

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 an introduction?
- 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: **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: Search the literature and cite other works. _____

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

Rule #9¹: 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 #10²: Provide guidance: _____

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

¹ Rule #9 is required for Technical Analysis and Final SOTF paper only.

² Rule #10 is required for Final SOTF paper only.