• 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

Day 3 of talks today, 8 Nov’11 at 5:25pm, for 10 speakers. Speaker lists follow. Each talk must be 5 to 6 minutes long & use about 3 Powerpoint (.ppt) slides. Graded memo 2 “New Computer” papers handed back today, Tuesday, 11/8.
CSE300/ISE300 Talk Evaluations - Revised

YOUR NAME : ________________   TODAY’S DATE : __________

1. Did the speaker speak clearly; was the speaker understandable?
2. Did the slide(s) have the right amount of content?
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 convinced of the speaker’s 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: ____________________   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 Convincing      5) 1 2 3 4 5 Convincing
   6) 1 2 3 4 5 Good timing     6) 1 2 3 4 5 Good timing

2. Name: ____________________   7. Name: ____________________
   ⋮

Tu8nov11

Lect20 Slide 2
Speakers Today, Day 3, Tuesday, 8 Nov.

3.1 Mike Boruta
3.2 Ankush Manaktala
3.3 Louis Ahola
3.4 Vipin Khurana
3.5 Joseph Odlivak
3.6 Joseph Skufca
3.7 Solomon Jin
3.8 Kevin Li
3.9 Lisa Dang
3.10 John Elio – no show
List of Speakers: Day 4, Thursday, 10 Nov.

4.1 Kyle Woodworth
4.2 Elton Chan
4.3 Christopher Graybosch
4.4 Michael Gulak
4.5 Daniel Krupski
4.6 Johnny Wu
4.7 Armen Bandikian
4.8 Srijendra Maharjan
4.9 Joe Gefers
Order of Speakers on Day 1, 1 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
Talk Day 2 - Thursday, 3 November 2011

- 2.1 George Donnelly
- 2.2 Josh Mason
- 2.3 Edward O’Hagan
- 2.4 Sicong Ma
- 2.5 Ann-Quette Wade
- 2.6 Stefan George
- 2.7 Alex J. Jensen
- 2.8 Richard Lall
- 2.9 Pei Chua Tao
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 Slide 2

What We Need to Buy and Why

Two paragraphs

or

One short paragraph

+

List of 4 to 6 Points

or

A picture of your dream machine.
Suggested Slides Are Only Hints

Many of the best talks on day 1 used more than 3 slides. Most had more than one image. Slides with colors worked well.

If you show 4 to 6 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.
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.