

高级实用英语系列教材



实用任务型学术写作

Practical Task-Based Academic Writing

主编 刘文宇 王慧莉 曹 硕

 中国人民大学出版社

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实用任务型 *Practical Task-Based Academic Writing* 学术写作



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Preface

随着经济全球化和教育国际化的出现,我国非英语专业学生要求听英语讲课和讲座、用英语阅读专业文献、用英语写规范的论文、用英语直接进行与专业相关工作的呼声日益高涨。复旦大学蔡基刚教授也指出,“大学英语必须定位在 ESP,而非基础英语。ESP 可分两类,一类是学术英语,另一类是工作英语。”笔者在本科英语教学工作中发现,学生在英语写作方面存在诸多问题:(1)学生不太熟悉学术写作的流程和方法。虽然学生可以完成字面意思的表达,但如何快速和规范地完成文章的结构和写作模块,是亟须提高的地方。(2)学生不太了解学术文体和求职求学英语的语言特点。写作中过多地使用第一人称,不会使用被动语态,用词过于随意等现象俯拾即是。(3)学生缺少运用所学英语基础知识解决实际学术研究和工作方面问题的能力。例如,毕业论文中的英语摘要、求职信中的个人陈述、出国求学的学习计划等写作能力很薄弱,造成有些人“英语学习不能学以致用”。有鉴于此,特编写本教材,具体内容如下:

教材共四个板块,包括职业发展英语写作、学术英语写作、实用写作技巧和 EFL 考试英语写作。设计了 16 个单元,包括个人陈述、求职信、简历、推荐信、学习计划、证书、往来信函、研究计划、文献综述、摘要、研究项目报告、数据评述、写作策略、雅思写作、托福写作和 GRE 写作。每个单元包括五部分:(1)文体简介;(2)样例和练习题;(3)常用句型库;(4)写作小贴士;(5)任务拓展练习。文体简介言简意赅,让学生一目了然,轻松掌握。样例的选择兼顾文理,带有汉语翻译。常用句型的选取利用了语料库的词频分析功能,语言地道规范。写作小贴士内容翔实。拓展任务贴近实际学习和生活。本教材内容的设计基于对学生的学习需求分析,并以讲义的形式已试用了一轮。教材可用于 32—64 学时的写作课程,试用对象为本科高年级学生。

本教材尝试把理解写作过程、熟悉写作的语言特点、掌握写作规范和完成实际写作任务有机联系起来,难度适中。主要特点如下:

1. 素材的时代性。素材大都来自于近期发表于国际权威期刊和重要会议的文章。

2. 教材内容的丰富性。文、理、工科均有涉及。研究的科学问题普遍具有前沿性。该教材不仅能够训练学生的英语写作技巧，而且可以提供给学生交叉学科的视野和批判性思维的机会。

3. 写作练习的多样性。为了提高学生的学习动机，该书设计了大量丰富的练习形式，如填空、回答问题、判断、连线、翻译、选择、句子排序、补充句子、画图等，让英语写作变得具有乐趣。

4. 本科和研究生英语学习的过渡性。该教材强调本科学生在实际学习中的英语写作需求，更侧重学术能力训练，争取做到在本科英语学习和研究生英语学习之间建立一个顺利的衔接和过渡。

本教材由在高校多年从事教学和科研工作，有着丰富的英语写作教学经验的教师共同编著，由刘文宇和王慧莉统稿。其中，马莉编写了第1、第2章；陈丽辉编写了第3、第4章；张菅编写了第5、第6章；李雪乔编写了第7章；李雪艳编写了第8、第9章；曹硕编写了第10章；崔中良编写了第11、第12章；安雪花编写了第13章；王丽莉编写了第14章；潘玉娇编写了第15章；郝晓争编写了第16章。

本教材为“十二五”辽宁省首批普通高等学校本科规划教材候选教材。

在此对各位编者和出版社编辑所付出的努力表示感谢。由于时间仓促，加之编者水平有限，书中难免存在诸多纰漏和瑕疵。恳请广大专家学者批评指正。

编者

2015年8月



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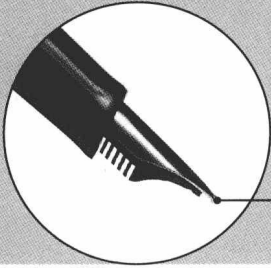
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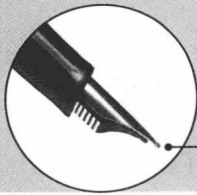
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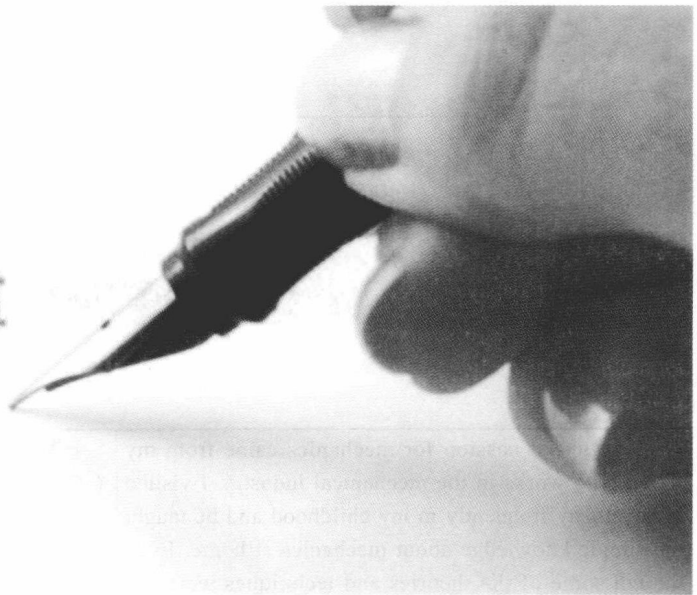
Part I

Writing for Professional Development



Personal Statement

Writing Personal Statement



Task **Objective**

In this unit you will learn how to write a personal statement.

个人陈述通常简称为 PS，是美国、英国、加拿大等国外高校录取时由申请人撰写的关于自己的介绍性文章，主要用于提供个人背景、学术成就、拟申请的专业及研究计划、未来职业规划目标等信息，同时展示申请人的文字表述能力。个人陈述是极具个性化的留学申请材料。



个人陈述的基本要素包括：

1. 个人情况——与学业相关的个人性格特质和兴趣爱好、个人信息、家庭情况等。
2. 学术背景——已奠定的学术基础或具备的学术潜力，先修课程、成绩情况，实习经历。
3. 研修计划——拟申请的专业、学位，对所申请院校、学位及专业的了解。
4. 未来规划——完成学业之后的学术或职业发展规划。

个人陈述的具体内容和逻辑结构因人而异，没有明确统一的模式。重点介绍申请人的学习动机和专业背景，既体现申请人对未来学习计划、职业规划所进行的科学、合理的分析和思考，也要反映申请人对自己的专业经验、个人素质的合理评价。

个人陈述的长度通常视院校要求而定。一般而言，学校会给出300~500词、500词以内、1 000词以内、1~2页A4纸长度以内等篇幅限制。如申请院校对个人陈述不做具体字数要求，实际写作以800~900词长度为宜。



Task Preparation

I. Sample

Sample 1

<p>My initial passion for mechanics came from my father who works in the mechanical industry. I visited his company frequently in my childhood and he taught me simple knowledge about mechanics at home. Even though some of the theories and techniques were too difficult for me at that time, I became increasingly curious about mechanics. For instance, I could spend a long time taking a broken clock apart and trying to find the problem with it. Most of the time, due to my limited knowledge and skills, I couldn't fit what I took apart together. In this case, I would consult with my father for technical suggestions until I got things repaired. Mending mechanical things gave me joy and a sense of achievement. Therefore, I chose Process Equipment and Control Engineering, a subject in mechanics, as my undergraduate major without hesitation.</p>	<p>个人情况 (个人兴趣)</p>	<p>我对机械最初的热爱源自机械行业工作的父亲。童年时代，我经常到父亲的公司参观，在家里父亲也会教我一些简单的机械知识。那些理论、技巧虽然当时对我而言太过晦涩，但是却激发了我对机械日渐浓厚的兴趣。比如我会花很长时间把家里的钟表拆开，看看里面到底出了什么故障。由于我的机械知识和技能实在太有限，通常都无法自己再把拆开的表装上。这时，我就会向爸爸寻求帮助，在他的技术指导下把零件再重新装好。修理家里的机械产品给我带来快乐和成就感，因此我毫不犹豫地选择了机械学科下的过程装备与控制工程作为我大学本科的专业。</p>
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<p>I really appreciated my choice of Dalian University of Technology, a state key university professional for science and technological education, for my undergraduate studies. During four years of systematic education and practice, I formed a deeper understanding of mechanics and further increased my passion for the subject. In the courses I attended like “Theoretical Mechanics,” “Basis of Mechanical Designing,” and “Mechanics of Materials,” I learnt specifications and considerations in manual drawing, and mastered relevant theories. Further, as my undergraduate major combined mechanics with chemical engineering, my knowledge scope was broadened to areas such as chemical engineering principles and fluid dynamics. Instead of distracting me from enhancing my professional expertise, it deepened my insight about mechanics and relevant issues.</p>	学术背景 (先修课程)	<p>考入国家重点大学大连理工大学是我人生中的正确选择，能够在这个科技类专业院校完成本科阶段的学习我心存感激。四年系统的学习和实践使我对机械专业加深了了解，同时也进一步提升了我对这一专业的热忱。在“理论力学”“机械设计基础”“材料力学”等课程中，我打下了坚实的手工制图基础，并掌握了相关知识理论。此外，我的本科专业涵盖了机械、化工两个方面，因此我的知识范围还拓展到化工原理和流体力学等领域。这不仅没有分散我学习专业课的精力，反而加深了我对机械及相关问题的理解。</p>
<p>Meanwhile, I gained practical participation opportunities during my undergraduate years and improved hands-on skills. A useful practice was the gear reducer design project for the course “Basis of Mechanical Designing.” Since gear design was not a difficult topic, at first I treated the project as a simple one. However, when I worked on the space between the gear axles of the reducer, I realized that knowing the principles of reducer was not enough. In order to meet the requirement on speed reduction ratio, the space should be precisely designed, testified and adjusted. Even though I made precise calculation, the originally designed reducer failed to meet the requirement. Afterwards, I tested and examined the statistics repeatedly and detected the problem with the number of gear teeth and gear design. In this practice, I found the varying pattern of the key variables only through several times of basic data changing, which decreased the number of data used to meet the design requirement. Besides, aware of the significance of details and examinations, I became confident in further exploration of the subject.</p>		<p>同时，大学本科阶段我还得到许多实践操作机会，提高了动手能力。在“机械设计基础”课程上参加的减速器设计项目就是一次有益的锻炼。设计本身并不难，因此最初我有些掉以轻心，但是在设计减速器齿轮轴间距时，我才意识到只知道原理还远远不够。要满足减速比的要求，间距设计必须非常精确，而且需要经过多次验证和调整。尽管我的计算非常精确，第一次设计的减速器还是没能达到要求。后来，经过多次数据演算，我终于找到了齿轮齿数与设计之间存在的问题。在这次实践中，我通过几次基本数据变换，找到了关键变量的变化规律。而且，我还认识到细节和认真观察的重要性，增强了深入研究的信心。</p>



<p>Additionally, for a better understanding of the mechanics industry in the working field, I devoted myself to real-world practice. I interned at Shenyang Machine Tool (Group) Co., Ltd. during every winter and summer vacations. While visiting and studying at the workshops, I listened to the explanations of an experienced technician and realized my ignorance of the technical words. Therefore, I took notes of them and studied them on my own in my spare time. Also, I participated in the discussion among the work staff and understood many issues from their talks. During these years of internship, I grew from a person ignorant of numerically-controlled machine tools to a mature man who is familiar with how mechanics industry works in practice. For example, numerical control workshop is where people study the technical operations and innovation; employees in the energy workshop compare and select the energy used for producing; and machine tools are packed in the assembly workshop. Meanwhile, shortly after the end of the second semester of my junior year, I participated in a two-week practical training at Zhong Hang Li Ming Chemical Machinery Factory in Huludao. Through on-site observation and learning, I saw complex design drawings and understood the processing procedures of container molding.</p>	<p>(实习经历)</p>	<p>此外,为更好地了解机械行业的工作现场,我积极投身地实践。每年寒暑假我都在沈阳机床(集团)有限公司实习。在车间参观和学习的过程中,经验丰富的技术人员的解说使我意识到自己对技术术语所知甚少。因此,我认真做好笔记,利用业余时间自学术语。我还加入工作人员的讨论,从他们的谈话中学到许多知识。多年的实习经历使我从一个不知数控机床为何物的门外汉,成长为精通机械行业实际操作过程的熟手。我深知数控车间是技术操作和创新研究的第一线,也知道能源车间的员工是比较和选择生产能源的主力,还知道机床包装要在装配车间完成。大三第二学期刚刚结束,我参加了中航黎明化工机械公司在葫芦岛举行的为期两周的实习培训活动。在现场观摩和学习过程中,我看到了复杂的设计图纸,更好地了解了容器成型的加工过程。</p>
<p>Resulting from my undergraduate education and practice, I have had a better understanding of mechanics both theoretically and practically. However, I know that my current knowledge and experience is not adequate for me to have a good career in the mechanics industry. During the international exchange program of International Business Law in the U.S., I became to know that American education system encourages self-learning, innovation, teamwork and open-minded learning environment. These are what I need to be trained of. Therefore, with a strong desire to carry out in-depth study of mechanical engineering, I would firstly like to pursue a master's degree in Mechanical Engineering in the U.S., a leading country in the mechanics industry</p>	<p>研修计划</p> <p>未来规划</p>	<p>本科阶段的教育和实践,使我在理论和实践层面都对机械专业有了更好的理解。然而,我深知我目前的知识和经验还不足以使我在机械行业立足。通过到美国参加国际商法国际交流项目,我了解到美国教育体系鼓励学生自主学习、创新、团队合作,为学生提供开放的学习环境,这些都正是我所需要的学术训练。因此,我热切期望能够在美国的机械工程领域深造。我想先攻读硕士学位,美国这个机械行业世界领先的国家能够为我提供该领域更多的先进知识和技术。毕业之后,</p>

<p>that can provide me with more advanced knowledge and techniques in the field. After graduation, I expect to win a position in the mechanics industry preferring automobile companies such as General Motors, Ford Motor and Toyota Motor. Hopefully after 5 years of learning and practicing, I can work as an engineer or senior engineer. After browsing the description of M.S. Mechanical Engineering program at Marquette University, I found the specialization of Mechanical Systems useful for my career goal. I hope you can provide me with a chance to further my knowledge and realize my dream. Thank you!</p>	<p>研修计划(对院校的了解)</p>	<p>希望能够在机械领域，最好是通用汽车、福特汽车、丰田汽车等汽车公司谋得一个工作职位。希望经过五年的学习和实践，我能够成为一名（高级）工程师。浏览马凯特大学机械工程硕士项目后，我发现该项目的专业化机械体系非常适合我的职业目标，期望贵校能够给我一个机会使我能够深化知识、实现梦想！非常感谢！</p>
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Exercise I : Fill in the following table using a few key words.

Major applied for	
College courses taken	
Internship experience	
Study plan	
Future career plan	

Sample 2

<p>Having majored in literary studies (world literature) as an undergraduate, I would now like to concentrate on English and American literature for a doctor's degree.</p> <p>I am especially interested in nineteenth-century literature, women's literature, Anglo-Saxon poetry, and folklore and folk literature. My personal literary projects have involved some combination of these subjects. The relationship between "high" and folk literature became the subject for my graduate thesis, which examined Toni Morrison's use of classical, biblical, African, and Afro-American folk tradition in her novel. I plan to work further on this essay, treating Morrison's other novels and perhaps preparing a paper suitable for publication.</p>	<p>学术背景 个人情况(个人兴趣) 学术背景</p>	<p>我的本科专业是文学研究（世界文学），希望能够攻读英美文学方向的博士学位。</p> <p>我对19世纪文学、女性文学、盎格鲁-撒克逊诗歌、民间传说和民间文学非常感兴趣。我个人从事的文学项目都与这些文学研究领域相关。我选择“高级”文学与民间文学之间的关系作为毕业论文研究的主题，重点研究托尼·莫里森小说中经典、圣经、非洲和美国黑人民间传统元素。我还打算深化毕业论文的研究，深入探讨莫里森的其他小说，准备在此基础上发表一篇论文。</p>
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<p>In my studies toward a doctoral degree, I hope to examine more closely the relationship between “high” and folk literature. My junior year and private studies of Anglo-Saxon language and literature have caused me to consider the question of where the divisions between folklore, folk literature, and high literature lie. Should I attend your university, I would like to resume my studies of Anglo-Saxon poetry, with special attention to its folk elements.</p> <p>Writing poetry also figures prominently in my academic and professional goals. I have just begun submitting to the smaller journals with some success and am gradually building a working manuscript for a collection. The dominant theme of this collection relies on poems that draw from classical, biblical, and folk traditions, as well as everyday experience. My poetry draws from and influences my academic studies. Much of what I read and study finds a place in my creative work as subject. At the same time, I study the art of literature by taking part in the creative process, experimenting with the tools used by other authors in the past.</p> <p>In terms of a career, I see myself teaching literature, writing criticism, and going into editing or publishing poetry. Doctoral studies at your university would be valuable to me in several ways. First, your teaching assistantship program would provide me with the practical teaching experience I am eager to acquire. Further, earning a Ph.D. in English and American literature would advance my other two career goals by adding to my skills, both critical and creative, in working with language. Ultimately, however, I see the Ph.D. as an end in itself, as well as a professional stepping stone; I enjoy studying literature for its own sake and would like to continue my studies on the level demanded by the Ph.D. program.</p>	<p>研修计划 (拟申请专业)</p> <p>学术背景 (实践经历)</p> <p>未来规划</p> <p>研修计划 (对院校的了解)</p>	<p>攻读博士学位期间,我希望能进一步考察“高级”文学与民间文学间的关系。大学三年级的专业学习和自学的盎格鲁-撒克逊语言与文学知识引导我思索民间传说、民间文学与高级文学的区分问题。如果我能够进入贵校学习,我将继续在盎格鲁-撒克逊诗歌方面的研究,尤其关注其中的民族元素。</p> <p>诗歌创作也是我的重要学术专业目标。我向一些小期刊投稿的诗已经成功发表,正在完成一部诗集初稿。诗集的主题来自经典、圣经、民间传统和个人日常生活经验。诗歌与我的学术研究相得益彰:我所阅读和钻研的内容为我提供了创作的主题,与此同时,文学创作过程中对其他作者创作手法的尝试体验也提升了我对文学艺术的研究。</p> <p>事业规划方面,我个人打算将来能够在文学教育、文学评论、编辑或者诗歌出版行业工作。从下述几个方面考虑,在贵校进行博士阶段的学习对我而言非常宝贵。首先,您所提供的助教工作能够丰富我的教学经验,这正是我所热切期望的。此外,获得英美文学博士学位能够提升我在语言评论和创作方面的能力,从而有利于我实现另外两个职业目标。最后,当然我也非常重视攻读博士学位本身,博士学位是进入学术领域的敲门砖。我很喜欢研究文学,期望能够继续深入学习,达到博士学位所要求的水平。</p>
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(Source: <http://www.taisha.org/abroad/ws/fw/200705/20070516164227.html>)

Exercise II : Answer the questions.

1. What is the applicant's professional interest?
2. What is the applicant's academic background?
3. What is the applicant's research plan for his/her doctor's degree?
4. What is the applicant's career plan?

Sample 3

<p>Nowadays, science and technology play a vital role in people's lives. They have become a dominant factor in the development of society. Therefore, many countries are striving to diversify their economies through the development and application of new and advanced technologies like the ones that operate on nanoscale. Nanotechnology and applied nanoscience allow people to create innovative nanostructured materials, devices and mechanisms which will make a contribution to the improvement of people's lives and development of the country's economy. Thus, the choice of nanoscience and nanotechnology as my specialty was inspired by both my interest in the natural phenomena as a physicist, and by the excellent prospects it offers in the labor market.</p>	<p>研修计划</p>	<p>科学技术现如今在人们的生活中扮演着至关重要的角色，已经成为社会发展的主导因素。因此，许多国家正通过开发和应用诸如纳米技术等新型先进技术，努力实现经济的多样化发展。纳米技术和应用纳米科学帮助人们制造新型纳米材料、设备和机制，将为改善人民生活、促进国家经济发展做出贡献。因此，选择纳米科学与技术作为我的专业，既出于我作为一名物理专业学生对自然现象的兴趣，也受到就业前景的鼓舞。</p>
<p>My interest in science, particularly in physics and maths, developed when I was studying at school. I enjoyed the challenge of solving different types of mathematical and physical problems which helped me develop analytical thinking skills and an understanding of physical processes that take place in nature. Beyond my school interests I played music, and got involved in dancing and drawing. I played the dombyra (a Kazakh national stringed instrument) in the school orchestra and sang in the school choir. Through these activities I became acquainted with and learned the rules and principles of art.</p>	<p>个人情况</p> <p>学术背景</p>	<p>我对科学——尤其是物理和数学——的兴趣是在学校培养的。我很喜欢挑战各种类型的数学和物理难题，解决这些难题能够培养我的分析思维能力和对自然界发生的物理过程的理解。除了学习方面的兴趣之外，我还演奏音乐，参加舞蹈和绘画活动。我在学校乐团弹奏冬不拉（一种哈萨克族民族弦乐器），还参加学校的合唱团。这些活动使我学习并熟知艺术的规则和原则。</p>





<p>In 2008 I entered the Physics Department at Al Farabi Kazakh National University (majoring in radiophysics and electronics). There I received a good fundamental education in physics, electronics, material science, chemistry, higher mathematics, and the humanities. I gained a deep understanding of these subjects and learnt how to apply theories to real life situations. I took part in students' scientific conferences, at which on three separate occasions I got awards for the best research effort. This activity helped me to improve my skills in report writing and oral presentation.</p> <p>Since 2010 I have been working at the Institute of Experimental and Theoretical Physics of Kazakh National University as an assistant scientific researcher. I have experimentally investigated the structural, dynamical and optical properties of the dusty particles immersed in plasma environment. What makes this work important is its connection with nuclear fusion, microelectronics and non-terrestrial investigations. As the result of my work at the Institute I have made several contributions to international conferences and papers in recognized journals like <i>Journal of Physics D: Applied Physics</i>, <i>Journal of Physics A: Mathematical and Theoretical</i> and <i>Physics of Plasmas</i>. Working at the Institute has enriched my experience in experimental physics and taught me to work in a team.</p> <p>Although I completed undergraduate level study at the best local university, I do not feel that I am in the best position to make any final decisions about my career yet. Thus, I have decided to proceed with study abroad to get a better understanding and knowledge of applied nanoscience. By studying at your university I hope to gain a broad education and professional skills on my chosen course and to learn how to apply these in practice to improve the world around me. I feel confident that I will be able to cope with the academic requirements at the university and successfully conduct research work in the area of nanoscience and nanotechnology.</p>	<p>学术背景</p> <p>研修计划</p> <p>未来规划</p>	<p>2008年,我进入哈萨克斯坦阿尔-法拉比国立民族大学物理系(主修放射物理学和电子学)。在这里我接受了物理、电子、材料科学、化学、高等数学和人文学科领域良好的基础教育。我对这些学科有了深入的了解,并且学会如何将学到的理论应用于现实生活。我曾经参加学生科学会议,获得三项不同的最佳研究工作奖。这项活动提升了我的报告写作能力和口头报告能力。</p> <p>自2010年以来,我一直在哈萨克斯坦国立民族大学的实验物理与理论物理研究所担任科研助理。我对等离子体环境中灰尘颗粒的结构、动力学和光学性质进行了实验研究。同核聚变、微电子、非地面研究的密切关系使得该项工作意义重大。相关研究结果发表在国际会议和《物理学报D:应用物理学》《物理学报A:数学与理论物理》《等离子体物理》等著名期刊上。在研究所的工作丰富了我在实验物理学方面的经历,教会了我如何在团队中合作。</p> <p>虽然我在当地最好的大学完成了本科阶段的学习,但是我感到现在对自己的职业生涯做出最终决定还为时尚早。因此,我决定出国留学,以更好地了解应用纳米科学的相关知识。我希望能够在贵校我所选择的课程中获得更为广泛的教育和专业技能,学会如何将知识应用于实践,以推动我周围世界的发展。我相信自己有能力满足贵校的学术要求,能够胜任纳米科学与技术领域的研究工作。</p>
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(Source: <https://www.studential.com/personal-statement-examples/nanotechnology-and-nanomaterials-science-personal-statement>)

