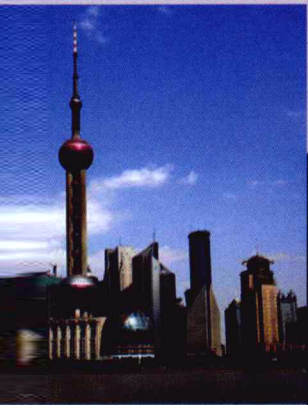




**English for International Conference**

Tactics and Techniques



董琇 编著

# 国际会议交流英语



同济大学出版社  
TONGJI UNIVERSITY PRESS



# English for International Conference

Tactics and Techniques



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## 内 容 提 要

本书旨在提高硕士、博士研究生和相关人员的国际学术交流能力,使其能够运用英语在各类国际会议上发言、提问、回答、主持、致辞、讨论等,并与各国人士顺畅交流,开展合作。

本书既可作为高等学校研究生英语教材,又可作为教师、研究机构学者、公司职员和相关政府工作人员提高国际学术交流能力的手册、读物和参考书籍。

*English for International Conference*, targeted at master and doctoral students, is intended to improve their communication skills of presenting papers, asking and answering questions, chairing a meeting, making a welcoming speech and a closing speech, participating in discussion etc. at an international conference, and to strengthen their abilities of exchanging ideas freely with scholars and engineers from other countries in cooperation, with the ultimate aim of enhancing their overall communicative competence in English for academic success.

This book can be used not only as a textbook by graduate students in universities, but also as a helpful guide or reference book by teachers, scholars in research institutions and staff members in companies and governments.

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# 前 言

《国际会议交流英语》旨在提高硕士、博士研究生和相关人员的国际学术交流能力,使其能够运用英语在国际会议上宣读科研论文,在各类国际论坛发言、提问、回答、主持、致辞、讨论等,并与各国人士通过英语顺畅交流,开展合作,把英语变为拓展学术空间的有用工具。编写遵循教育部颁布的研究生教学大纲,并力求满足更高的语言学习目标。

《国际会议交流英语》既可作为硕士、博士研究生的英语教材,也可作为具有中、高级英语水平的科研机构、公司、政府机关等相关人员的读物和手册,同时可作为教师教授“国际会议交流英语”课程的参考书籍。

《国际会议交流英语》以提升学生语言技能,完成对外交流和科研合作任务为宗旨,注重真实场景下以任务为目标和导向的语言交际活动,使学生通过完成学习任务来掌握真实、实用的语言。全书共分 12 章,其中既有知识点的详尽讲解,又提供了操作性强的课堂活动形式,同时收录了不同场景中学术交流的英语句式模板,地道实用,方便学生模仿自学。本书按照循序渐进的原则,从国际会议的基本概念即国际会议的分类、信息入手,按照参与会议的过程逐步讲解会议信函的书写、会议论文的撰写和提交、论文发言稿的准备、发言稿的宣读、会议问答、会议主持、欢迎辞、闭幕辞及其他会议场合交流的表达方式和技巧策略,并补充会议组织的知识,最后描述期末项目——模拟国际会议的操作步骤和具体要求,并提供会后学生自评、互评的标准。同时,还介绍了在英语国家参加讲座、书写邮件、约见导师的交流策略和表达方法,为学生出国深造、进行更高层次的科研合作交流奠定基础。本书的编写基于笔者六年教授博士生“国际会议交流英语”课程的经验、举办 50 余场“模拟国际会议”的心得体会、在同济大学 20 余个专业的研究生中开展的问卷调查和访谈的基础,以及在美国宾夕法尼亚大学教育研究院访学的经历。全书编写遵循以内容为依托的教学方法(Content-based Instruction),在讲解介绍的基础上,以项目为驱动,改变传统的教学模式,主要章节后安排合理的任务型(Task-based)实景模拟(Simulation)活动。会议论文及演讲稿的实例(Sample)取自最新的国际学术会议和美国密西根学术口语语料库(MICASE),涵盖环境、电子、建筑等多个专业。本书充分体现了科学性、全面

客观性、学术性、友好性、多用性和生动性等特点。

每一章节的内容均依照语言认知的逻辑顺序编排,由预习(Preview)、讲解(Main Text)、活动(Activity)和复习(Review)四部分构成,最后附有答案。“预习”部分给出思考题;“讲解”结合实例详细介绍相关知识、交流技巧及表达方式;“活动”实践所讲知识,检验知识掌握程度;“复习”提炼总结知识点。本书同时附有会议发言、主持常用句式和演讲全文等材料的朗读光盘。

《国际会议交流英语》为“同济大学研究生优质课程”——“国际会议交流英语”项目建设的成果之一,得到了同济大学研究生院的资助与支持。本书的完成也离不开同济大学外国语学院、公共英语教学部的支持,以及诸多同事、同行、学生、朋友和学术界前辈的帮助。本书在编写过程中,还参阅了国内外部分网站和其他相关的书籍和资料,特向相关人员表示感谢。

尽管本书编写力求科学、实用和准确,但是由于时间仓促,个人能力有限,还有不尽如人意之处,望各位读者、同行和师长批评指正,为今后的修订提供宝贵的意见。

董 琇

2010年11月于馨怡花园

## Welcome to *English for International Conference*

*English for International Conference*, featuring the approach of content-based instruction, is an innovative book for graduate students with academic as well as personal language goals. It is intended to strengthen learners' communication skills of contacting conference organizers, presenting papers at an international conference, chairing a session, asking and answering questions, delivering a welcoming speech and a closing speech, organizing a meeting etc, with the ultimate aim of enhancing their overall communicative competence in English. Twelve units of the thematically linked Reading, Writing, Speaking and Listening strand explore and integrate various indispensable aspects of an international conference with step-by-step procedures to stimulate critical thinking while building language skills for academic success.

This book is written because although master and doctoral students in China have been learning English for as many as twelve years they often have problems making an academic speech in public and communicating with native speakers of English.

As a natural response to the high level of aspirations of English learners, this book provides tips, techniques and strategies to help those would-be scholars to expand the use of the target language in a formal context. There are four easy-to-follow sections in each unit — Preview, Main Text, Activity and Review — in conformity with the normal process of learning. *Preview* paves the way for the text and arouses learners' thinking of the key issues in the unit. *Main Text* addresses core concepts illustrated with vivid examples and provides a battery of applicable content-rich sentence patterns and clear-cut steps in writing and speaking. *Activity* creates open-ended opportunities for students to use language productively in a variety of life-skill tasks. *Review*, as a summary of the whole unit, underscores learning points in an inviting and memorable way. A final project of *simulated international conferences* is introduced at the end of the book for the purpose of motivating students to bring their initiative into full play and synthesize all they have learned and practiced.


This book has been designed to accommodate the needs of graduate classes with 30 – 40 suggested hours of classroom instruction. I believe not only students and teachers in universities but also staff members in companies and governments will enjoy reading this informative and interesting book as a helpful guide or a quick refresher.

# An Illustration of Preview, Main Text, Activity and Review in a Unit

**Part A**

**PREVIEW**

1. Think over the past years and tell two speaking experiences that have left a very deep impression on your mind.
2. What ways do we use to overcome nervousness?
3. What are the ways to begin a conference speech?
4. What are the ways to end a conference speech?
5. How can you make effective PowerPoint to aid your presentation?
6. How many types of information does a PowerPoint slide provide?
7. What is the principle of making PowerPoint?
8. What is the right size for words and texts on a PowerPoint slide?
9. How many pages of PowerPoint should you make for a 20-minute speech?
10. What is the role of non-verbal communication in conference presentation?



**Part B**

**MAIN TEXT**

**6.1 Overcoming Nervousness**

Speaking in front of large groups is the number one phobia<sup>①</sup> in the world. If it really scares you, do not feel bad. You are not alone. In the eyes of the majority of people, standing in front of a crowd is really intimidating. We dream of becoming movie stars, but when we act, we become ill at ease before the spotlight. The following paragraph is a vivid description of a student's nervousness before speaking at an international conference.

The night before my first speech, I went to bed early in order to save my energy. Yet, I kept tossing and turning to bed all night, unable to sleep. The scary pictures of getting up in front of people to go to the podium kept appearing before me again and again. I saw the sky become bright. Just as dawn was breaking, I fell deep. A while later I was woken up by the sharp and cruel alarm bell. It was time to go to the conference room.

We have lots of butterflies in our stomachs<sup>②</sup> before speaking in a large audience of professionals in our field. We may not be able to get the butterflies out of our stomach, but we can make them fly in formation.

**6.1.1 Why Are We Nervous**

Nervousness is mainly reflected in the form of anxiety. It can be divided into two types: external anxiety and internal anxiety.

External Anxiety is caused by the new speaking situation, the unfamiliar audience, the difficult topic and the foreign language you will use. Even world-famous athletes may feel nervous before a race in a foreign country. If it is your first time to talk in a well-equipped room where your speech, your PowerPoint and the audience reaction are videotaped at the same time, you would be nervous. If it is your first time to use a newly-developed wireless microphone or a laser pen, your anxiety would be increased.

① Phobia is a severe, irrational, and usually uncontrollable fear and dislike of something.  
② Here lots of butterflies in our stomachs is used to refer to feel very nervous before doing something.

**Part C**

**ACTIVITY**

- I. Please listen to the speeches in the supporting CD and identify which beginning strategy among the seven mentioned in the Main Text is used.
- II. Designing an Introduction in four steps for the speech based on the following topic: Improving the Living Conditions in World Metropolis.
- III. Designing a conclusion in two steps for the speech based on the same topic above.
- IV. Translate the following pair of sentences into Chinese.  
The total number has increased to 10,000 by 2010.  
The total number has increased by 1,000 in 2010.
- V. Please use *increase* as a noun to paraphrase the following sentences.  
The enrollment in this vocational school increased by 8% in 2010.

**Part D**

**REVIEW**

**I. Knowledge Points**

First impressions are important and so are final impressions.

**Introduction:**

- Beginning a speech to catch attention
- Revealing the topic of your speech
- Establishing your credibility
- Previewing the body of the speech

**Conclusion:**

- Summarizing main ideas
- Reaffirming audience attention

A good preparation can reduce anxiety by as much as 75%. Knowing you are well-prepared will help ease much of your anxiety. Unfortunately, perhaps because they feel overwhelmed, anxious people prepare less rather than more thoroughly. Try to seize every opportunity to accumulate enough experience. Practice makes perfect and experience builds confidence.

Website of public speech for your reference: <http://www.hawaii.edu/munispccc/index.html>

**II. Great Keynote Speakers—what are they like?**

Keynote speakers grab attention.

Keynote speakers have provocative ideas which last.

Keynote speakers give people hope and boost morale.

Keynote speakers change the lives of those they meet.

Keynote speakers communicate the most complex ideas in a single phrase.

Keynote speakers take the wider view—setting the tone and perspective for everything that follows.

Keynote speakers entertain as well as inform.

Keynote speakers create a buzz, and boost conference morale.

Keynote speakers are intensely interested in other people.

Keynote speakers are warm and confident in what they are saying without being arrogant.

Keynote speakers are flexible; your event's success is more important to them than their

By Dong Xiu  
Nov. 10, 2010

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First of all, I am sincerely indebted to Mrs. Jo Lyn Hite and Mr. Michael D. Hite, my dear colleagues and good friends, for their invaluable support and unflinching encouragement, for their detailed proofreading and insightful suggestions on every unit of the book. They are very generous with their time and expertise. I feel exceptionally lucky to receive help from them.

I am also grateful to all my colleagues and teachers. Their courses and informal chats with me have directly or indirectly contributed to the ideas incorporated in this book.

Next, my special thanks are extended to my dear students. Their active participation in class and important feedback after class have provided the inspiration for my book. They have also offered pictures in some units of the book.

Finally, my special thanks go to my family members, who have kept me confident and persistent, giving me continued emotional support throughout the writing and editing process, whose love and care have been so important to me. They are always behind me.

This book is dedicated to all those whom I care about and who care about me.



# Contents

<b>Unit 1</b>	
Different Types of Meetings .....	1
<b>Unit 2</b>	
Conference Information and Conference Documents .....	17
<b>Unit 3</b>	
Conference Letter Writing .....	51
<b>Unit 4</b>	
Conference Paper Writing .....	77
<b>Unit 5</b>	
Preparing a Conference Speech .....	119
<b>Unit 6</b>	
Making a Conference Speech .....	147
<b>Unit 7</b>	
Asking and Answering Questions at an International Conference .....	183
<b>Unit 8</b>	
Chairing an International Conference .....	197
<b>Unit 9</b>	
Other Forms of Conference Communication .....	211
<b>Unit 10</b>	
Conference Organization .....	261
<b>Unit 11</b>	
Listening to an English Speech and Other Forms of Academic Exchange .....	297
<b>Unit 12</b>	
Final Project: Simulated International Conferences .....	317
<b>Suggested Key</b> .....	323
<b>References</b> .....	337

Unit



*Different Types of Meetings*



## Part A

### PREVIEW

1. What are the names for the different types of meetings? Please recall your past experience of attending meetings and give some examples.
2. What is the difference between “meeting” and “conference”?
3. What is an “international conference”?
4. Can you give some examples of conference room set-ups?



## Part B

### MAIN TEXT

#### 1 1 Different Types of Meetings

##### 1.1.1 Meeting

A **meeting** is a gathering of two or more people that has been convened for the purpose of achieving a common goal through verbal interaction, such as sharing information or reaching agreement. Meetings may occur face to face or virtually, as mediated by communications technology, such as a telephone conference call, a **skyped**<sup>①</sup> conference call or a videoconference.

Thus, a meeting may be distinguished from other gatherings, such as a chance encounter (not convened), a sports game or a concert (verbal interaction is incidental), a party or the company of friends (no common goal is to be achieved) and a demonstration (whose common goal is achieved mainly through the number of demonstrators present, not verbal interaction).

Commercially, the term is used by meeting planners and other meeting professionals to denote an event booked at a hotel, convention center or any other venue dedicated to such gatherings<sup>②</sup>.

In broad sense, the term *meeting* covers a lecture (one presentation), seminar (typically several presentations, small audience, one day), conference (mid-size, one or more days), congress (large, several days), exhibition or trade show (with manned stands being visited by passers-by), workshop (smaller, with active participants), training course, team-building session and kick-off event.

##### 1.1.2 Conference

A **conference** is a prearranged meeting for consultation or exchange of information or

---

① **Skype** is a software application that allows users to make voice calls over the Internet. Calls to other users within the Skype service are free, while calls to both traditional landline telephones and mobile phones can be made for a fee using a debit-based user account system. Skype has also become popular for its additional features which include instant messaging, file transfer, and video conferencing. The network is operated by a company called Skype Limited, headquartered in Luxembourg and partly owned by eBay.

② Please refer to <http://en.wikipedia.org/wiki/Meeting>. The definitions of the different kinds of meetings in this unit are based on the word meanings from wikipedia.



discussion (especially one with a formal agenda).

There are academic conference, business conference, athletic conference and news conference.

An **academic conference** is a conference for researchers (not always academics) to present and discuss their work. Together with academic or scientific journals, conferences provide an important channel for exchange of information between researchers.

**Business conferences** are events organized by an association, individual, publication or private company for the purpose of networking, education or to discuss a business topic with a range of speakers.

An **athletic conference** is a collection of sports teams, playing competitively against each other at the professional, collegiate, or high school level. In many cases conferences are subdivided into smaller and smaller divisions, with the best teams competing at successively higher levels. Conferences often, but not always, include teams from a common geographic region.

A **news conference** or **press conference** is a media event in which newsmakers invite journalists to hear them speak and, most often, ask questions. A **joint press conference** instead is held between two or more talking sides.

In China, there is a political advisory body called the Chinese People's Political Consultative Conference, abbreviated CPPCC<sup>①</sup>. It consists of delegates from a range of political parties and organizations, as well as independent members, in China. The proportion of representation of the various parties is determined by established convention, negotiated between the parties.

**Conference** can also be used as a common and general term to refer to all kinds of assembly of people, as will be discussed later in this unit.

### 1.1.3 Symposium

A **Symposium** originally referred to a drinking party (the Greek verb *sympotein* means "to drink together") but has since come to refer to the meeting for specialized academic discussion, or a style of university class characterized by an openly discursive format, rather than a lecture and question - answer format.

For instance, in 2005, Tongji University held the 6th International Symposium on Asia Pacific Architecture (Asian Mega-Project). Please see the following page excerpted from the call for papers.

---

① CPPCC: Chinese People's Political Consultative Conference 中国人民政治协商会议。



### Synopsis

The College of Architecture and Urban Planning, Tongji University, Shanghai, China and the School of Architecture, University of Hawaii at Manoa, U. S. A. will conduct the 6th International Symposium on Asia Pacific Architecture on June 9 – 11, 2005 in Shanghai, China. We invite scholars, practitioners, and those concerned to submit papers addressing the symposium theme and topics identified below. Submitted papers will go through a blind peer review. Each person with an accepted paper will be invited to present the paper at the Symposium, and paper presenters will have the paper published in the Symposium Proceedings. Each paper must conform to all guidelines for submission as detailed below.

### Symposium Theme

Many Asian cities have recently completed or are presently planning large-scale construction projects — “mega-projects” — that can serve as important case studies.

These projects, including new central business districts, government centers, rapid transit systems, science parks, convention centers, sports and recreational hubs, housing developments and preservation of historic districts may be seen in part as a means to better compete in the global economy.

How have these projects addressed such issues as public space, innovative spatial patterns for economic growth, social and economic impacts, identity, sustainability, infrastructure, the planning/design process, and historic preservation? To promote a viable future for cities in Asia and beyond, it is critical to draw timely lessons from existing and emerging mega-project experiments.

This Symposium invites planners, architects, scholars, developers, government officials and others interested in this timely discussion to join us. Speakers, paper presenters, and other participants are encouraged to address Asian Mega-Projects under the general theme.

### 1.1.4 Congress

A **congress** is a formal meeting of delegates or representatives from different nations to discuss matters of interest or concern. It is very similar to a conference; however, it implies a higher degree of formality. Regular coming together on a representational basis of several hundreds — or even thousands — of individuals belonging to a single



professional, cultural, religious or other group. A congress is often convened to discuss a particular subject. Contributions to the presentation and discussion of the subject matter come only from members of the organizing body. In terms of frequency, it is usually established in advance and can be either multiannual or annual. Most international or world congresses are of the former type while national congresses are more frequently held annually. A congress often lasts several days and has several simultaneous sessions. The following is an example.

The 2nd World Congress on  
**Controversies in Diabetes, Obesity and  
Hypertension (CODHy)**  
October 30 – November 2, 2008, Barcelona, Spain  
Palau de Congressos de Catalunya, Barcelona, Spain



**Notes:** *Controversy* means a fierce argument or disagreement about something, especially one that is carried on in public over a long period (争论、争议). *Diabetes* is a metabolism disorder (糖尿病). *Obesity* means being unhealthily fat (肥胖). *Hypertension* means an illness caused by having high blood pressure (高血压). *Barcelona* is the second largest city in Spain ([西班牙]巴塞罗那).

The term congress was chosen for the United States Congress to emphasize the status of each state represented there as a self-governing unit. Subsequent to the use of **congress** by the US legislature, the term has been adopted by many states within unions, and by unitary nation-states in the Americas, to refer to their legislatures.

The American Congress, as the legislative (law-making) part of the US government, consists of the HOUSE OF REPRESENTATIVES (众议院) and the SENATE (参议院). Congress meets on CAPITOL HILL in Washington, D.C.



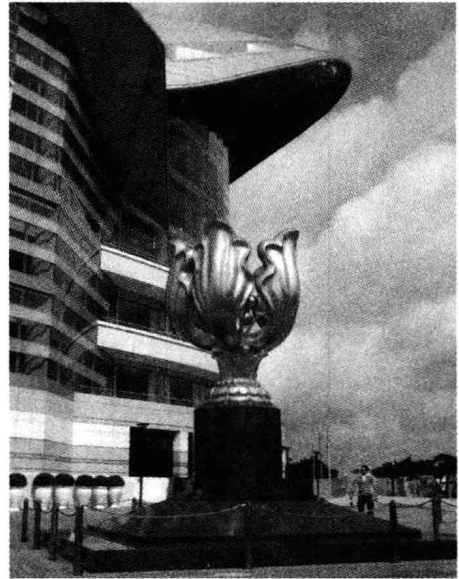
Capitol Hill

### 1.1.5 Convention

A **convention**, in the sense of a meeting, is a gathering of individuals who meet at an arranged place and time in order to discuss or engage in some common interest. It is a



routine meeting, such as the annual convention, biannual<sup>①</sup> convention or biennial<sup>②</sup> convention. The most common conventions are based upon industry, profession, and fandom<sup>③</sup>. Trade conventions typically focus on a particular industry or industry segment, and feature keynote speakers, vendor displays, and other information and activities of interest to the event organizers and attendees. Professional conventions focus on issues of concern to the profession and advancements in the profession. Such conventions are generally organized by societies dedicated to promotion of the topic of interest. Fan conventions usually feature displays, shows, and sales based on pop culture and guest celebrities. Science fiction conventions traditionally partake of the nature of both professional conventions and fan conventions, with the balance varying from one to another. There are many convention centers all over the world. Please see the pictures below.



Hong Kong Convention and Exhibition Centre



Metro Toronto Convention Center

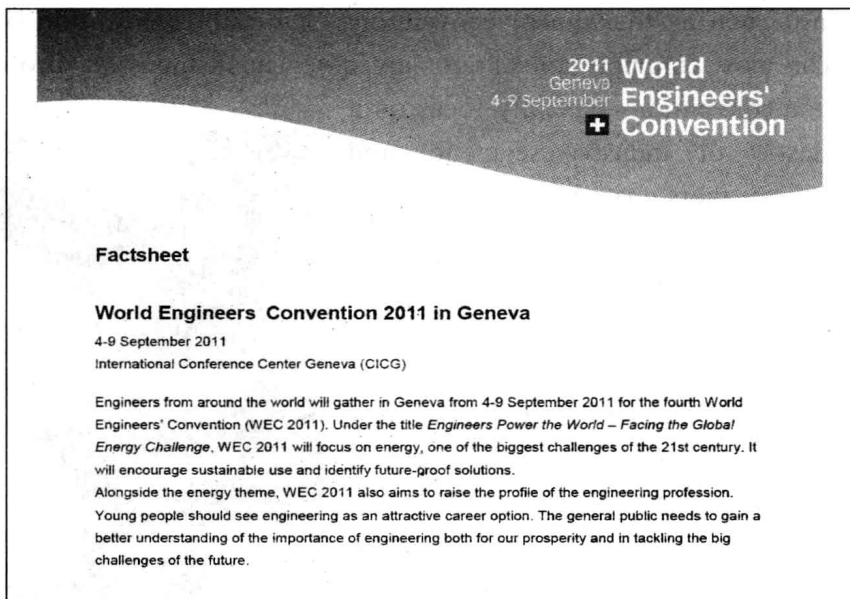


Shanghai International Convention Center

The following is an example of a world convention.

- 
- ① biannual: twice every year 一年二次。
  - ② biennial: once every two years 二年一次。Centennial (centenary) means the day or year exactly 100 years after a particular event (一百周年纪念)。Bicentennial (bicentenary) means the day or year exactly 200 years after a particular event (二百周年纪念)。
  - ③ Fandom is a community of “fans”. Fandoms often consist of message boards, live journal communities, people that share common interests.





### 1.1.6 Forum

A **forum** is a public meeting or presentation involving an open discussion of subjects of public interest usually among experts and often including audience participation. They exchange ideas and discuss normally public issues such as *financial crisis* and *low-carbon economy*.

For example, the World Water Forum 2012 in Marseille is the world's largest gathering of water interests that brings together over 20,000 political leaders, NGOs (non-government organizations), government officials, water professionals, and scientists every three years.

### 1.1.7 Seminar

A **seminar** is, generally, a form of academic instruction, either at an academic institution or offered by a commercial or professional organization. It has the function of bringing together small groups for recurring meetings, focusing each time on some particular subject, in which everyone present is requested to actively participate. A seminar can be a class-like meeting, a meeting of university or college students for study or discussion with an academic supervisor, which is made up of two parts: lecturing and discussion. Here is an example of an international seminar.

