

## WRITTEN 3.1

Assignment for CSCI 5100: Communicating Computer Science Ideas

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Worth 2.5% of final grade

*This is the foundation for a three-part assignment totalling 12.5% of your final grade*

**Written 3.1 (part one of three) is due 15 November at 23:59 Atlantic Time**

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### Purpose of this assignment

This three-part assignment provides practice in preparing an informal report.

Reports support decisions. They provide a lasting record. There may be many receivers of a report, in the short-term and perhaps at various times in the future, so the content needs to be clearly understandable for a wide range of readers. Reports have distinct sections with a distinct purpose for each one. When evaluating choices, critical thinking needs to be applied to arrive at the conclusions and recommendations. This assignment is about applying these concepts in assessing four competing software products and recommending one for purchase. The circumstances and tasks are described in the scenario attached.

This assignment, like the previous written assignments, also provides practice in ways unwritten aspects of communication influence meaning. Examples are tone, formatting, and error-free text. To this list, this assignment adds the practices and mechanics of proper citation. Errors in any of these areas can lead to reducing credibility in the mind of the receiver.

The assignment targets the following course objectives:

- create technical and workplace documents that are of a high professional standard
- communicate effectively in a professional setting
- know the format and proper construction of routine business correspondence, research papers, technical reports, project proposals, and job application packages
- can summarize longer reports and papers
- can edit your documents for clarity and concision
- can apply graphic design principles to your documents

### How to do this assignment

Written 3 is an assignment in three parts. This document has to do with the first part, known as Written 3.1. Instructions for the other two parts will be forthcoming when they are assigned.

For Written 3.1:

1. **Read the scenario for this assignment carefully (attached).** Imagine yourself in this situation and respond as you would as asked by your supervisor in the scenario.
2. **When completed, the finished report will have six sections.** These are shown in the attached document, "Written 3 - Scenario and Guidelines."
3. **Note that in this assignment (3.1) you need to prepare only sections 2, 3, and 6 of the report.** The remaining sections will be part of Written 3.3, to be assigned later.
4. **Prepare these three sections as indicated and submit as a PDF file.**

### Further instructions

#### *On submissions*

Your PDF needs to be submitted to the corresponding dropbox for this course on Brightspace. It is identified as "Written 3.1." This can be located by following either (a) *Current Assignment* on the Brightspace course homepage, or (b) *Assessments > Assignments > Written 2* (also from the course homepage).

**Once on the page for Written 3.1, be sure to check the instructions indicated as there will be TWO places to upload your completed file.**

Files other than PDF will not be accepted. If you need to update the file, the dropbox will accept multiple uploads. Only the most recent file will be marked.

Use the naming convention of ***FirstName\_LastName\_StudentNumber*** (B000...)

#### *On deadlines*

The submission deadline is 15 November at 23:59 Atlantic Time (note this time is four hours later than indicated in the syllabus). After this deadline, there will be a four-hour grace period to allow for connectivity issues. Submissions beyond 3:59 on 16 November will be treated as late, and not graded. While this assignments may use exemptions, they must be exercised before the assignment is due by filing a notice in the dropbox for the assignment. There will be no accommodations made after the deadline. There is additional information about exemptions and accommodations in the course syllabus.

#### *On templates*

Many pre-formatted examples of business reports exist online, as well as in some apps. You are free to consider any of these with one provision: you will be accountable for demonstrating your understanding of the principles presented in class. Put differently, because your format or wording uses a third-party template will not make it correct for purposes of this assignment. The reference for marking will be (a) the principles and language we discuss in class and (b) background provided in the course pack.

### *On academic integrity*

This assignment must be written in your own words. This includes not using wording from the assignment or the scenario, either with or without attribution. Plagiarism detection software and other means may be used to analyze submissions. Any instances that suggest there has been copying from the words of others will be examined closely as a possible academic offence. Additional information about academic integrity is in the course syllabus.

### *On questions*

Followup questions are both expected and welcome. The quickest answers may come from checking *Course Q&A*, on the course MS Teams site. Your question may have earlier been asked and answered. If not, posting your question there gives your colleagues the benefit of the answer, too. If you feel your question is more complicated, contact your TA directly. They are there to respond to individual questions on any aspect of the course material.

### **How the assignment will be assessed**

The primary points of assessment will be:

- **CONTEXT, RELEVANCE, UNDERSTANDING, SIMPLICITY**  
The report recognizes the context of the receiver, focuses on matters that are relevant, and is written for understanding by a wide range of receivers.
- **PRESENTATION**  
The elements show understanding of sections of a report and how they fit together, the illustrations are presented correctly and complement the text, the writing is declarative, factual, and without overstatement.
- **CRITICAL ANALYSIS**  
The conclusions and recommendations show original insights drawn from analysis of how the company's needs are met by the choices available.
- **MECHANICS**  
The information is an appropriate length for the purpose, a substantial portion is written in the author's words, citations and references are used correctly, and the document is without misspellings, grammar mistakes, or typographical errors.

Read the assignment, scenario, and guidelines closely. Reductions in the overall mark will be made for (a) submissions less than the required length, and/or (b) files not uploaded as a PDF.