İSTANBUL TECHNICAL UNIVERSITY
Department of Computer Engineering

BLG374E – Technical Communications for Engineers – Spring 2015

Assignment 1 – Software survey & email executive summary

Assignment Due Date: 21 – February – 2015 (Saturday) 11:59pm

The assignment

1. Choose **one** of the following categories of **open source** software:

    1. Video editing tools.

    2. 3D modelling tools.

    3. Home accounting tools.

    4. Image manipulation tools.

2. Conduct a brief **survey** of these tools.

    ○ Choose at least 3 tools (include the most popular, most commended, or most interesting).

    ○ Evaluate them according to at least 3 criteria (suggested criteria include: feature set, usability, learnability, accessibility, extensibility, interoperability, support community, professional support).

3. Write up the survey findings in a **short report**. Include an *informative* (as opposed to *descriptive*) abstract.

Submission policy

•   Only electronic submissions through *Ninova* will be accepted.
•   Late submissions or those submitted otherwise than according to instructions will not be accepted.
•   Submit:
    ○ A **PDF** containing the report.
•   Submit in English.
•   Academic dishonesty, including cheating, plagiarism, and direct copying, is unacceptable.
    ○ Copied text is only allowable as long as it is quoted, cited and referenced.
    ○ You must cite and reference all graphics used **in their captions**.
•   *10% of the marks of the assignment depend on you bringing a complete or nearly complete draft of the report to the peer review session.*

Format policy

■   Maximum 5 pages with header containing title, author and page number, no footer.

■   The first page (of five) should consist of title, authors, table of contents, and abstract.

■   Single-spaced 11pt font should be used for the text. Titles should be no more than 16pt fonts.

■   Margins (excluding headers and footers) should be *approximately* 2cm on all sides.

Grading policy

Formatting:
- *Formatting is consistent & according to the provided policy (40%).*

Contents:
- *The abstract is an* informative *abstract.*
- *The introduction introduces the aim & the problem.*
- *How the research was carried out is stated ("methods" or "approach" section).*
- *Criteria for evaluation are stated and justified.*
- *Results of research are presented.*
  - *Contain at least 3 different pieces of software.*
  - *Use the same criteria to evaluate each of them.*
  - *Use at least 3 different evaluation criteria.*
  - *The software considered is open-source.*
- *A conclusion or summary section is included and contains an analysis of the tools.*

Peer-review:
- *Complete draft brought to peer-review (10%)*

Possible deductions include:
- *Each spelling mistake: -15%.*
- *Each gross error in formatting, punctuation: -10%..*
- *Presentation and gross grammar errors: up to -20%..*
- *Failure to consider open source software.*
- *Not all references are cited.*

Bonus marks:
- *Insightful analysis (up to 15%)*
- *Report/summary clarity or impact (up to 15 %).*