Technical writting
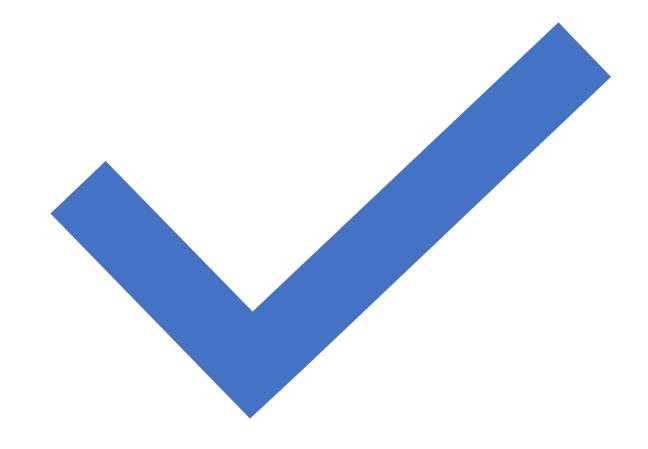
What

- Emails
- Proposals
- Specifications
- Technical report
- Documentation
- Data sheet

Emails (to professors)

From: **aiie2425@cs.ubbcluj.ro**
Hi,

What do I have to do for my lab?

From: **MrBravo@yahoo.com**
Hello,

When is the exam?
Adi Pop

From: **cami_cami@gmail.ro**

I went yesterday to discuss about the project and I haven't find you. I can come Friday after 7 pm
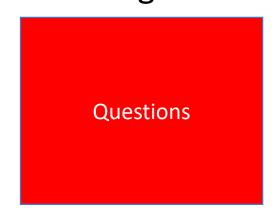Cami

Identify problems

Lessons learned

- Proper way to address: Dear prof., Mr. Pop, Mrs. Motogna

- Introduce yourself: name, group

- state the question/ request in a clear and polite manner

- Salute, sign …

- Write an appropiate subject: not the body of the message (short & clear)

- If you have attachment, mention them in the message body

- Use official emails for communication, not chats, messenger, sms (MsTeams might be an exception☺)

Specifications

- Create an app to manage contestants at a programming competition, consisting of several tasks.

Questions

1. Points associated to tasks
2. Range of points [1..10]
3. Features /functionalities? (CRUD of for contestant, task)
4. Individual contest
5. How many participants?
6. Info about participants (last name, first name, ID)

```
def look_up(self, value):
    value = str(value)
    for key in self.dict.keys():
        if self.dict[key].search(value) != 0:
            return key, self.dict[key].search(value)
    return 0
```

Exercise: Specification of a function

- Function searching a value **a** into an array

- Pre: a integer

    Array x of integers (unsorted)

    Size n

    function look_up(a,n,x[]):integer

- Post: search = i, if a =x[i]

             = -1, if a is not x[]

Documentation

Name & Group

1. Statement of the problem

2. Overall view of the solution: class diagram / architecture

3. Detailed info about solution:

    - Data structures

    - Functions

4. Use case (recommend 2): normal and extreme

   input -> results + explanations

5. Short user guide: input, execution flow

Technical report

Name & Group

- Intro: problem statement, objective, structure
- Theoretical background
- Design
- Results/process
- Example/case study
- Conclusions and future work
- **References**

✓ Highlight original contribution
✓ Cite references

Citations

Quote	cited
• Short fragment of text between clear markers " "[*reference*]	• Idea, method aso. [*reference*] • All information to track the bibliographic source • Standards: AMS, IEEE, APA aso

Technical report - recommendations

- Revise, revise, revise

- Style, grammar

- Uniform layout

- Check time, person

- Use visual: figures, tables (explained in text)

Teamwork

Write 3 Technical Reports:

1. Abstract/twitter: o phrase to describe the topic

2. A detailed TR to present at the course – 1 slide

3. A TR for non-specialists (granny / little brother / girl friend) – 1 slide