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)
- Free Online Webbook: Technical Writing, by David McMurrey
  http://www.prismnet.com/~hcexres/textbook/
- 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 Tuesday 10 April. Come to class early. Class attendees help evaluate others’ talks. Read Strunk & White.

Tu10apr12  Lect21Slide  1
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: _________________
2. 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 Interest, Agree
6) 1 2 3 4 5 Good timing

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2. Name: _________________
3. Name: _________________

7. Name: _________________
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 3: 27 March
Spring Break 1 – 8 April 2012
Day 5: 10 April

Thursday
Day 2: 22 March
Day 4: 29 March
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 used more than 4 slides. Most had more than one image. Some slides with colors worked 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.
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.

Answers in class, not on web.
Links to Good Parts-of-Speech Tutorials

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

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
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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 Paper3

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.
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, 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?