



Technical Communication for Computer Engineers

Lecture 3 plan

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

Instructor:

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Lectures:

Mondays 1.30pm-3.30pm
EEB 5107

Office hours:

Wednesdays 1.30pm-5pm
BAAL Laboratory

Assistant:

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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)

Group Work

Proposal
(usability testing,
documentation)

Tutorial
(open source
tool documentation)

**Progress
Report**

Presentation

**Final
Report**
(results)

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).*

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

ASSIGNMENT 3

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.