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Memorandum 6M-3094
Supplement 1

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Beginning with this issue, I am asking Mr. Bennett to prepare a Supplement to the Biweekly Report aimed at improving the quality and value of material submitted for the Biweekly. After discussion with various Group and Section Leaders and staff members, it was decided to use corrected examples for this Supplement. It is not the intent to censure individuals but to use specific contributions as examples from which others may benefit along with the original author. Editorial staff time is not available for complete revision of every item.

We hope that the usefulness, conciseness, and clarity of the Biweekly Report can be enhanced over a period of a few months. This will be valuable to the Biweekly as such but even more valuable if it provides training in better writing. I have been disappointed in much recent written material which has been submitted. Each staff member should find it worthwhile to give some attention to his writing ability. It is a duty to convey the information others need in a way which repays their reading time and effort.

CLASSIFICATION CHANGED TO:

Auth: DD 254
By: R. R. Everett
2-1-60

Jay W. Forrester

Much of the Biweekly Report material should be in better form when submitted by the author. Following are some categories of difficulties:

1. Repetition -- pointless reiteration of ideas or words;
2. Redundancy -- failure to cut out uninformative words or ideas;
3. Accounting for time -- description of how the period was passed without conveying anything useful or interesting;
4. Failure to report -- an often incorrect decision that nothing of importance was accomplished;
5. Improper organization -- failure to arrange material in its proper perspective;
6. Duplication -- independent submission of essentially the same information by two or more persons;
7. Mechanical errors -- incorrect use of abbreviations, punctuation, etc.;
8. Grammatical errors.

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To point up the errors listed above, this and subsequent issues of the Supplement will reproduce verbatim selections of the copy submitted for the Biweekly Report. From time to time, a particularly well written piece of copy will also be included for comparison.

Data Input

(N. N. Alperin, A. V. Shortell) (CONFIDENTIAL)

The twice-weekly missions for "shaking-down" the data input section are continuing. During the past bi-weekly period the tests were run on live data only due to the poor results originally obtained with the Ampex 14-channel recorder.

On the average, six of eight gap fillers have been operative for the missions. Nantucket hasn't been sending a usable signal. The trouble is supposedly in the phone line. However, since we are unable to use their data, due to the MITE being tied up for the IBM mapper test, we have not been inconvenienced. The two heavy radars have not been available for our tests. Montauk is not operative yet, and the signal from S. Truro has been unusable since the hurricane because of phone-line trouble. The S. Truro lines are under repair.

The equipment at our end, other than the Ampex recorders, has been working well. Most of the troubles have been small and were corrected. Two of the mappers have had trouble in the focus circuit. Large transients generated when the power is turned off at the scopes caused two focus coils to arc over. Addition of damping resistors will be made to correct this trouble.

A circuit modification is being tried out on the Ampex 14-channel recorder and results indicate that it may clear up a good part of our problem.

Data Input

On the average, six (of eight) gap fillers have been operative for the twice-weekly data-input shakedown missions. Although one site, Nantucket, has not sent a usable signal, apparently because of phone-line trouble, no inconvenience resulted, since the MITE is in use for the IBM mapper test. A circuit modification promises to eliminate the poor results originally obtained with the Ampex 14-channel recorder and which necessitated live tests.

The two heavy radars have not been available: Montauk is not yet operative, and hurricane damage to the S. Truro lines is not yet repaired.

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Apart from the Ampex recorders, equipment at the Barta Building has worked well; most of the troubles have been small and were corrected. Large transients generated when power was turned off at two mapper scopes caused the focus coils to arc over. Damping resistors will be added to correct this trouble.

1. The difficulty here -- lack of organization -- has been overcome by a rearrangement which keeps related material together.
2. Rearranging made possible the removal of considerable excess verbiage.
3. Mechanical errors:

The phrase "data input" is used here as a compound adjective; as such, it requires a hyphen. (See "Compounds and Hyphenation," Webster's New Collegiate Dictionary.)

Minor errors in punctuation have been eliminated or corrected in revision.

4. Grammatical errors: "due to" is not correctly used in the original. As a rule of thumb for use of this phrase, substitute "caused by"; if the sentence makes sense with this substitution, "due to" is correct. Otherwise, use "because of."

Use for Obsolete Memoranda

(A. M. Falcione) (UNCLASSIFIED)

~~There is a definite need for obsolete memoranda by the Reproduction Room (C-133) in their multilith reproduction process. The obsolete memoranda are used as scrap paper for absorbing the ink off multilith masters, after the initial run has been made. Subsequent to the removal of the ink, a preservative is added to the master for future re-runs. It would be greatly appreciated if Engineers and Secretaries would send their obsolete memoranda to Anne Sullivan in Rm. C-133.~~

Obsolete Memoranda

The Duplicating Room (C-133) needs obsolete memoranda for use as scrap in the Multilith process.

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Drafting Room

(A. M. Falcione) (UNCLASSIFIED)

^{of}
~~The Drafting Room annex which was located in (Rm. C-125) has now been consolidated into Rm. C-130. The (Consolidation) has been made possible through the use of Auto-Shift tables, which in comparison with the old method of layout saves 30 per cent floor space. It is expected that new auto-shift tables will replace all the old drafting equipment in the very near future. The consolidation of drafting was necessary to enable the Document Room and Print Room to expand, in order that they might be better able to furnish the laboratory effective service.~~

1. In both these items, extraneous details have been deleted without damage to the central idea.
2. "Multilith," a trade name, must be capitalized, as must "Auto-Shift."

Chemical Analysis

(E. Keith, P. Reimers) (UNCLASSIFIED)

^{quantitative}
Completed analyses have been reported for the following samples:

1. Memory-core ferrite DCL-2-720;
2. Magnesium-manganese ferrite DCL-8-11/ ~~This ferrite was (prepared from mixed oxalate precipitation);~~
3. ~~A supply of Lithium carbonate has been analyzed (for use in ferrite compositions).~~

Quantitative
Analyses of the following samples are in progress.

1. Magnesium-manganese ferrite^s DCL-2-800 and DCL-2-801;
2. Magnesium ferrite DCL-8-13.

Fired DCL compositions are analyzed to determine the end product; raw materials, to determine their purity.

1. The principal difficulty here appears to lie in omission of the final paragraph. Without this qualification, the reason for 2 weeks' work for two people is unclear, and the entry has little significance.
2. Rewording items 2 and 3 makes the terms in this series similar in structure, a desirable point. Incidentally, repetition and redundancy are also removed.

3. Punctuation (see "Punctuation," Webster's New Collegiate Dictionary):

Almost invariably, a colon comes after introductory sentences containing "the following."

A semicolon is normally the terminal punctuation between items in series such as these, no one of which is a complete sentence.
4. Compare this entry with the similar entry which follows. In the latter, each item in the series, the title of a Technical Information Release, is self-explanatory.

Production Coordination Office

(P. Bragar, F. F. Manning) (UNCLASSIFIED)

1. TIR's issued during the past 2 weeks:
 - 1-28, M-2947 Supplement #1, Outline of Track-While-Scan Training Program for Air Force Personnel, 1954 Cape Cod System (Supplement to M-2706, 1954 CCS).
 - M-2947 Supplement #2, Outline of Weapons Direction Section Training Program for Air Force Personnel, 1954 Cape Cod System (Supplement to M-2706, 1954 CCS).
 - 1-29, 6M-2960 Addendum #1, Prime Power Requirements for AN/FSQ-7 Direction Center.
 - 1-30, 6M-3044, Comments on Burns & Roe Drawings for the D. C. Bldg. and Power House.
 - 1-31, 6M-2924, Proposed Program of Activity for Digital Data Receivers (DDR) and Transmitters (DDT) for XD-1.

The following entries were not submitted until specific inquiry was made of the persons concerned:

2.11 Systems

General

(J. Giordano) (UNCLASSIFIED)

Systems Office activities during this period have included a detailed investigation of the space problem in Bldg. F, which has led to a preliminary investigation intended to improve the layouts of the maintenance rooms.

IBM-SO concurrence was reached on the spare-parts proposal; the brief is being circulated for Lincoln approval.

Proposals for the type and locations of clocks, the wall color of Bldg. F, and the tactical telephone system for AN/FSQ-7 (XD-1) are still being reviewed by interested IBM-MIT personnel.

3.2 General Engineering

Building F

(H. Wainwright, W. Ahern, H. Mercer) (UNCLASSIFIED)

The following are extracts from the XD-1 Installation Info. Report #19:

I. Building Construction

- A. Basement - At last report, 24 September, the Installations Office was of the opinion that this area had not been "officially accepted."

On 7 October, we were informed that acceptance had occurred on 22 September, yet this fact was not stated at a meeting held on 6 October for the express purpose of reporting construction progress.

- B. First and Second Floors - Unfortunately, there have been no developments which would indicate more desirable "ready" dates than those last reported, 11-18 November and 15 December, respectively.

We expect delivery of five of the d-c supplies by 15 October, the balance, another five, by 15 November.

IV. Equipment Cooling

This contract has been awarded to E. A. Berman Company. Every effort is being made to expedite surfacing of the "unexcavated" basement area to provide Berman with an on-the-job shop facility for duct fabrication.

V. Cabling and Method of Distribution

With the information presently available, work has started on the preparation of drawings and specifications for all wiring from the PCD to the various MCD's and DCPD.

