

WRITTEN 2

Assignment for CSCI 5100: Communicating Computer Science Ideas

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Worth 5% of final grade

Due 22 October at 23:59 Atlantic Time

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Purpose of this assignment

As well as (a) recognizing the context and (b) considering the relevance of the message, professional communication needs to be understood in order to have the intended impact. This can require extra steps to simplify the message, especially when writing or speaking about complicated information. The extent of simplification varies according to the base knowledge of the receiver. This assignment is about applying these concepts in two pieces of correspondence, one each to two receivers who have different degrees of familiarity with the topic.

Like Written 1, this assignment also provides practice in how unwritten aspects of communication influences meaning. Examples are tone, formatting, addressing, and error-free text. Errors 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

How to do this assignment

This assignment has three stages:

1. **Read the scenario for this assignment carefully (attached).** Imagine yourself in this situation and respond as you would if asked by your supervisor.
2. **Prepare the two pieces as requested.** These will be (a) a letter and (b) a memo.
3. **Submit these two pieces as a SINGLE PDF.** Submit by the date and to the location indicated below.

Further instructions

On submissions

Your SINGLE PDF with both pieces indicated above needs to be submitted to the corresponding dropbox for this course on Brightspace. It is identified as “Written 2.” 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 2, look at the bottom of the page for *Submit Assignment*, then use *Upload*.

Note that the file needs to be a single PDF and contain both pieces in a single 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 22 October 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 23 October 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 letters and memos 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. 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. This includes not using wording from the assignment or the scenario, either with or without attribution. 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**
The information recognizes the context of the receiver and focuses on matters that are relevant to each of them.
- **UNDERSTANDING & SIMPLICITY**
The materials use words and concepts the receiver will understand.
- **PRESENTATION**
The materials are written in the voice of the company, with all the necessary elements of conventional form used correctly.
- **MECHANICS**
The information is an appropriate length for the purpose and without misspellings, grammar mistakes, or typographical errors.

Marks will be released at the same time for everyone. As well as your grade, feedback will be provided in the text box on the Brightspace page.

Read the assignment closely. Reductions in the overall mark will be made for (a) not including both files, and/or (b) files not uploaded as a PDF.