# WRITTEN 3.2

Assignment for CSCI 5100: Communicating Computer Science Ideas

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Worth 2.5% of final grade
*This is the second part for a three-part assignment totalling 12.5% of your final grade*
**Written 3.2 (part one of three) is due 22 November at 23:59 Atlantic Time**

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**Purpose of this assignment**

This second part of the Written 3 series of assignments is about re-writing.

Every document can be made better by re-writing. Each time a document is re-written, it is called a "draft." Second drafts are an opportunity to refine the way ideas have been expressed in the first draft. The objective in this draft is to improve readability. What can make this document easier to read within various departments at DBI? Perhaps it is removing unnecessary words, or even sentences and paragraphs, if they aren't adding meaning to the receiver. Perhaps it is re-arranging words, or sentences or paragraphs, so they flow more easier from one to the next. Perhaps it is adding words or information, particularly if they help to increase understanding. Perhaps it is simplifying technical words/concepts, or removing jargon, that might interfere with the receiver's understanding.

This assignment also provides practice in using certain editing tools in MS Word.

Like 3.1, this 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
- summarize longer reports and papers
- edit your documents for clarity and concision
- apply graphic design principles to your documents

**How to do this assignment**

See the attached document, "CSCI 5100 - Written 3.2 Guide - F21." It provides a step-by-step way to working with the MS Word tools to complete the assignment. Note: following them in the sequence presented will save you time, by preventing a need to start all over again to get the intended results.

**Further instructions**

*On submissions*

Submit as a PDF file, to the corresponding drop box on Brightspace. It is identified as "Written 3.2." This can be located by following either (a) *Current Assignment* on the Brightspace course homepage, or (b) *Assessments > Assignments > Written 3.2* (also from the course homepage). The drop box will only accept PDF files. It also 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 November at 23:59 Atlantic Time. Note this time differs from the date and time in the syllabus. After this deadline, there will be a four-hour grace period to allow for connectivity issues. Submissions beyond 3:59 on 23 November will be treated as late and not graded. While this assignment may use exemptions, they must be exercised before the assignment is due, by filing a notice in the drop box 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*

Note that while automated editing tools can save time, they also can produce odd or incorrect results. In Written 2, for example, there were a number of submissions where the intended word seemed to be "species" and instead appeared as "spice." It is likely this was an auto-replacement by software, trying to "correct" a misspelling of "species." Uncorrected by the human user, it was a mistake.

You are free to use any document preparation/editing tools. Still, you will be accountable for demonstrating your understanding of the principles presented in class. Put differently, just because your formatting, "corrections," or wording uses a third-party software, it 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*

Follow up 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 been asked and answered already. If not, posting your question gives your colleagues the benefit of the answer, too. If your question is more complicated, contact your TA directly. They are there to respond to individual questions.

**How the assignment will be assessed**

The primary points of assessment will be:

- **COMPLETENESS**
  The specified elements are included in the form indicated.

- **READABILITY IMPROVEMENT**
  The second draft is a meaningful improvement from the first draft by being easier to read for the intended receivers.

Please read the assignment and guide closely.