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 continue today Thursday 29 March. Come to class early. Class attendees help evaluate others’ talks. Graded quizzes back.
# CSE/ISE 300

## New Computer Talks: Week 2 3/27&29/12

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<td>3.1 Gagandeep Singh</td>
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CSE/ISE 300
New Computer Talks: Week 3 4/10&12/12

Speakers
Order Day 5 Tues 4/10/12
5.1 Tarasha Dewan
5.2 Kevin Chu
5.3 Eric Mok
5.4 Lizi Leeds Chen
5.5 Yiqiu Huang
5.6 Stephen La
5.7 Arjun Menon
5.8 Suhyung Lee

Speakers
Order Day 6 Thu 4/12/12
6.1 Jeriel Stafford
6.2 Andrew Bertolino
6.3 Xiaoqiang William Wu
6.4 Kuan Ju Nick Chu
6.5 Cody Moore
6.6 Nick Tagliasacchi
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: ____________________   6. 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: ____________________   7. Name: ____________________

...
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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.

I have picked talk dates for all class members who did not previously send me email.

The talk dates are:

Tuesday
Day 1: 20 March
Day 2: 22 March
Day 3: 27 March

Thursday
Day 2: 22 March
Day 4: 29 March
Day 6: 12 April

Spring Break 1 – 8 April 2012
Day 5: 10 April
Day 6: 12 April
Problems in Talks of Week One

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
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.
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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** began 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.
This early quiz counts for only 1% of your course grade. The in-class term exam on the Strunk & White text will count for 8% of your grade. It will be given in April, after spring break.
Links to Good Parts-of-Speech Tutorials

http://grammar.ccc.commnet.edu/grammar/definitions.htm
Home for Grammar Rules and

http://grammar.ccc.commnet.edu/grammar/ppt/parts.pps
Parts of Speech Animation

http://grammar.ccc.commnet.edu/grammar/powerpoint.htm
Links to 14 English Grammar Animations
Parts-of-Speech Lyrics

Three little words you often see
Are ARTICLES: a, an, and the.

A NOUN’s the name of anything,
As: school or garden, toy, or swing.

ADJECTIVES tell the kind of noun,
As: great, small, pretty, white, or brown.

A PRONOUN replaces any noun:
he, she, it, and you are found.

VERBS tell of something being done:
To read, write, count, sing, jump, or run.

How things are done the ADVERBS tell,
As: slowly, quickly, badly, well.

CONJUNCTIONS join the words together,
As: men and women, wind or weather.

The PREPOSITION stands before
A noun as: in or through a door.

The INTERJECTION shows surprise
As: Oh, how pretty! Ah! how wise!

The whole are called the PARTS of SPEECH,
Which reading, writing, speaking teach.
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Paper 3 Code Documentation

The final and major paper for this course will be due Tues 2 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 of counted lines with a total of 150 lines and 1,800 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.

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.
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Suggestions for Paper 3 Contents

In grading paper 3, 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, its internal data structures, and any data structures assumed for its inputs?

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 had more time to work on it? Why would they have improved it?

What special advice do you give anyone changing the code?