CSE/ISE 300 Communication  F11

• Time: Tue/Thur 5:20-6:40PM
• Location: Room 102  Light Engineering
• Required Book: 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/
• Recommended Textbook: Pocket Guide to Technical Communication, 5th ed. (2011). Author: Pfeiffer $42 list; $33 Amazon ($26+$4 used)
• Instructor: Professor Larry Wittie  TA: Sean Munson
• Office: CS Building, Room 1308  TA Office: 2110 CSB
• Phone: 631-632-8750 (not 2-8456)  TA Hours: 11AM-1PM, Weds
• Email: lw@ic.sunysb.edu  TA Email: smunson@cs.stonybrook.edu
• Office Hours: 3:45-5:15PM Tue & Thu or by appointment
• Course Homepage: http://www.cs.sunysb.edu/~lw/teaching/cse300

Talks start next Tues at 5:25pm for 8 or 9 speakers. A list follows and on web. Each talk should be 5 to 6 minutes long & use 2 or 3 Powerpoint (.ppt) slides. Your graded memo 2 “New Computer” papers will be back next next Tuesday.

Th27oct11  Lect17 Slide  1
Talks are a max of 6 minutes with 2 or 3 slides

Talks will feature 8 or 9 speakers per class and start next Tuesday (1 Nov.) and run for 3 weeks.

Talk dates: Tue. 1 Nov, Thu. 3 Nov, Tue. 8 Nov, Thu. 10 Nov., Tue. 15 Nov., and Thu. 17 Nov.

I will provide an audiovisual PC, with VGA + USB ports, that can display .ppt (not .pptx) format slides. Bring talk slides to class early on a USB disk, CD, or DVD, or make prior arrangements with me or TA.

If you prefer a specific date for your talk, send me email (lw@ic.sunysb.edu) before 9pm Wed 26 Oct.
All talks should justify a “new work computer”

If you prefer a specific date for your talk, send me email (lw@ic.sunysb.edu) before 9pm next Wed.

I will display a list of the next week’s speakers in class each Thursday, starting today (talk 2 tonight).

If not enough of you volunteer for a given date by the Wednesday before the weekend, I will select next week’s speakers by my own methods.

This will be the only talk this semester for most of you. Speakers who do poorly (less than B) will be allowed to give a second talk, for an averaged higher grade if the second talk is better.
Speakers for Days 1 & 2, 1 & 3 Nov.

Talk Day 1 - Tuesday, 1 November 2011

- 1.1 Justin Michell
- 1.2 Nicholas Rudolfsky
- 1.3 Gregory Nye
- 1.4 Sebastian Bryk
- 1.5 Samuel Nightengale
- 1.6 Kevin O’Flaherty
- 1.7 Ezinma Oji
- 1.8 Anthony Camizzi
- 1.9 Yaoska Evans
Speakers for Days 1 & 2, 1 & 3 Nov.

Talk Day 2 - Thursday, 3 November 2011

• 2.1 George Donnelly
• 2.2 Pei Chua Tao
• 2.3 Josh Mason
• 2.4 Edward O’Hagan
• 2.5 Sicong Ma
• 2.6 Ann-Quette Wade
• 2.7 Stefan George
• 2.8 Alex J. Jensen
• 2.9 Richard Lall
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

32 pt  28 pt  24 pt

32 pt  28 pt  24 pt Bold
Suggested Contents of Slide 2

What We Need to Buy and Why
Two paragraphs
or
One short paragraph
+
List of 6 to 8 Points
or
A picture of your dream machine.
Suggested Contents of Slide 3

What It Costs and Where to Buy It

Vendors and costs of proposed model(s)

+ Concluding Paragraph

Summarizing which computer system,
How it will help company’s income, and
Where best to buy it, at what total cost.
Guidelines for Overcoming Nervousness
Pfeiffer text – pp. 139-141

1. Know Your Speech
2. Prepare Yourself Physically- Sleep & Eat Well Before
3. Picture Yourself Giving a Great Presentation
4. Arrange the Room as You Want
5. Have a Glass of Water Nearby
6. Engage in Casual Banter before the Speech
7. Remember That You Are the Expert
8. Do Not Admit Nervousness to the Audience
9. Slow Down - Slow Down - Slow Down
10. Join a Speaking Organization