COMP495:
Academic Presentation and Writing Skills
Document Micro-structure

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Today’s Agenda

- A Reminder About Class Scheduling and Assignments
- Writing: Micro-structural Issues
## Schedule

<table>
<thead>
<tr>
<th>Class</th>
<th>Deadline</th>
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<tbody>
<tr>
<td>#1, Thursday 1st March: Intro, class logistics, questionnaire</td>
<td>Project selection: Friday 2nd March 2007</td>
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<td>#2, Thursday 8th March: Videoing of Practice Presentations</td>
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<td>#3, Thursday 15th March: Writing a Thesis: Micro Issues</td>
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<td>#4, Thursday 22nd March: Reviewing of Presentations</td>
<td>Initial presentation: Friday 23rd March 2007</td>
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<td>#5, Thursday 29th March: Writing a Thesis: Macro Issues</td>
<td>Proposal document: now due early April</td>
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<td>#6, Thursday 5th April: Time Management</td>
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<tr>
<td>#7, Thursday 12th April: Getting a PhD [Optional for honours students]</td>
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Assignments [Revised Schedule]

• For Class #4 [Thursday 22nd March]: Write a one page summary of your thesis project
• For Class #5 [Thursday 29th March]: Produce a bibliography for your thesis project
• For Class #6 [Thursday 5th April]: Write a 4–5 page paper describing your project
• For Week 12: Write a 2–3 page summary of a seminar you have attended
Today’s Agenda

• A Reminder About Class Scheduling and Assignments
• Writing: Micro-structural Issues
Macrostructure and Microstructure

• Think of macrostructure as everything above the level of the paragraph
• Think of microstructure as being from the paragraph level down
Logical Elements

• Paragraphs
• Sentences
• Headings
• Lists
• Quotes
• Typographic Conventions
• Citations
• References
Paragraphs

• What are paragraphs for?
• How big should a paragraph be?
• Do paragraphs have a structure, and if so, what is it?
Sentences

- What’s a sentence?
- What kinds of sentences are there?
- Is it ok not to write in sentences?
- How do you use sentence-internal punctuation: commas, semi-colons, colons, dashes, parentheses?
- How many different kinds of dashes are there?
Headings

• What’s the purpose of a heading?
• Are headings sentences?
• How do you punctuate a heading, and what capitalisation do you use?
Lists

- When should you use itemized lists (ie bullet points) and when should you use enumerated lists?
- How do you punctuate a list?
- What syntactic constraints are there on lists?
Quotes

• When do you use quotes?
• How do you punctuate quotes?
• How do you attribute quotes?
Typographic Conventions

• When do you use bold, *italics*, ‘scare quotes’, SMALL CAPS …?

• The Principle of Declarative Formatting
Citations and References

• What is a citation and what is a reference?
• Parenthetical and syntactic citations
• What’s the purpose of citations and references?
• How do you format references?
What’s Next

• Class #2, Thursday 8th March: Videoing of Practice Presentations
• Class #3, Thursday 15th March: Writing a Thesis: Micro Issues
• Class #4, Thursday 22nd March: Reviewing of Presentations
• Class #5, Thursday 29th March: Writing a Thesis: Macro Issues
• Class #6, Thursday 5th April: Time Management
• Class #7, Thursday 12th April: Getting a PhD [Optional for honours students]
Homework for Next Week

• Write a one page summary of your project
• Assume your audience is someone who has done undergraduate computing or electronics
• State the problem you are addressing, then indicate how you will develop a solution; state clearly what the intended outcomes of the work are
• Email your document to rdale@ics.mq.edu.au in advance of next week’s meeting