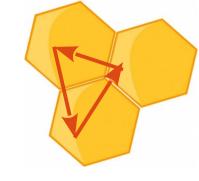


Lecture 3 plan

- > Assignment info & report-writing intro.
- > Email & memos.
- > Executive summaries.
- > CV & cover-letter peerreview.
- > Punctuation tips (if time!).
- > In-class essay (for some).



Instructor:

Dr. Damien Jade Duff djduff@itu.edu.tr

Lectures:

Mondays 1.30pm-3.30pm EEB 5107

Office hours:

Wednesdays 1.30pm-5pm BAAL Laboratory

Assistant:

G. Selda Uyanık EEB 5308

Course summary:

Practice with technical documents
Practice with presentations
Communicating technical info
Workshopping & peer-review

Remaining assignments

(with suggested topics)

BLG374E Tech. Comm. Eng.

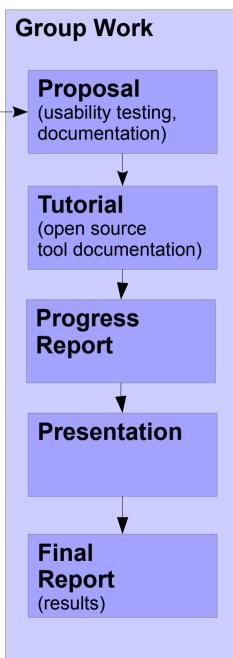
Software survey (open source tools)

Annotated bibliography (usability)

Suggested tools:

- Video editing tools (e.g. ffmpeg, kdenlive).
- Home accounting tools (e.g. GNUCash, LibreOffice Calc).
- Image manipulation (e.g. ImageMagick, Inkscape).
- 3D Modelling tools (e.g. Blender, Seamless3D, K-3D).

Or make up your own project (but check with me).



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Assignment 2 — short note: PDF format

Why you should submit in PDF format:

- Every computer can read it.
- Looks same everywhere
 - My system: libreoffice on Kubuntu 12.04...
 - His system: Patched KOffice on OSX Lion...
- It was asked for in PDF format.

(non-complying candidates generally eliminated in the early stages of job competitions)

Assignment 2 — short note: PDF format

"My PDF conversion software puts a watermark?"

- Use different software.
- Ghostscript is available everywhere.
- I use CutePDF on windows.

Assignment 3

Report:

- Brief survey of a type of open source software (e.g. video editing).
- OR: Your choice.

Email:

- Introduce the report.
 - Why it was written, what it is about, what is its name.
- Include an executive summary.
- Include appropriate formal salutations and goodbyes.



ISTANBUL TECHNICAL UNIVERSITY

Department of Computer Engineering

BLG374E - Technical Communications for Engineers - Spring 2013

Assignment 3 - Software survey & email executive summary

Assignment Due Date: 3 - March - 2014 (Monday) 9:00pm



Simple report-writing: contents (I)

- Title.
 - Make it informative.
 - Multiple lines: Okay.
 - Multiple paragraphs: Not okay.
- Author, date.
- Contents.
- Introduction:
 - Introduce the problem the report is solving.
 - Introduce the context.
 - Summarise structure of remainder of report.

Simple report-writing: contents (II)

- Background.
 - Any information necessary to understand the purpose of the report or its contents.
- Approach or methods:
 - How report contents info was acquired.
- Results / details:
 - Can be multiple sections. Results heading may not be necessary.

Simple report-writing: contents (III)

- Discussion / conclusion:
 - Summary of the results.
 - What the results mean.
 - An interpretation.
- References:
 - How to get to information mentioned in the text.

(references should be cited)

- Appendices:
 - Extra information too bulky for main part.