

# CS373 Writing Evaluation Form

Your assignment is graded on a five point scale for each of the following ten writing rules. An additional 50 points is graded for overall paper quality.

**Rule #1:** Assume your reader is *intelligent* but *ignorant*. \_\_\_\_\_

- Did you write abstract, introduction and related-works sections?
- Did you write a paper for experts only?

**Rule #2:** \_\_\_\_\_

1. Tell them what you will say.
2. Say it.
3. Tell them what you said, and more.  
Use the conclusion to make your final clear points, synthesizing content.

**Rule #3:** Define all terms and acronyms. \_\_\_\_\_

- Use the format This is a New Acronym (TNM).
- Provide a description of new terms when you first use them.

**Rule #4:** When possible, use plain language and avoid jargon. \_\_\_\_\_

- Avoid informal language, contractions, slang and imprecise terms.
- Use concise sentences.
- Remember our motto: **Use enough words, no more.**

**Rule #5:** Make consistent use of terms and notation. \_\_\_\_\_

- Read through your document to make sure you are defining and consistently using terms.

**Rule #6:** Use pictures, charts and graphs, but keep in mind #4. \_\_\_\_\_

- A picture is worth a thousand words, or more. Use them.
- Provide a descriptive caption that explains the figure or table.

**Rule #7:** Use examples to explain complex ideas. \_\_\_\_\_

- Any complex topic can benefit from providing a concrete example.
- But make sure the example is truly relevant.

**Rule #8:** Use: \_\_\_\_\_

- Headings (Chapter, Section, etc.).
  - Bulleted Lists.
  - Numbered lists.
- to provide structure, clarity and conciseness to your document.
- LaTeX provides excellent support for these document elements.

**Rule #9:** Provide guidance: \_\_\_\_\_

- Table of Contents.
  - List of Figures.
  - List of Tables.
  - Index and Glossary.
- LaTeX provides these elements as well!

**Rule #10:** Search the literature and cite other works. \_\_\_\_\_

- You should have at least 10 high-quality references that you have assimilated.