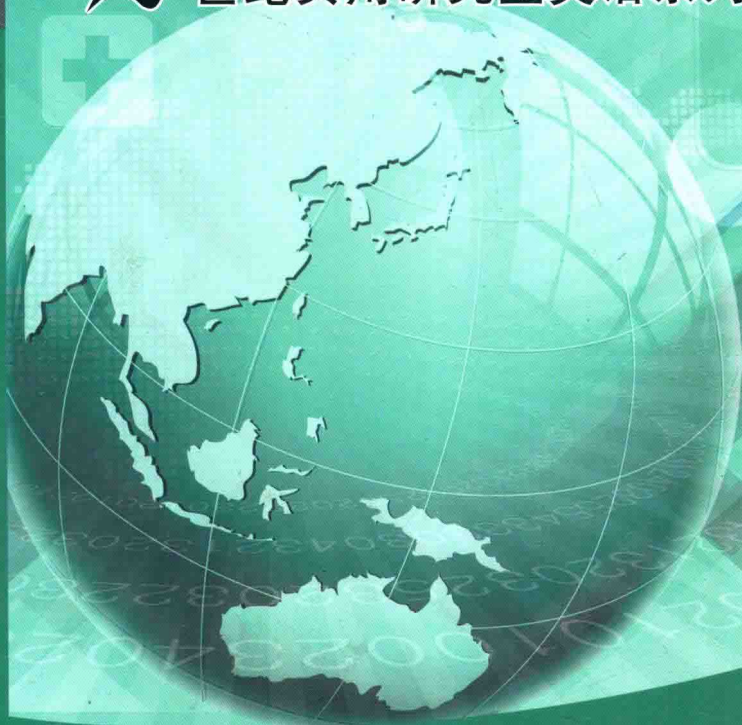




世纪实用研究生英语系列教程



国际医学会议 交际英语

English for Presentations at International
Medical Conferences

主编 卢凤香 刘娟 李岩

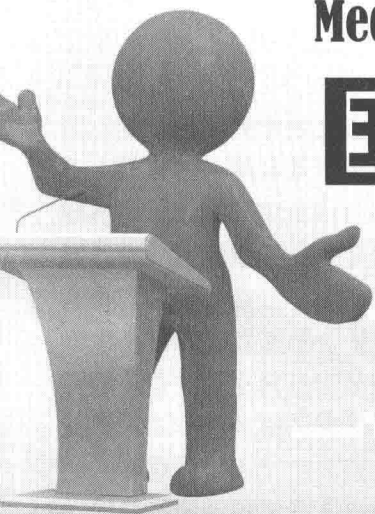
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ENGLISH

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主编 卢凤香 刘娟 李岩
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前言

随着医学界学术交流越来越国际化，具备良好的会议交际能力逐渐成为了医学生及医务工作者的一项必备专业技能。医学生及医务工作者们通过参加国际学术会议不仅可以更好地了解国际研究前沿动态，通过与同行学者们的沟通交流，准确把握学科研究方向与发展趋势，还能更好地展示自身研究成果、认识更多同道，助力研究成果发表，更能为将来开展国际项目合作、提升自身行业影响力奠定基础。因此高质量参加国际学术会议并抓住学术会议精髓是医学生及医务工作者们提升学术影响力的一个有效途径。《国际医学会议交际英语》一书旨在满足医学生及医务工作者参加学术会议的交流需求，提升其运用英语从事与医学专业相关的科学研究以及参加国际学术会议的交际能力。

本教材以医学生及医务工作者参加国际医学学术会议进行“交际”为视角来编写，使他们熟悉国际医学学术会议的主要程序和环节，掌握规范的学术礼仪，有效解决他们在国际医学学术交流中的实际语言问题。本教材具有以下三个特点：

一、理论指导与实践应用相结合

编写组查阅国内外相关学术著作，综合国内外学者的相关研究，对教材中的每个要点进行理论描述。为了更好地适应医学生及医务工作者的实际需要，书中选用示例大都为真实事例，从语言表达和研究内容两方面贴近医学生及医务工作者的实际情况，做到理论性与实用性相结合，体现学以致用原则。

二、知识传授与语言操练相结合

本书内容知识性强，具有学术语言特点，可作为专业语言知识进行语言输入，同时，书中的范例以及章节后的操练任务为使用者利用已输入知识开展有效输出提供帮助。

三、语言能力培养与交际能力训练相结合

医学生及医务工作者参加国际医学会议，不仅要有良好的口语表达能力和肢体语言表

达能力，还需要具有跨文化交际能力。本书通过章节安排把语言表达能力培养与实践交流能力提升融合在一起，使学生学会将学到的语言知识转化为实际并运用英语开展学术交流的技能。

本书以国际医学会议的常见环节进行布局，内容分为五部分。第一部分的主题是“参会准备”，由国际会议特点、学术会议形式、必备信息收集、发言方案撰写以及PPT设计等组成；第二部分的主题是“发言与展示”，由宣读论文基本知识、宣读论文过程、宣读论文语言特点以及宣读论文常用语言表达方式等组成；第三部分的主题是“会议主持”，由学术会议特征、会议主持流程以及嘉宾介绍技巧等组成；第四部分的主题是“制作壁报”；第五部分的主题是“国际会议礼仪”，由学术会议礼仪内涵、礼仪特点、电话礼仪、信札礼仪以及信札礼仪具体范例等组成。每个单元设置单元目标、单元正文以及单元反思与训练。

本书适于采用主题讲座、小组讨论、学生实践演示和个案分析相结合的教学方法，使学生不但迅速掌握理论知识，同时激发学生潜在的表达欲望，提高其语言表达能力。

本教材由首都医科大学卢凤香老师负责总体设计和章节安排。首都医科大学卢凤香、刘娟以及中国医科大学李岩担任本书主编，首都医科大学谢春晖、监艳红、陶鑫、田甜以及郭晶担任编者。本教材是首都医科大学面向研究生开设“国际医学会议交际英语”课程的成果，该课程自2014年以来已连续开设4年，书中所采用的范例大部分来自选课学生的实际会议发言案例，在此向选修该课并在授课过程中给予了积极配合和支持的研究生同学们表示感谢。

本书在编写过程中还得到了外籍教师 James Boulton 先生的大力支持和帮助，在此表示衷心的感谢。

本书配有教师用书和教学课件，读者可登录中国人民大学出版社主页 <http://www.crup.com.cn> 搜索本书后下载相关资源，或与 010-62513265, 010-62515580, chengzsh@crup.com.cn, jufa@crup.com.cn, jialk@crup.com.cn 联系索取相关教学资源。

由于编者水平所限，不足之处敬请读者不吝赐教。

卢凤香

2018年2月于首都医科大学

Contents



Part One	Conference Preparation	001
Unit 1	Understanding International Conferences	002
Unit 2	Obtaining Conference Formats	010
Unit 3	Gathering Other Preparatory Information	015
Unit 4	Writing a Conference Proposal	020
Unit 5	Creating a PPT for Your Academic Presentation	024
Part Two	Delivery and Performing	075
Unit 6	Basic Considerations	076
Unit 7	What to Say and to Do at Each Stage of Presentation	095
Unit 8	Vocal Variety in Presentation	147
Unit 9	Useful Phrases	162
Part Three	Chairing Meetings	177
Unit 10	Features of Professional Meetings	178
Unit 11	Steps to Chair a Meeting	181
Part Four	Making Posters	191
Unit 12	Features of a Good Poster	192
Unit 13	How to Design an Effective Poster	195



Part Five Conference Etiquette	207
Unit 14 Why Etiquette Matters	208
Unit 15 Attending Etiquette	211
Unit 16 Telephone Etiquette	226
Unit 17 Correspondence Etiquette	230
Unit 18 Define Proper Correspondence	235
 Bibliography	 238
 参考网站	 242

01

Part One

Conference Preparation

- Unit 1** Understanding International Conferences
- Unit 2** Obtaining Conference Formats
- Unit 3** Gathering Other Preparatory Information
- Unit 4** Writing a Conference Proposal
- Unit 5** Creating a PPT for Your Academic Presentation



Unit 1

Understanding International Conferences

After completing this section, you will be able to

- differentiate different types of meetings;
- be familiar with the principal activities at academic conferences;
- grasp the important information for preparing for an academic conference.

1 Types of Meetings

According to *Merriam-Webster Dictionary*, **MEETING** means an act or process of coming together. According to *Thesaurus.com*, **MEETING** is an assembly or conference of persons for a specific purpose. Meetings may occur face-to-face or virtually, mediated by communications technology, such as a telephone conference call, a skype conference call or a video conference.

Meetings are different from other gatherings, for example, a chance encounter (for it is not convened); a sports game (for there is no verbal interaction), a company of friends (for there is no common goal); or a demonstration (for it is mostly done by



the number of the demonstrators). Meetings are featured by being convened, having common goals, and involving verbal interactions.

Meetings are often held at hotels, convention centers or any venues specifically used for meetings.

Meetings cover **lecture** (one presentation), **seminar** (typically several presentations, small audience, one day), **symposium** (small-size, one day), **workshop** (smaller, with active participants), **conference** (mid-size, one or more days), **congress** (large, several days).

1.1 Lecture

The word “lecture” dates back to the 14th century, meaning “action of reading”. It refers to a speech read or delivered before an audience or class, especially for instruction or to set forth a subject. A lectern is a raised, slanted stand on which a speaker can place his or her notes. The word “lectern” comes from the same source as “lecture”, meaning “to read”.

Though lectures are much criticized as a teaching method, they are still the mainstay of higher education teaching, and often they are the only practical and cost-effective means of ensuring that curricula can be delivered in full to large numbers of students. The lecturing style and technique is also often used successfully in conferences and workshops.

1.2 Seminar

The word “seminar” is derived from the Latin word *seminarium*, meaning “seed plot”. It is a form of academic instruction, either at an academic institution or offered by a commercial or professional organization. Often a seminar focuses on a particular subject, in which everyone present is requested to participate. Over the seminar, the assigned readings are discussed, questions can be raised and debates can be conducted. Knowledge in a seminar is gained not by listening, but by reading and talking.

At North American universities, the term “seminar” refers to a course of intense study relating to the student’s major. Seminars can revolve around term papers, exams, presentations, and other assignments. The idea behind the seminar system is



to familiarize students with the methodology of their chosen subject and also to allow them to interact with examples of the practical problems that always occur during their research work.

In some European universities, a seminar may be a large lecture course, especially when conducted by a renowned thinker, regardless of the size of the audience or the scope of student participation in discussion. Some non-English speaking countries in Europe use the term “seminar” (e.g. German Seminar) to refer to a university class that includes a term paper or project, as opposed to a lecture class.

1.3 Symposium

The word “symposium” is derived from Greek, meaning “to drink together”. In ancient Greece, a symposium was a part of a banquet that took place after the meal, when drinking for pleasure was accompanied by music, dancing, recitals, or conversations.

In modern usage, a symposium is a formal meeting at which several specialists deliver short addresses on a topic or on related topics. It is characterized by an openly discursive format, rather than a lecture and question-answer format. Compared with a conference, a symposium is usually narrower and more specific in the range of topics. In terms of scale, it is smaller than a conference, as sometimes a conference may include several symposiums held simultaneously. The chief characteristic of a symposium is that it covers a single topic or subject and all the lectures given by specialists are completed in a single day.

1.4 Workshop

Originally, a “workshop” refers to a room or a building which provides both the area and tools (or machinery) that may be required for the manufacture or repair of manufactured goods in the Industrial Revolution era. But now a workshop often refers to a meeting at which a group of people engage in intensive discussion and activity on a particular subject or project, a seminar, discussion group, or the like, that emphasizes an exchange of ideas and the demonstration and application of techniques, skills, etc. Differing from other meetings, workshops emphasize practical performance, besides

academic discussions.

1.5 Conference

The Latin roots of the word “conference” mean, literally, “bring together.” A conference brings together people and ideas. It is a meeting of people who “confer” about a topic. It can take place in different fields, and need not be academic in nature all the time, e.g. the Chinese People’s Political Consultative Conference. A conference is always prearranged and involves consultation and discussion on a number of topics by the participants.

An academic conference or symposium is a conference for researchers to present and discuss their work. Together with academic or scientific journals, conferences provide an important channel for an exchange of information between researchers. In reality, symposium and conference are often used interchangeably. The format usually involves graduate students and academics presenting their research, work, and theories, and defending, expanding, or changing them in response to questions, criticism, and other feedback from colleagues. Generally, these conferences are often sponsored by a professional organization of the discipline involved, and may be held in a different city each year. A major focus of academic conferences, besides the exchange of ideas, is networking, which is a key to collaboration, funding, employment, and other professional benefits.

Academic conferences are usually composed of various presentations with a time span of about 10 to 30 minutes and the work may be bundled in a written form as academic papers and published as the conference proceedings.

Usually an academic conference invites some standing scholars to give keynote lectures. And these keynote lectures often run up to an hour or longer. In addition to presentations, academic conferences also feature panel discussions, roundtables on various issues, poster sessions and workshops.

An academic conference may also be held online, or something similar. Teleconferences bring people together through live video feeds, allowing people to discuss issues, hear presentations, network, and otherwise do many of the things they might do at a conference, without leaving their homes or offices. Similar situations can

be set up using the Internet, projectors, web cams and microphones.

1.6 Congress

The word “congress” is most frequently used to denote the supreme legislative body of a nation and especially of a republic, e.g. the Congress of the United States. It also refers to a formal meeting or assembly of representatives for the discussion, arrangement, or promotion of some matter of common interest. Congress is similar to conference, but the former implies a higher degree of formality.

2 Principal Activities at Academic Conferences

During an academic conference, there will be some activities, like plenary sessions, poster sessions, panel discussions and workshops.

2.1 Plenary sessions

A plenary session is a session of a conference which all participants are to attend. Such a session may include a broad range of content, from keynotes to panel discussions, and is not necessarily related to a specific style of presentation or deliberative process. The keynote lectures done in the plenary sessions are often longer than those done in parallel sessions. Most frequently the keynote speakers are invited by the organizers and they are usually quite senior or somehow big-name. They may give a general, high level review talk(s).

2.2 Parallel sessions

A parallel session or called a concurrent session, is a session of a conference which the speakers give their presentations in separate rooms at the same time. The speakers for the parallel sessions are selected based on their submitted abstracts. At the end of their presentation there is time for questions. In a parallel session the size of the audience is limited.

Usually a particular topic is arranged for a parallel session and there are several of

such topics for discussion in a conference.

2.3 Poster sessions

In a poster session of a conference, participants present their information through a poster. He/she waits for passing colleagues, to briefly present his/her work and answer questions. In a poster session the presenter has to tell his/her story more than once and the interaction between the presenter and audience can be more intense. Generally there is an award to the best designed poster presented at the conference and the winner will receive a prize and a certificate.

2.4 Panel discussions

Panel discussions at academic conferences are a useful way to trigger an exchange of viewpoints among experts, either with prepared statements or in response to questions from the audience. Due to the on-the-spot interaction, panel discussions are more difficult to prepare than presentations.

3 Important Information about an Academic Conference

Attending an academic conference can be a big time commitment. There is several vital information the participants need to know before they attend in order to make the most of an academic conference.

3.1 General information about an academic conference

The participant should know the name of the conference, the date and location, topics for discussion, accommodation, transportation, weather conditions and recommendations for clothes and so on. This kind of information can be very comprehensive, involving activities before, during and after an academic conference.

3.2 Paper submission information

Paper submission information includes the types of submissions and how to

submit the work to the conference. The **Submission Types** information generally can be read in conjunction with the **Call for Papers** and the **Submission Guidelines** of the conference. With the help of the **Call for Papers** and the **Submission Guidelines**, the participant can easily obtain information to help through the process from abstract submission to preparing the presentation at the conference.

It's important to find out what is required, for example, does the conference want a title, an abstract and title, or a full copy of the paper? What is the word limit that the conference organizer sets? What is the deadline of the abstract and the paper submission?

3.3 Organizational information

Conference committees and organizational structures may vary according to conference circumstances. Some structures may depend on whether a professional conference organizer is employed. Generally, there is an organizing committee, an academic committee, and a secretariat for the smooth running of the conference. Sometimes according to the scale and the purpose of an academic conference, some more committees are needed, for example, advisory committee, executive committee, registration committee, finance committee, local arrangement committee and so on.

As for the organizing committee of an academic conference, it is charged with the planning, running, and oversight of the conference to ensure that it meets the objectives stated to the conference. The organizing committee is often composed of the General Chair(s), the Program Chair(s), and other selected chairs. The General Chair(s) is/are responsible for the overall running of the conference, and serves as the Chair(s) of the Organizing Committee.

As for the academic committee (also called program committee), it is responsible for evaluating the submitted papers, the design of the agenda and the arrangement of academic communication at the conference.

As for the secretariat, it is responsible for ensuring that the conference is properly called and organized. Its officials or office are entrusted with administrative duties, maintaining records, and overseeing or performing all secretarial duties.

3.4 Participants information

Attending a conference is a professionally rewarding experience. Obtaining the participants' information is important to make the experience more rewarding for a conference-goer. The information includes who is the chairperson of the organizing committee, who are the keynote speakers, who are the members of the academic committees, who are the members of the secretariat and so on. These information will get you prepared to see those who have written papers you've read, or maybe to start to build relationships with other researchers in the same field.

Reflections and Practice

1. What are the main differences between the different types of meetings from the perspective of the meeting-goers?
2. What information is also important for a first-time conference attendant besides those mentioned in the text?
3. What are your goals of conference attendance?
4. Find one academic conference notice related to your research field and discuss in pairs its important information.



Unit 2

Obtaining Conference Formats

After completing this section, you will be able to

- list the types of conference presentation formats;
- compare and contrast the types of presentation formats;
- explain factors that should be considered when choosing a conference presentation format.

1 Common Types of Conference Presentations

When preparing to attend an academic conference, you have to consider the formats of the presentation. In fact, the type of formats depends on whether or not you submitted a proposal that was already accepted by the conference or you were invited to participate in some specific presentation by the conference organizers. The formats for the presentations of research findings at academic conferences are varied according to the type of the presentations. The common types include **oral presentation**, **poster presentation**, **colloquium**, **symposium** as well as **workshop**.