

Errors and Infelicitous Usages Commonly Found in Students' Term Projects

Charles Abzug, Ph.D.

Department of Computer Science
James Madison University
Harrisonburg, VA 22807

Voice Phone: 540-568-8746,
E-mail: CharlesAbzug@ACM.org

Home Page: <http://www.cs.jmu.edu/users/abzugcx>

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from among Several Possibilities

NOTE: Each word in the following word groups is a correct spelling under some circumstances. You should familiarize yourself with each spelling, and be prepared in each case to use the spelling appropriate to the meaning that you want to convey.

their, they're, & there

[Egregious Example: “. . . claim to have no back doors into there software.”]

its & it's

[Egregious Example: “Intel decided to buy back the rights and it's marketing from Busicom for a price of sixty thousand dollars.”]

two & too & to

[Egregious Example: “Hook too cameras together.”]

principle & principal

[Egregious Example: “ILP is limited by branches in two principle ways.”]

manner & manor

[Egregious Example: “The cracker can then shut down services or cripple the server in some manor that could inconvenience.”]

The Actual Student Slide with “into there software”

Advanced Encryption Package

- Features 17 different encryption algorithms
- Files Encryption / Decryption
- Text Encryption / Decryption
- File Shredding
- Claim to have no backdoors into there software

The Actual Student Slide with “Hook too cameras together”

Peer-to-Peer

- communicate with one another without the need for a computer
 - could transfer data from a hard drive without the need for computer assistance
 - hook too cameras together and dub from one to the other without any computer
- share the same resource without any need for special support
- Also supports “Hot Swapping”

Inappropriate Choice of Homonym (continued)

border & boarder

[Egregious Example: “. . . allows the user to configure the appearance of the window border to some extent by manipulating the sunken-edge boarder and gap between text and window edge . . .”]

past & passed

[Egregious Example 1: “If work is being done in front of a faculty office, there will be no way to get in or out of that office until the workers get passed that particular office as they move down the hall.”]

[Egregious Example 2: “How many places passed the radix point must be written in the converted number?”]

compliment & complement

peddle & pedal

whose & who's

aid & aide

course & coarse

meet & meat

Inappropriate Choice of Homonym (continued)

raise & raze

rest & wrest

sight & site

bear & bare

[Egregious Example: “. . . please just bare with us” Comment: I don’t normally undress in class, nor do I expect my students to do so.]

aloud & allowed

raise & raze

tale & tail

roll & role

[Egregious Example: “. . . could never have imagined that US divisions would role into Baghdad”]

Inappropriate Choice of Homonym (continued)

reign, rein, & rain

prescribe & proscribe

wreak & reek

role & roll

Egregious Example: "I so appreciate how dedicated you are to your roll as a professor"

sole & soul

Side Note: Homonyms *in Extremis*

When you write copy, you have the right to copyright the copy you write, if the copy is right. If, however, your copy falls over, then you must right your copy. If you write religious services you write rite, and you have the right to copyright the rite you write.

Very conservative people write right copy, and have the right to copyright the right copy they write. A right wing cleric would write right rite, and has the right to copyright the right rite he has the right to write. His editor has the job of making the right rite copy right before the copyright can be right.

Should Tom Wright decide to write right rite, then Wright would write right rite, which Wright would then have the right to copyright. Duplicating that rite would copy Wright rite right, and would therefore violate copyright, which violation Wright would then have the right to right. Right?

CONFUSION BETWEEN WORDS that Are Nearly Homonyms

then & than

[Egregious Example: “Smaller instruction set then RISC”]

effect & affect (the nouns, and *also* the verbs)

[Egregious Example: “. . . might not only effect you, but possibly all the computers that you have accounts on.”]

diffuse (the verb) & defuse

founder & flounder

versus (vs.) & verses

[Egregious Example: “The first advantage the 750CX has is the amount of power it uses verses the 750.”]

homogenize & homogeneous (NOTE that the proper spelling of *homogeneous* includes two ‘e’s, one on each side of the ‘n’.)

presence & presents [Example: Children may soon forget your presents, but they will always remember your presence.]

Confusion Between Words that Are Nearly Homonyms (continued)

appraise & apprise

due, dew, & do

imminent & eminent

[Egregious Example: “Approving this resolution does not mean that military action is eminent or unavoidable.”]

perspective & prospective

[Egregious Example: “I have a perspective student who would like to . . .”]

compile & comply

[Egregious Example: “It is open source and can be downloaded and run effectively on an Intel machine, if the source is complied on the Intel machine.”]

Confusion Between Words that Are Nearly Homonyms (continued)

accept & except

averse & adverse

Importance of Avoiding the Use of Words that Sound APPROXIMATELY Like the Word Intended

Manchester (N.H.) Union Leader classified ad for a child-care center:

"FUN AT PLAY where it's creative, safe, wholesome and neutering."

Watertown (N.Y.) Daily Times stated in an article that the Lewis County Board of Legislators had authorized the creation of a petty cash fund

"for the weekly purchase of dry ice, used for incest control."

The Actual Student Slide with “Smaller instruction set than RISC”

EPIC

- Explicitly Parallel Instruction Computing
- Smaller instruction set than RISC.
- Room on chip for more functional units and registers.
- Relies on Compiler to extract parallelism.

Inconsistencies Within the English Language

choose & chose

loose & lose (NOTE: There exists an English language word losing, but there is NOT a word loosing.)

[Egregious Example: “So, loosing a password due to poor security might . . .]

Adjective Modifying a Missing Noun; Preposition with Missing Object

- Dynamic switching between the 64-bit and 32-bit is supported.

Switching between the 64-bit and the 32-bit WHAT?

- IBM 601 microprocessor used all but two of the instructions in the of the PowerPC's instruction set.

Instructions in the WHAT of the PowerPC's instruction set?

The Actual Slide Containing BOTH Object-Deprived Prepositions

PowerPC Architecture: A New Beginning

- The PowerPC is 64-bits in length and is compatible with the Power 32-bit data paths.
- Dynamic switching between the 64-bit and 32-bit is supported.
- Infrequently executed instructions in the Power architecture were discarded in the PowerPC.
- IBM 601 microprocessor used all but two of the instructions in the of the Power instructions set.

The Unfinished Sentence

- What separates the 750CX from its predecessor the 750, commonly known as the G3, is that the 750CX has an integrated 256KB level 2 (L2) cache.

The authors fail to state what DOES the G3 have:

- (a) an L2 cache of some size other than 256k, or
- (b) a 256kB L2 cache that is NOT integrated, or
- (c) no L2 cache at all, just an L1 cache?

A Slide SO Crammed Full of Graphics as to be UNREADABLE when Projected

PowerPC 750 Microprocessor

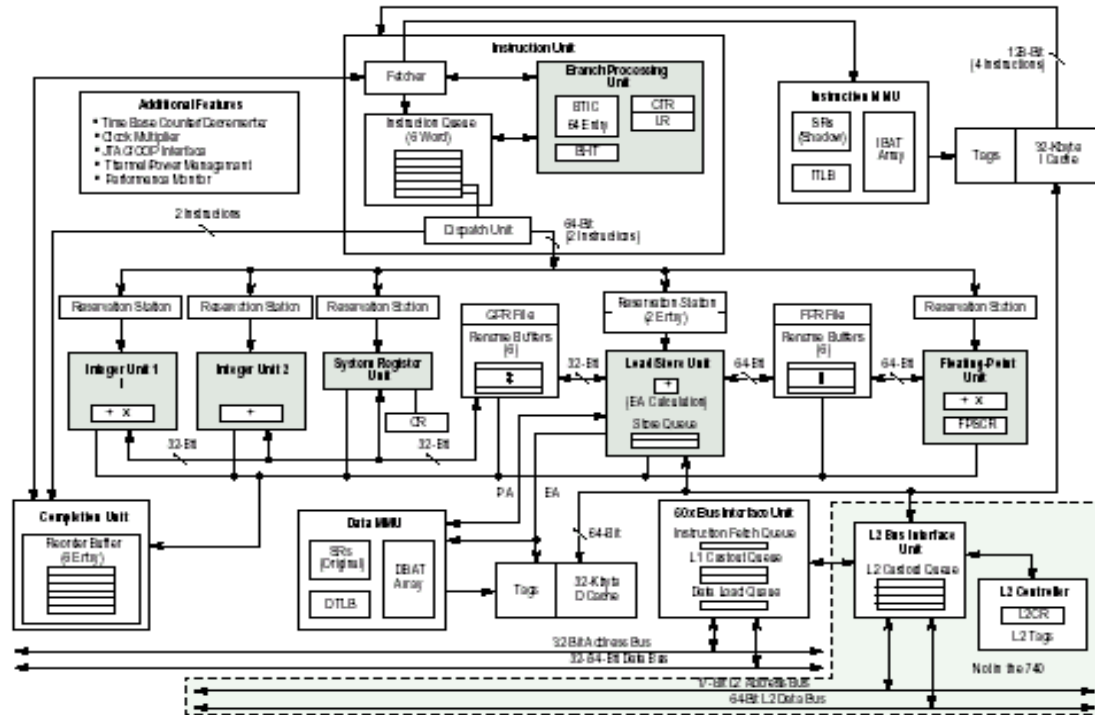


Figure 1. PowerPC 750 Microprocessor Block Diagram

PowerPC 750 RISC Microprocessor Technical Summary

**A Slide SO Crammed Full of Graphics
as to be UNREADABLE when Projected**

SOLUTION if this slide must be part of the presentation: make hardcopies, and give one out to each and every member of the audience (be sure to make enough).

Transitive Verb with Missing Object

Bulleted item in student presentation:

- Technology eventually renders obsolete

WHAT is it that is rendered obsolete?

Multiple Errors in One Slide

CAN YOU FIND *ALL* THE ERRORS?

Speculation (Memory Hoisting)

- Speculation is used to try to eliminate memory latency
- IA-64 looks ahead in code and loads data before it is needed.

Multiple Errors in One Slide

CAN YOU FIND THE ERRORS?

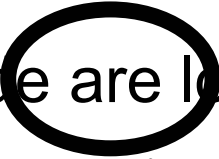
Speculation (Memory Hoisting)

What might the authors
have intended here?

- Speculation is used to try to eliminate memory latency
- IA-64 looks ahead in code are loads data before it is needed.

Multiple Errors in One Slide

Speculation (Memory Hoisting)

- Speculation is used to try to eliminate memory latency
- IA-64 looks ahead in code are loads data before it is needed. 
and

Multiple Errors in One Slide

Speculation (Memory Hoisting)

- Speculation is used to try to eliminate memory latency
- IA-64 looks ahead in code and loads data before it is needed.

they are

Redundant Information

Introduction

- industry standard for the scalable, inexpensive interface
- universal interconnect among many different devices
- Apple computer corporation version is called Fire Wire while Sony and other corporation's version is called i.Link

Slide 2

History

- Apple invented Fire Wire in the early 1990s
- adopted by IEEE Trade Association
 - became known as 1394
- name Fire Wire still used by Apple
- Others have adopted the name i.Link
 - trademarked by the Sony Corporation
- 1394 comes from the specification that defines the technical traits of the interface

Slide 9

Two Slides from a Single Student Presentation

Use of Complete Sentences instead of Bullets

Shortcomings

- not robust enough to operate as a true network interface
- Many devices don't require such high throughput yet
 - USB still sufficient
- Many computer companies haven't started including the interface on their personal computers

BETTER:

Insufficient robustness to operate as a true network interface

Lack of requirement for throughput at the high level provided by this bus

Failure by manufacturers to incorporate into Personal Computers

Mixture of Verbs, Adjectives, and Nouns

Benefits

- speed
- ideal for an interface between high end digital electronics to exchange data
- Hot Swap and Daisy Chain
- peer-to-peer capabilities
- provides a power source in the media

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COMMENTS:

- “Speed” is a noun.
- “Ideal” is an adjective.
- “Provides” is a verb.

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COMMENTS:

- “Speed” is a noun.
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- “Provides” is a verb.

BETTER:

Benefits

- **Speed**
- **Ability to serve as an interface for exchange of data between high-end digital electronics devices**
- **Support for Hot-Swapping**
- **Connectivity via Daisy-Chaining**
- **Conveyance of electrical power to the connected device**

Mixture of Verbs, Adjectives, and Nouns

BETTER:

ALL NOUNS

Benefits

- Speed
- Ability to serve as an interface for exchange of data between high-end digital electronics devices
- Support for Hot-Swapping
- Connectivity via Daisy-Chaining
- Conveyance of electrical power to the connected device

Failure to Separate Distinctly Different Items

Benefits

- speed
- ideal for an interface between high end digital electronics to exchange data
- Hot Swap and Daisy Chain
- peer-to-peer capabilities
- provides a power source in the media

Sloppy Editing

IEEE Specifications

This is the ENTIRE slide that was part of these students' presentation!!!!

GREAT concept, but where is the rest of the table?

Processor Timeline

Date	Name	MIPS	MFLOPS
1987	SUN 4		
1989	SPARCstation 1	12.5	1.4
1990	SPARCstation2	28.5	4.2
1991	SPARCserver 600MP		
1992	SPARCstation 10		
1993	SuperServer 6400 – Crap computer		
1995	SPARC64- 64 bit Computer SuperSparcII is released		
1996	UltraSPARC is released		
1998	UltraSPARC Ii, Ultra5, Ultra10, Ultra30		
1999	Ultra 60, Ultra 80 Processor Release		

Inconsistency in Type Size

Why is the type size for the bulleted list of items on the right (for CISC) different from that on the left (for RISC)?

RISC vs. CISC

- Reduced Instruction-Set Computer
- More register
- Faster and slower
- Faster raw speed (executing instructions per sec)
- Faster in terms of implementing one single instruction
- Complex Instruction-Set Computer
- Micro conversion layer
- Faster and slower
- More powerful in terms of what each instruction can do

Failure to Distinguish between

Compound Words and their Separate Component Words

setup vs. set up

maybe vs. may be

Without is a single word.

Therefore is a single word.

Failure to Distinguish between Simple Past and Participle

ran & run

[Egregious Example: “. . . the platforms in which it can be ran, . . .”]

Constructive Use of Hyphens to Indicate Word Association

EXAMPLE 1: *large memory addresses*

QUESTION: Does this term refer to the ordinary-sized addresses of a large memory, or to memory addresses where the addresses are large, not the memory?

Ambiguity can be resolved using a single hyphen:

large-memory addresses

large *memory-addresses*

EXAMPLE 2: *large animal veterinarian*

QUESTION: Does this term describe a 350-lb veterinarian who may treat sick salamanders, rabbits, and mice, or an 86-lb veterinarian who treats elephants, rhinoceri, and hippopotami?

EXAMPLE 3: *indestructible patio furniture covers*

QUESTION: Exactly what is it that is indestructible? The patio, the furniture, or the covers?

Use of Slang in Formal Documents

Example 1:

“. . . because the cache runs off the CPU's power.”

Example 2:

“. . . in terms of breaking new ground and building off of and improving their previous accomplishments in processor technologies”

Example 3:

“This is based off of the AIX operating system.”

Use of Meaningless Rhetoric

Example 1:

“The memory sizes on this computer can go from big to huge.”

Example 2:

“.”

Example 3:

“.”

Chattiness/Folksiness Inappropriate in a Technical Report

Example 1:

“With grand raves coming from Intel and Hewlett-Packard, most were looking forward to its release with much anticipation.” [Subsidiary Note: “most” what?]

Example 2:

“.”

Example 3:

“.”

A Piece of Sound Advice

If yours is a group project, DO take the trouble to find out how your colleagues spell their names.

Abominations I: The Run-On Sentence

Egregious Example: “Ted Hoff and Stan Mazor creators of the chip it was 1/8 inch long and 1/6 inch wide, had 2,300 metal oxide semiconductors”

Correct Treatment:

• Creators of the chip: Ted Hoff and Stan Mazor

• Dimensions: 1/8” long × 1/6” wide

• Composition: 2300 MOS transistors

The Original in All Its Magnificent Splendor:

- Ted Hoff and Stan Mazor creators of the chip it was 1/8 inch long and 1/6 inch wide, had 2,300 metal oxide semiconductors

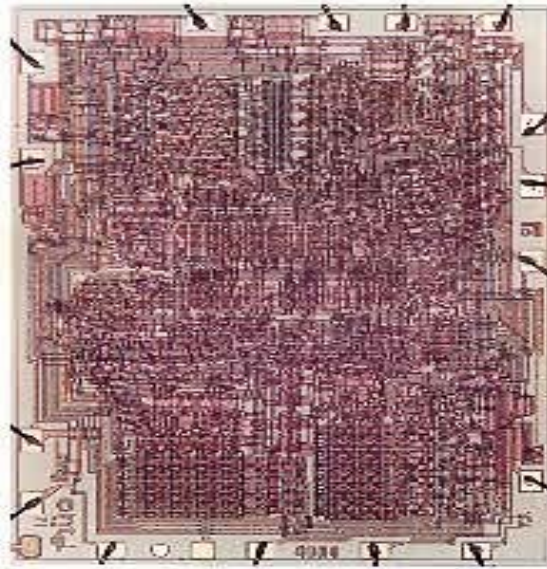
Abominations II: Jumble of Information

The First Microprocessor

- Busicom asked Intel to create 12 custom chips
- Intel answered this with one general purpose chip
- Ted Hoff and Stan Mazor creators of the chip it was 1/8 inch long and 1/6 inch wide, had 2,300 metal oxide semiconductors
- Equivalent to the ENIAC supercomputers
- Foundation of modern Chips the Intel 4004

Abominations III: Information Vomit

Intel 4004



- 4-Bit
- Containing command registers, a decoder, decoding control, control monitoring of machine commands, and interim registers.
- Pioneer spacecraft used the 4004 and started the use of processors in broader areas

1. Photograph unnecessary, conveys no useful information, wastes space
2. Sudden transition from technical data to historical

Abominations IV: Multiple Errors in a Single Sentence

Egregious Example:

“The output enable pin’s (which is missing from the diagram please just bare with us and pretending its there, this is a old picture) basic function is to let SRAM know it is being read from and not written to.”

Corrected to:

Sentence 1: The output-enable pin’s basic function is to let *the* SRAM know *whether* it is being read from *or* written to.

Sentence 2: The output-enable pin, *although present, nevertheless does not appear* in the diagram.

Technical Correction of the deleted portion: Please bear with us and pretend it’s there. The picture is an old one.

4004

Significance: forerunner of modern microprocessor chips, initial realization of a concept that has radically transformed the entire computer industry

Creators of the chip: Ted Hoff and Stan Mazor

Dimensions: 1/8" long x 1/6" wide

Composition: 2300 MOS transistors

Register width and datapath width: BOTH 4 bits

Contents:

- Command Registers
- Decoder
- Decoding Control
- Interim Registers

Use: Pioneer spacecraft

Abominations IV & V: Repetitiveness & Inconsistency & Sloppiness

- Generations: First Generation
- Generations: Second Generation
- Generations: Third Generation
- Generations: Fourth Generation
- Generations: Fifth Generation
- Generations: sixth Generation
- Generations: seventh Generation
- Generations: eight Generation
- Generations: nine Generation

Abomination VI: Grammatical Sloppiness

Example 1:

“This new partnership company drastically needed findings in which they found in a San Francisco venture capitalist Art Rock.”

Example 2:

“Processor Design based off of the RISC I and II designs as the University of California, Berkeley”

“Processor Design based off of the RISC I and II designs as the University of California, Berkeley”

Abomination VII: Non-Agreement in Number between SUBJECT and VERB

Example 1:

“first Intel processors that was backwards compatible”

Example 2:

“Only a small amount of the total physical register are available at any one time.”

Example 3:

“. . . in the Power architecture each function were partitioned into their own separate units.”

Abomination VIII: Totally Inappropriate Use of a Legal English Word

Example 1:

“. . . for this paper we refrain to discussing three of those microprocessors.”

Example 2:

“.”

Example 3:

“.”

To Split or Not to Split [the Infinitive]: That Is the Question

In ancient times, i.e., more than fifty years ago, a split infinitive was strictly forbidden.

Today, we are not so rigid as used to be the custom; nevertheless, even by today's relaxed standards, on occasion an infinitive can be split *SO VERY FLAGRANTLY* as to constitute a clear and unequivocal abomination:

Our intent in designing this process was to, at a significant level relative to the pool with which we had to work, recognize the continuing contributions of . . .

To Split or Not to Split [the Infinitive]: That Is the Question

Our intent in designing this process was to, at a significant level relative
to the pool with which we had to work, recognize the continuing
contributions of . . .

Words of Latin Origin Used in English

Masculine and Feminine		Neuter	
SINGULAR	PLURAL	SINGULAR	PLURAL
femina <u>̄</u>	feminae	medium	media <u>̄</u>
alumna <u>̄</u>	alumnae	datum	data <u>̄</u>
		bacterium	bacteria <u>̄</u>
alumn <u>us</u>	alumni <u>̄</u>		

RIGHT: The data are useful.

WRONG: The data is useless.

RIGHT: The infection was due to a bacterium.

WRONG: That bacteria is deadly.

RIGHT: The broadcast medium was radio.

WRONG: The media is relentlessly pursuing that issue.

RIGHT: She is an alumna of Harvard.

WRONG: He is an alumna of Yale.

RIGHT: Fred and Jim are alumni of Brown.

WRONG: Mike and Ted are alumnae of Swarthmore.

Subtleties of Word Order in WRITTEN English

Text Appearing on a Sign: “Right turn only during peak hours.”

Which is the correct meaning:

(a) During peak hours, it is permitted only to turn right. Left turn, or proceeding straight ahead without turning, are both forbidden,

i.e., Right turn only during peak hours.

(b) It is permitted to make a right turn during peak hours only. At no other time may a right turn be made,

i.e., Right turn only during peak hours.

NOTE that in *SPOKEN* English, the correct meaning would be apparent from the phrasing.

Points to Ponder on the Futilities of English Spelling, Grammar, and Usage

Is it a coincidence that the only 15 letter word that can be spelled without repeating a letter is uncopyrightable?

Is there another word for *synonym*?

Why do *overlook* and *oversee* mean opposite things?

Why doesn't *onomatopoeia* sound like what it is?

Why is it so hard to remember how to spell MNEMONIC?

Why is the plural of goose *geese*, but the plural of moose is not *meese*?

If two mouses are *mice* and two louses are *lice*, then why aren't two houses *hice*?

If the plural of *tooth* is *teeth*, then shouldn't the plural of *booth* be *beeth*?

Shouldn't there be a shorter word for "monosyllabic"?

(continued)

Points to Ponder on the Futilities of English Spelling, Grammar, and Usage (continued)

If *peanut butter cookies* are made from *peanut butter*, then what are *Girl Scout cookies* made out of?

If a *vegetarian* is someone who eats vegetables, then what does a *humanitarian* eat?

There is no *egg* in an *eggplant*, there is no *ham* in a *hamburger*, and a pineapple contains neither *pine* nor *apple*.

English muffins were not invented in England, and *French fries* were not invented in France.

Quicksand takes you down *slowly*.

Boxing rings are *square*.

Neither is a *guinea pig* from *Guinea*, nor is it a *pig*.

A house can *burn up* as it *burns down*.

(continued)

Points to Ponder on the Futilities of English Spelling, Grammar, and Usage (continued)

If *writers write*, then why don't *fingers fing*?

If the *teacher taught*, then surely the *preacher praught*!

Why do people *recite* at a *play*, yet *play* at a *recital*?

Why do we *park* on *driveways*, but *drive* on *parkways*?

Why do we *fill in* a form by *filling* it out.

When the stars are out, they are visible, but when the lights are out, they are invisible.

When I wind up my watch, it starts, but when I wind up this lecture, it ends.

Why is it that when you transport something by car, it's called a *shipment*, but when you transport something by ship, it's called *cargo*?

(continued)

Points to Ponder on the Futilities of English Spelling, Grammar, and Usage (continued)

Why do they call them *apartments* when they're all stuck together?

Why do they call it *rush hour* when nothing moves?

(continued)

Points to Ponder on the Futilities of English Spelling, Grammar, and Usage (continued)

A father was reading Bible stories to his young son. He read, "The man named Lot was warned to take his wife and flee out of the city. But his wife looked back and was turned to salt."

The son asked, "What happened to the flea?"

Points to Ponder on the Futilities of English Spelling, Grammar, and Usage (continued)

A nearsighted minister glanced at the note that Mrs. Jones had sent to him by an usher.

The note read: "Bill Jones having gone to sea, his wife desires the prayers of the congregation for his safety."

Failing to observe the punctuation, he startled his audience by announcing:

"Bill Jones, having gone to see his wife, desires the prayers of the congregation for his safety."

POINTS TO PONDER ON THE FUTILITIES OF English Spelling, Grammar, and Usage (continued)

English is a Terrible Language

*I take it you already know
Of tough and bough and cough and dough?
Others may stumble but not you,
On hiccough, thorough, laugh and through.*

*Well done! And now you wish, perhaps,
To learn of less familiar traps.
Beware of heard, a dreadful word
That looks like beard and sounds like bird,*

*And dead: it's said like bed, not bead -
For goodness' sake don't call it "deed"!
Watch out for meat and great and threat
(They rhyme with suite and straight and debt)*

(continued)

POINTS TO PONDER ON THE FUTILITIES OF English Spelling, Grammar, and Usage (continued)

English is a Terrible Language (continued)

A moth is not a moth in mother
Nor both in bother, broth in brother,
And here is not a match for there
Nor dear and fear for bear and pear,

And then there's dose and rose and lose -
Just look them up - and goose and choose,
And cork and work and card and ward
And font and front and word and sword

And do and go and thwart and cart -
Come, come, I've hardly made a start!
A dreadful language? Man alive.
I'd mastered it when I was five.

From a letter published in the London Sunday Times, 03 Jan 1965. Only the initials of the author, T.S.W., are known.

NOTE: You can always "roll your own".

The Washington Post's Style Invitational once again asked readers to take any word from the dictionary, alter it by adding, subtracting, or changing one letter, and supply a new definition. Here are this year's winners:

1. **Intaxication:** Euphoria at getting a tax refund, which lasts until you realize it was your money to start with.
2. **Reintarnation:** Coming back to life as a hillbilly.
3. **Bozone (n.):** The substance surrounding stupid people that stops bright ideas from penetrating. Unfortunately, the bozone layer shows little sign of breaking down in the near future.
4. **Cashtration (n.):** The act of buying a house, which renders the subject financially impotent for an indefinite period.
5. **Giraffiti:** Vandalism spray-painted very, very high.
6. **Sarchasm:** The gulf between the author of sarcastic wit and the person who doesn't get it.
7. **Inoculatte:** To take coffee intravenously when you are running late.

You can always "roll your own". (continued)

8. Hipatitis: Terminal coolness.
9. Osteopornosis: A degenerate disease. (This one got extra credit.)
10. Karmageddon: It's like, when everybody is sending off all these really bad vibes, right? And then, like, the Earth totally explodes and it's, like, a serious bummer.
11. Decafalon (n.): The grueling process of getting through the day consuming only things that are good for you.
12. Glibido: All talk and no action.
13. Dopeler effect: The tendency of stupid ideas to seem smarter when they come toward you rapidly.
14. Arachnoleptic fit (n.): The frantic dance performed just after you've accidentally walked through a spider web.
15. Beelzebug (n.): Satan in the form of a mosquito that gets into your bedroom at three in the morning and cannot be cast out.

You can always "roll your own". (continued)

17. **Caterpallor (n.):** The color you turn after finding half a grub in the fruit you're eating.

. . . And the pick of the literature:

17. **Ignoramus:** A person who's both stupid and an a--hole.

Rules for Writers

1. Verbs HAS to agree with their subjects.
2. Prepositions are not words to end sentences with.
3. And don't start a sentence with a conjunction.
4. It is wrong to ever split an infinitive.
5. Avoid clichés like the plague. (They're old hat.)
6. Also, always avoid annoying alliteration.
7. Be more or less specific.
8. Parenthetical remarks (however relevant) are (usually) unnecessary.
9. Also too, never, ever use repetitive redundancies.
10. No sentence fragments.
11. Contractions aren't necessary and shouldn't be used.
12. Foreign words and phrases are not apropos.
13. Do not be redundant; do not use more words than necessary; it's highly superfluous.
14. One should NEVER generalize.
15. Comparisons are as bad as cliches.
16. Don't use no double negatives.
17. Eschew ampersands & abbreviations, etc.
18. One-word sentences? Eliminate.
19. Analogies in writing are like feathers on a snake.
20. The passive voice is to be ignored.

(continued)

Rules for Writers (continued)

21. Eliminate commas, that are, not necessary.
Parenthetical words however should be enclosed in commas.
22. Never use a big word when substituting a diminutive one would suffice.
23. Kill all exclamation points!!!
24. Use words correctly, irregardless of how others use them.
25. Understatement is always the absolutely best way to put forth earth-shaking ideas.
26. Use the apostrophe in it's proper place and omit it when its not needed.
27. Eliminate quotations. As Ralph Waldo Emerson said, "I hate quotations. Tell me what you know."
28. If you've heard it once, you've heard it a thousand times:
Resist hyperbole; not one writer in a million can use it correctly.
29. Puns are for children, not groan readers.
30. Go around the barn at high noon to avoid colloquialisms.
31. Even IF a mixed metaphor sings, it should be derailed.
32. Who needs rhetorical questions?
33. Exaggeration is a billion times worse than understatement.
34. Avoid "buzz-words"; such integrated transitional scenarios complicate simplistic matters. And finally...
35. Proofread carefully to see if you any words out.

Some Tongue-in-Cheek Advice

Who needs rhetorical questions?

Parenthetical remarks (however relevant) are (usually) unnecessary.

Foreign words and phrases are not *apropos*.

Do not put statements in the negative form.

Understatement is always the absolutely worst way to put forth earth-shaking ideas.

Eschew ampersands & abbreviations, etc.

WARNING: Beware the Hazards of Automation!!!

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SPELL CHECQUER

Eye halve a spelling chequer.
It came with my pea sea.
It plainly marques four my revue
Miss steaks eye Cannes knot sea.
Eye strike a key and type a word
And weight four it two say
Weather eye am wrong oar write
It shows me strait a weigh.

As soon as a miss steak is maid
It nose bee fore two long,
And eye can put the error rite.
Its rare lee ever wrong.
Eye have run this poem threw it.
I am shore your pleased two no
Its letter perfect awl the weigh.
My chequer tolled me sew.

Concluding Comments and Observations

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3. In the workplace, ability to communicate well and effectively leads to speedier promotion and higher probability of promotion.
4. It is never too late to correct deficiencies in spelling, grammar, and usage. However, the sooner you correct any deficiencies you may have, the better it is for you.

Some Useful Sources

1. Gordon, Karen Elizabeth (1993). *The Deluxe Transitive Vampire: The Ultimate Handbook of Grammar for the Innocent, the Eager, and the Doomed*. New York, NY: Pantheon Books. ISBN 0679418601.
[This book is a concise, wittily written tutorial on the fine points of grammar and punctuation. It can serve as a guide for preparation of the term paper.]
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[The author specifically addresses the needs of computer professionals and other technical people to write clearly. This book lacks the light, witty approach of *The Deluxe Transitive Vampire* (and is correspondingly more difficult to read), but it is more comprehensive. This book, too, can be a useful guide for the preparation of the term paper.]
3. Strunk & White (2000). *The Elements of Style. Fourth Edition*. Allyn & Bacon. ISBN: 020530902X.
[This is a classic work that provides guidance on some of the finer points of writing. It is an advanced book, very useful after you have mastered either *The Deluxe Transitive Vampire* or *Bugs in Writing*.]

END