

Comments on Assignment Corrections

Following you will find expanded comments on the correction codes:

12. Put collections of quantitative facts in tables.

Not: The iBook costs \$1200. It has 256 MB of RAM. It also offers 3 USB ports. In addition to these features, it has a RW-DVD drive. It comes with a cloth case. The Dell laptop comes with 128 MB of RAM, offers 4 USB ports and also features a RW-DVD. It comes with a leather case.

But:

Table 1 below shows the specifications of the iBook and the Dell laptop.

	iBook	Dell latop
cost	\$1200	\$1000
RAM	256	128
USB ports	3	4
Drive	RW-DVD	RW-DVD
Case	cloth	leather

Table 1: Specifications of the laptops
(source: *BestBuy.com*)

H4. Use bullets, bold highlighting, and/or subheadings in long passages to make it easier for your reader to access information more quickly:

- Ex:
- Cost:** In this section we report the cost of the software, including price of tech support and upgrades.
 - Ease of Use:** In this section we examine each brand of software for its appropriateness for users with limited computer skills.
 - Compatibility:** We will discuss the software's compatibility with different operating systems and with the memory of the computers at Space Arrow Industries.

Or:

Cost

In this section we report the cost of the software, including price of tech support and upgrades.

Ease of Use

In this section we examine each brand of software for its appropriateness for users with limited computer skills.

Compatibility

We will discuss the software's compatibility with different operating systems and with the memory of the computers at Space Arrow Industries.

AND use subheadings in your recommendation section.

You can use the criteria as the subheadings:

Cost

LivreVite offers the software at the lowest price: \$499. Tech support costs nothing for the first two months. The other options were more expensive and their tech support had a per call fee.

Ease of Use

Number Crunchers had the clearest user interface and shortest learning time for new computer users.

Compatibility

Space Arrow can use LivreVite software on both their Windows 95 and Windows 98 systems. Number Crunchers and Red Ink both require Windows 98 or higher.

CONCLUSION

In summary, while Number Crunchers has the best interface, LivreVite offers more of what Space Arrow needs. It meets the criteria of cost and compatibility. Red Ink, does not come in first in any of the categories. Consequently, we recommend that Space Arrow purchase the LivreVite

Or you can use the **options** as subheadings and explain how they measure up against each of the criteria. You may also choose to eliminate options as they fail to measure up to criteria.

Red Ink offers one of the lowest prices; however, it has a confusing interface and therefore we will not recommend it.

Number Crunchers also offers software at a reasonable price, but it Requires Windows 98 or higher.

LivreVite costs the least of the three, and although it's user interface is not as clear as Number Crunchers', it does run on Windows 95 and will not require a system update.

H7. Remember to put text under all headings.

Not: **Introduction to Selecting Accounting Software**

History

Since the age of reasonably priced software began . . .

But: **Introduction to Selecting Accounting Software**

Since the age of reasonably priced software began . . .

Or: **Introduction to Selecting Accounting Software**

This report will look at appropriate types of software for a small accounting firm . . .

History

Since the age of reasonably priced software began . . .

L4. Make lists match as closely as possible. Put similar items at the top. For example,

- | | |
|--|--|
| <ul style="list-style-type: none">• CD burner• 256 MB RAM• 5 USB ports• gift certificate to Starbucks | <ul style="list-style-type: none">• CD burner• 256 MB RAM• 3 USB ports• zip drive |
|--|--|

U6. Make a distinction between the steps you want to perform and the results of the step—don't number the results:

- Not:
1. Press the button.
 2. The door will open.
 3. Walk into the room.

- But:
1. Press the button. The door will open.
 2. Walk into the room.

R1. Include the same information in the same order for each of your options.
Parallelism and consistency count heavily.

Strategies to keep a report consistent include

- finding missing information
- cutting unnecessary information
- saying "Only X offers this option."
- saying "X does not apply to this option."

R3. Don't refer to your primary reader in the third person. Instead say what the report will do, taking into account your reader's needs.

Not: Fred Williams, technology liaison at Space Arrow Industries, has requested a report recommending the best accounting software for his small business of fourteen employees.

But: This report will recommend the best accounting software for a small business of fourteen employees.

R4. Make your criteria description cover the ideal.

Not: We looked at price. OR We looked for a good price. OR We looked at the number of options.

But: We looked for the lowest price. OR We looked for the highest price. OR We looked for the MP3 player with the most options.