Reading, writing, and presentation of technical material
Larry Leemis, January 17, 2002

1. Reading

   (a) Who reads for pleasure?

   (b) Environment for reading technical material

   (c) Two or three passes

   (d) Have a pad of paper

2. Writing

   (a) Who (audience), where, why $\Rightarrow$ how

   (b) Style: Strunk & White

   (c) Graphics: Tufte

   (d) Details

      i. pick one term and stick with it

      ii. in-line vs. display equations

      iii. punctuation and grammatical rules still apply

      iv. proper typesetting conventions (e.g., log, sin, X)

      v. citing references

3. Presentation

   (a) Time

   (b) PowerPoint vs. overhead transparencies

   (c) Number of slides

   (d) Amount of material on slides (graphical vs. text)

   (e) Prepare

   (f) Practice

   (g) Eye contact

   (h) Avoid reading from note cards