İSTANBUL 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

ASSIGNMENT 3

The assignment

OPTION 1:

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 and most commended).

    - 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 in a **short report** of your findings.

4. Write an **email** containing an **executive summary** of your findings**.** The email should be formal and addressed to your lecturer.

OPTION 2:

Write a short report about a research topic of your own interest and submit it along with an email executive summary (try to develop a theme that you can carry on in the class).

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 in a **zip file**:
    - A **PDF** containing the subject and body of the executive summary email.
    - A **PDF** containing the report.
    - Any relevant attachments.
- Submit in **English**.
- Academic dishonesty, including cheating, plagiarism, and direct copying, is unacceptable.
    - For the attached report, considerable copied text is allowable as long as it is cited and referenced.

Grading policy

Components:

    Report (40%):

- *Title included.*
- *Author name included.*
- *Contents page included.*
- *Formatting is consistent.*
- *Introduction introduces the problem.*
- *How the research was carried out stated (perhaps under a "methods" or "approach" section).*
- *Criteria for evaluation and stated and justified.*
- *Results of research presented.*
    - *Contains at least 3 different pieces of software.*
    - *Software considered is open-source.*
    - *Uses same criteria to evaluate each of them.*
    - *Uses at least 3 different evaluation criteria.*
- *Conclusion or summary section included and contains an analysis of the tools.*
- *Running footers or headers contain page numbers and report name.*
- *All references are cited, either in footnotes or using citations with a reference list.*

    Executive summary (60%)

- *Introduces the problem.*
- *Introduces the context.*
- *Summarises the approach.*
- *Summarises the main findings.*
- *Summarises the analysis.*
- *Summarises any recommendations.*
- *Is brief and to the point.*
- *Is well-formatted and easy to read.*

Bonus marks:

    Insightful analysis (up to 10%)

    Report/summary clarity or impact (up to 15 %):

Deductions:

    Each spelling mistake: -15%

    Each gross error in formatting, punctuation: -10%.

    Presentation and gross grammar errors: up to -20%.