talk?
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: ___________________ 5. Name: ___________________

   1) 1 2 3 4 5 Spoke clearly 1) 1 2 3 4 5 Spoke clearly
   2) 1 2 3 4 5 Good slides 2) 1 2 3 4 5 Good slides
   3) 1 2 3 4 5 Eye contact 3) 1 2 3 4 5 Eye contact
   4) 1 2 3 4 5 Knew facts 4) 1 2 3 4 5 Knew facts
   5) 1 2 3 4 5 Interest, Agree 5) 1 2 3 4 5 Interest, Agree
   6) 1 2 3 4 5 Good timing 6) 1 2 3 4 5 Good timing

2. Name: ___________________ 6. Name: ___________________

   ……
Speakers Day 2 Thu 4/4/13

2.1 Akbar Hirani
2.2 Aaron Meltzer
2.3 Patrick Webber
2.4 Anthony Yang
2.5 Michael Abramowski
2.6 Elton Dakaj
2.7 Augusto Russo
Problems in Talks Last Semester

1. Speaking too fast, especially with accented English
2. Mumbling just before finishing discussion of a slide
3. Slide tables and graphics copied from the web
4. Too many details in tables and lists
5. Too many colors in tables on one slide
6. Too small, illegible fonts used in tables and graphics
7. Reading from screen too often, not scanning the audience
8. Not speaking for at least six minutes
CSE/ISE 300
New Computer Talks

Derive your talk from your memo2 submission, but with visual aids, 4 to 10 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.
CSE/ISE 300
Talks From the Two-Page Memo2

Talks on Why I Need a New Work Computer begin in class Thursday, 28 March 2013.

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.
Counts of Paper2 '300 Grades S13

- A: 3
- A-: 3
- B+: 2
- B: 2
- B-: 2
- C+: 0
- C: 2
CSE/ISE 300

Paper 3 Code Documentation

The final and major paper for this course will be due Tues 7 May, both a printed version submitted at start of class and a single source file (doc or docx) email to lw@ic... with the Subject: line containing 300 paper 3 code. Paper 3 counts for 30% of your cumulative score, which will determine your final course grade of A, B, C, or F. A passing grade is mandatory for graduation.

Your paper 3 must be four to six prose text pages of effective final documentation for a significantly large program that you have written. The code should be 100 to 600 lines that you personally have written and must be included as an appendix to your paper. All the rules for what counts as text in the first two papers apply for paper 3. The code in the appendix and any code quoted in the body of your paper do not count in the minimum of four pages.

Your prose must be interesting to read but must explain your code carefully enough that another professional can take responsibility for it and easily make changes to maintain and improve it.
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Size Requirements for Paper 3

Paper 3 must be at least 4 pages long, excluding lines that do not contain English prose text written by you and excluding the appendices. To be safe on length, aim for 5 pages with about 150 counted lines in 12 font and 1,800 to 2,200 words that count.

Remember that only prose lines written by you count - not tables of contents, tables of figures, section headers, figures, tables, captions for figures or tables, numbered or bulleted lists, blank lines, quoted text, reference to sources, the title for your paper, or your name. Maximum length of text part of paper is 10 pages, including uncounted items. Appendix must not exceed 8 pages: code in appendix may be in a tiny font and 2 or 3 columns. Number code lines; single-space your code. Combine the text and appendix parts of paper 3 into a single .docx file.

However, most of the non-counted items can make your paper more interesting to read and improve your grade. Full text lines must be at least 6 inches wide and contain an average 12 to 15 words. Each full page must have 30 or more lines (whether or not counted) spaced by 1.5, not single-spaced and not double-spaced. Number all pages.
CSE/ISE 300
Suggestions for Paper 3 Contents

In grading paper3, I expect to see a number of factual details that will help a programmer if she has to modify your code:

What are the code’s major function, its inputs and its results?
Who wrote the code, for what initial purpose, and when?
Tersely, what are the major algorithms and data structures?
(Do not enumerate every module, like every tree in a forest.)
What are the major limitations of the code, of its internal data structures, and of any structures assumed for its input data?
How thoroughly was the code tested and with what input data (an appendix should list one or more complete test sets)?
What code parts do not yet work? What is needed to fix them?
What portions of the code are particularly tricky and may cause undesired side effects if changed hastily?
What changes would you have made to the code if you had more time to work on it? Why would the changes have improved it?
What special advice do you give anyone changing the code?

Remember to end your paper with a Conclusions paragraph, followed by an Appendix with all the Code and precise References to all your sources.
Suggested Contents of Slide 1

Title of Your Talk
Your Name
Your Title, Company Name or Department
Date of your talk

Abstract – two or three sentences
Good => 36 pt  32 pt  28 pt  24 pt  <= too small

Bold Good => 36 pt  32 pt  28 pt  24 pt  <= too small
Suggested Contents of Slides 2-4

What We Need to Buy and Why

Two paragraphs

or

One short paragraph

+ 

List of 3 to 5 points

or

One short paragraph

+ 

A picture of your dream machine.
Suggestions for Next-to-Last Slide

What It Costs and Where to Buy It

Vendors and costs of proposed model(s)
Total purchase price

Reference URLs
Suggested Contents of Last Slide

An Image

+ 

Concluding Paragraph
Summarizing which computer system, How it will help company’s income, and Where best to buy it, at what total cost.
Suggested Slides Are Only Hints

Many of the best talks on day 1 will use more than 4 slides. Most will have more than one image. Slides with colors may work well.

If you show 5 to 8 slides, make sure you can cover all the material without talking too fast. Very rapid speech is poorly understood and may bore listeners.

Lists in large fonts are better on slides than long paragraphs in smaller fonts.

Avoid backgrounds that hide your text.