**CM1013 Collaborative and Professional Skills in Computing**

**Assignment 1 Technical Writing & Collaboration - Briefing**

**Introduction**

This assignment takes the form of a role-play where small groups do an investigation, provide recommendations and write a report. Each group takes on the role of advisor tasked with investigating the main characteristics of technical/scientific writing and software support for written styles. This refers to language and written style, format, presentation and layout. The groups should plan and write collaboratively. The audience for the report is next year’s first year students in the School of Computing Science and Digital Media.

**Tasks**

1. Investigate the nature and characteristics of technical/scientific writing. The web has an abundance of relevant material and the lecture notes provide pointers.
2. Investigate what software support (applications and web services) are available to help writers improve their control of written style.
3. Prepare a report (3000 – 4000 words) providing core information for first year students on the nature and characteristics of technical/scientific writing styles. The report should include a critical discussion of available software support and recommendations for which applications and web services might be useful. The report should also have a short section on an agreed reflection on how the collaboration worked in the group. The report must be written using a technical/scientific style of language. The report should also use sections and organisation appropriate for technical/scientific reporting.

**Assessment**

1. A grading scheme will be provided along with guidance and advice through the lectures and practical sessions.
2. One report from each group should be submitted in MS Word format via a Moodle Dropbox. Once the assignment has been graded, each group member will receive the same grade.

**Deadline**

Friday 16 December, 23:59 hours via Moodle Dropbox

PO’BH

October 2014