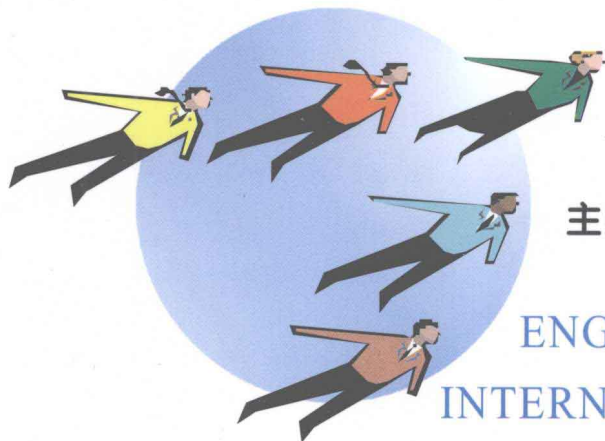


■ 高等学校使用教材



主编 何宇廷 ■
任 君

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ACADEMIC COMMUNICATION

国际 学术交流英语

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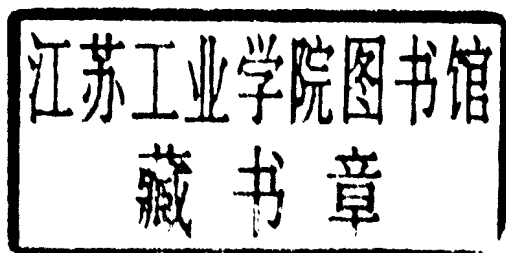
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内 容 简 介

随着我国的社会经济与科学技术的迅猛发展,国际交往与学术交流日益频繁,越来越多的科技工作者需要从事国际学术交流活动。在绝大多数情况下,国际学术交流工作中的工作语言为英语。因此,熟练运用英语进行国际学术交流已成为广大科技工作者的迫切愿望。对于广大科技工作者而言,特别是非英语专业人士,急需一本可操作性强、系统性好并且通俗易懂的“手册”式国际学术交流英语参考书。《国际学术交流英语》正是在这样的需求背景下编著出版的。该书可作为国际学术交流英语的实用教材,既适合于研究生(硕士生、博士生)与高年级本科生阅读,也可供科技工作者参考。

本书系统介绍了学术论文的撰写、出席国际学术会议、主办国际学术会议、组织国际学术访问、参加国际学术访问以及国际学术交流中所涉及的跨文化交际心理和礼仪等方面的内容。书中结合作者的学术实践活动,给出了许多范例,使读者在阅读本书后对国际学术交流中的一些具体活动,如网络搜集资料、撰写符合EI要求的英文摘要、国际学术会议信息的获取、参加国际学术会议及主办国际学术会议的注意事项、国际学术访问活动中的一些细节问题(如多媒体的准备、访问日期的安排)等有一个比较直观的了解;同时,对读者专业英语水平的提高也将有所裨益。

本书分为四大部分,共八章。

第一部分阐述了如何撰写国际学术论文。主要对学术研究资料的获取、学术论文的特点、学术论文梗概的写作、段落的组织以及学术论文的修改等进行了介绍。

第二部分讨论了如何出席和组织国际学术会议。主要包括国际学术会议活动的介绍、参会资格的申请、会议论文的提交、参加国际学术会议的流程;国际学术会议组织计划的制订、会前准备、会议召开的程序以及会后相关事务的处理等内容。

第三部分介绍了邀请国外学者进行学术访问和出国从事学术访问的程序以及注意事项。主要讨论了机场接送、沿途交流、酒店安排、学术讲座的程序、学术讨论、实验室参观;出国前的准备工作、海关申报、出入境检查、熟悉国外语言环境、参加相关学术活动及购置免税商品等方面的话题。

第四部分从跨文化交际理论出发,讨论了如何在国际学术交流活动中理解跨文化交际的内涵、建立良好的私人关系及深化国际学术合作等内容。本部分还对国际学术交流中的着装和就餐礼仪进行了介绍。

本书是在空军工程大学训练部部长陆阿坤将军、空军工程大学工程学院政委冯世平将军、院长张凤鸣教授的直接关怀与支持下完成的。在该书的出版过程中也得到了中国机械工程学会材料分会、陕西省力学学会、空军工程大学训练部研究生处与科研部学术处、空军工程大学工程学院训练部科研办与研究生办、空军工程大学理学院训练部科研与研究生办的大力支持和空军工程大学工程学院科研学术交流基金的资助。同时北京科技大学谢锡善教授、上海材料研究所杨武教授与哈尔滨工业大学副校长周玉教授对该书内容进行了认真审阅,提出了许多有益的建议和意见。

作者在此一并表示衷心感谢!

由于作者的水平有限、编写时间仓促,书中不当与错误之处在所难免,敬请广大读者及有关专家批评指正。

作者

2007年9月于西安

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Part 1

Preparing an Academic Paper

Chapter 1 **Getting Sources for Academic Research**

Finding sources is a critical step in research. It takes time and effort to locate sources helpful for a paper. First of all, a researcher gathers background information in order to gain a basic understanding of a topic. From there, a researcher determines an area of focus and locates information about the chosen topic of focus. Researchers gather this information from two major sources: library and the Internet. Generally, background information is not used in the paper, whereas research from books and periodicals is used in the paper.

If you want to conduct academic research and write an academic paper, you may have a list of possible topics to explore. So you will need to select books, magazines, pamphlets, and other printed and non-printed sources that seem to include pertinent information. Going to the library and consulting the card catalog or computer catalog and searching in the Internet are the basic ways you can get sources for your academic research.

1.1 Field Research



Some of the most valuable information in the world isn't located in a library or online. Field research is a way of locating that information. If you enjoy meeting and talking with people and don't mind what reporters call "legwork," you will relish the fun and satisfaction of obtaining ideas and information first hand.

Field research may be an extraordinarily exciting and rewarding experience leading to important discoveries and breakthrough ideas. Its goal is the same as research done in the library or on the Internet; to gather information that contributes to your understanding of an issue or question and to organize those findings in a cohesive and persuasive document that

proposes a new insight, answer or solution.

Rather than being in contradiction with one another—philosophically or practically—these three research techniques actually complement each other. Library and Internet research provides critical background information that prepares the researcher for making observations, and conducting interviews and surveys in the field.

For a student in university, field research can be carried out in the following ways:

- Observing in the Field
- Interviewing Experts
- Corresponding with Experts
- Lectures, Conferences, Online Forums, etc.



1.1.1 Observing in the Field

Observation is a research method used in many kinds of writings: travelogue, anthropological or sociological reports, or profile of an event or a place. First-hand observations will often be a key component in your research project. Your task is to take it all in, recording what you observe while being as unobtrusive as possible. You will want to take notes for future reference; interesting facts, telling details and sensory impressions (sights, sounds and smells), all help when it comes time to reconstruct your observations on paper.

(1) Planning

Before you begin, it's important to do a little "legwork". Library and Internet research will help you build a list of possible sites from which to conduct your observation. Depending on the type of site you wish to observe, you may or may not need permission. It's important to find out.

A few phone calls or e-mail inquiries will identify the contact person from whom you can get that information and the procedures you will be expected to follow. You may need to schedule an appointment, for instance.

A private business or a school will likely require identification when you arrive, so be prepared. You might ask your instructor for a statement on college or department letterhead declaring that you are a sincere student and some specifics about your project and what you intend to do with the results.

(2) Observing

While observing, pay particular attention to the setting or the physical environment and try to catch sensory details related to sight (color, shape, size), sound, smell, taste, and touch. You can take notes in words, phrases, or sentences. You can draw diagrams or sketches and use quotation marks around any striking speech. Immediately after your obser-

vational visit, find a quiet place to go over and add to your notes, summarize and reflect upon the whole experience: What are the main impressions? What is the most revealing of the findings? What are the most vivid details? Sometimes, you may find it necessary to do a follow-up visit to get additional information.

In addition to note-taking, you may want to take some photographs or video-tape while observing. Permission for this will also likely be required, as well as waivers or releases signed by the human subjects involved.

Finally, before leaving the observation site, it's a good idea to schedule or request permission for a follow-up visit. When evaluating your initial observations it is most likely that you will find gaps in your information that can only be filled with by further observation. It is also quite possible that your evaluation will produce new ideas or expose areas of interest, previously unthought-of, that you may like to pursue. If not, you can always cancel the follow-up.



1.1.2 Interviewing Experts

Interviewing is a useful research method which can generate a lot of interesting data for your paper. An interview is a conversation with a purpose; that is, to gather information from a person with first-hand knowledge—a primary source. Whenever possible, arrange a meeting with an expert in the field of your inquiry. Or, if you are investigating a particular group of people, interview a typical member, someone who represents the whole group and can speak for all of them. The following are some basic aspects in interviewing.

- Decide whom to interview, you will certainly interview that person who knows the subject and can give you revealing information about your subject.
- Make an appointment and schedule enough time (at least an hour).
- Be prompt and be prepared. Bring a list of carefully thought-out questions.
- Really listen. This is the art of the interview. Let the person open up.
- Be flexible and allow the interview to go in unexpected directions.
- If a question goes unanswered, go on to the next question. You may be able to come back to it later.
- At the end of the interview, be sure to confirm any direct quotations you may use in your document.
- Make additional notes immediately after the interview, while the conversation is still fresh in your mind.

Interviewing involves at least the following aspects: planning and writing up the notes.

(1) Planning the Interview

First, decide whom to interview. If you are profiling a single person, you will certainly

interview that person though you should also interview people who know the subject and can give you revealing information (anecdotes, impressions, and comments) about your subject. If you are writing about an event or place, you can choose to interview several people who represent a variety of perspectives (young and old, male and female, urban and rural, white collar and blue collar).

Second, explain briefly but clearly why you need to interview the individual, how important this interview is to you, ask for his or her cooperation, and arrange for a time which is convenient for both the subject and yourself.

Third, be prepared with a number of questions so that your interview will produce valuable information and you will not sit there chitchatting and wasting everybody's time. One direct result of aimless chitchatting is that you will return empty handed and have very little to work on.

There are two basic types of questions: closed and open. Closed questions request specific information and direct answers. For example, if you are interviewing a nightclub owner, you may include the following closed questions on your list:

- When did you begin your nightclub business?
- What's your net annual income?
- How many employees do you have?
- What services do you provide?

Open questions, on the other hand, give the subject range and flexibility. The best questions are those that allow the subject to talk freely but to the point and those that would bring out revealing anecdotes, details, and stories.

Fourth, remember to bring your tools: a notebook (with a firm back) and a recorder. If you are using the notebook only, you should be satisfied with catching only a few good quotations and anecdotes (too much note taking during the interview may make the experience less smooth and efficient). Since not everybody is trained to use shorthand, you may resort to a recorder which would catch not only all the questions and answers, but also the tone; in addition, you would be able to observe the subject's body language (gesture, facial expressions, posture) and overall physical appearance (dress, hair) and anything that makes the person an individual rather than a type. However, you should ask for permission first since not everybody feels comfortable with his or her words being recorded, and you should assure the subject that the recorded conversation would be used solely for the purpose you have already explained.

If your subject speaks Chinese, obviously it will be difficult for you to take notes in English. In this case, you can do everything in Chinese first and then rewrite the notes in English.

(2) Writing Notes

Be sure to take notes during the interview. These will come in handy later, when you reconstruct the interview on paper. Even when audio-recording, you should do this. In addition to recording important points and accurate quotations, notes allow you to record details that may be ignored in audio-recording. Your subject's mood, appearance and behavior, for instance, as well as your sensory impressions of the interview setting will come in handy when you begin constructing your document.

If an expert isn't readily available—perhaps the nearest one is too far away—you may be able to arrange a telephone interview. Make an appointment for a time convenient for both you and your subject. A busy person may not be able to give you even ten minutes on the spur of a moment, but all the time in the world if arranged for in advance. A further word of advice, don't try to wing it; have written questions in hand before you dial. Take notes and follow all the other rules just as if you were doing the interview in person.



1.1.3 Corresponding with Experts

Is there a person whose knowledge or opinions you'd like to include in your research gathering but who lives too far away for a personal interview? A letter or e-mail message may do the trick. Be sure to make it short and polite. If you're sending a letter, it's a real good idea to enclose a stamped, self-addressed envelope along with your questions. And, if you're using e-mail, place your questions directly into the text of your e-mail message so that the recipient can respond using the reply button.

Large corporations and organizations, branches of the military and the federal government as well as elected officials are all accustomed to being solicited in this manner. In fact, many of them employ public relations officers whose duties include responding to such solicitation. They will often supply you with free brochures, press releases and other source materials geared toward your inquiry.



1.1.4 Lectures, Conferences, Online Forums, etc.

Field research often involves attending a lecture, conference or other public discussion. College organizations frequently invite interesting speakers to campus; the science club might sponsor a nationally known marine biologist, for instance, or the film club might bring in the producer of a successful television program.

Likewise, bound by mutual affiliation, professionals and members of special-interest groups are brought together at regularly scheduled regional and national conferences across this country every day. Regardless of cost, you may want to attend one that addresses your particu-

lar research interests.

Health-care providers, legal experts, engineers, scientists and teachers attend them frequently in the course of their professional duties and to further their careers. You can do the same. They can be a fertile source of fresh ideas and are often open to the public: sometimes admission is free or student discounts are available.

Regardless of cost, attending a professional conference affords an opportunity for taking notes at lectures given by experts and the chance to meet and talk with speakers and fellow attendees as well as to learn and practice the language of a discipline. In addition, you may be able to obtain a copy of the proceedings—usually a set of all the lectures delivered, sometimes with accompanying commentary.

Be on the lookout as well for online discussions such as Chat Room sessions sponsored by Yahoo or CNN Online etc. that are relevant to your research topic. You can participate in the discussion as an observer, or participate by posting questions. Remember to use your Chat Room program to record the session for later review. You can learn how to record a transcript by consulting the program's online help.

1.2 Library Research



1.2.1 About Library

Since most of your research papers will draw on the published work of experts, you should become thoroughly acquainted with the libraries available to you. The modern academic library typically offers researchers both print and electronic resources, like bibliographic and full-text databases, as well as computer services, such as word processing, high-quality printers, and access to the Internet.

Nearly all public and academic libraries have desks staffed by professional reference librarians who can tell you about available instructional programs and help you locate sources. Consulting a librarian at key points in your research may save you considerable time and effort. Often librarians also prepare and hand out informative bulletins that describe library resources and services.

For example, a typical college library has the following basic sources which can help you locate the information you want to find. General categories of material formats in the library are:

- Books (Dictionaries, Monograph encyclopedias, etc.)
- Selected World Wide Web and Internet resources
- Other computer files, software, and related resources

- Government documents
- Microforms
- Maps
- Compact discs and other recordings
- Videocassettes, DVDs, other audiovisual and electronic media
- Rare books, manuscripts, and archives

It is equally important to understand how information is cataloged in your library and how to search and browse its stacks, special collections and journal rooms. Libraries are the preeminent physical repositories for the results of human research and learning and continue to be the primary locations at which information on a multitude of subjects will be found.

Unlike many materials found on the Web, those found in a library are carefully vetted, or reviewed, for accuracy before being added to the collection. Once added, these items are categorized, cataloged and their locations mapped and recorded for easy retrieval.

To familiarize yourself with the facilities and services of your library, call its reference desk or pay a visit and speak with the librarian on duty. A guided tour may be available. A self-guided tour containing the same information should be available on their Web site as well.

For example, students in many universities will find library hours, facility maps, electronic databases and catalogs, archives and collections, subject-librarian contact information are more directly accessible from the home page of the library. Here we will give you some specific information about the sources in a library.



1.2.2 Reference Room

The Reference Room in most libraries contains an amazing array of resources. It's a good place to start a project, familiarize yourself with a topic or fill in and fine-tune your research. Details, definitions, dates, statistics and all sorts of other facts can be found in the reference room. The following are among the basics in any library:

- Dictionaries
- Encyclopedias
- Biographical Sources
- Periodical Indexes
- Bibliographies
- Pamphlets and Annual Reports

(1) Dictionaries

Library reference rooms include a wide variety of dictionaries, ranging from standard desktop issues to those designed specifically for single interest topics like foreign languages,

abbreviations, slang or regional dialects.

You will also find academic and professional dictionaries like *New International Dictionary of the English Language* and the *Oxford English Dictionary* (OED). The entries in these specialized volumes contain the terminology used in specific fields, for example, *Computer Dictionary*.

Unabridged dictionaries, in which you can find the most obscure words are standard reference books in most libraries as well. The largest, in any language, is the *Oxford English Dictionary* (OED), now in its second edition. The OED consists of twenty volumes and, in larger libraries, is often available in an electronic format. It not only defines each word but tells its etymology—or history—as well. It details the various meanings a word has held in the past and provides examples of its usage from the earliest appearance in the language to the present.

(2) Encyclopedias

General encyclopedias, such as the Chinese Encyclopedia, are written for the non-specialist, someone who wants an overview of a topic, or is looking for a fairly general fact. These types of sources provide introductions to many subjects and may be especially valuable when first casting around for a research topic. Generally, they have an index volume and cross-references to help you in your search.

Once you've begun investigating more thoroughly, you may want to supplement your background reading by consulting more specialized encyclopedias that cover specific fields of study in greater depth. Often, they will include useful bibliographies of related sources. A sampling of titles includes:

- Dictionary of American History
- Dictionary of the Middle Ages
- Encyclopedia of Human Biology
- Encyclopedia of Philosophy
- Encyclopedia of Psychology
- Encyclopedia of Religion
- Encyclopedia of Sociology
- Encyclopedia of World Art
- Encyclopedia of World Cultures
- New Grove Dictionary of Music and Musicians

Encyclopedia can give you a basic understanding of a topic as well as leads for further research. To gain a quick overview of a subject, you can do a brief preliminary reading. For example, if you are working on the subject aero-engine, an entry on aero-engine in an encyclopedia would give basic background information on this subject. Many encyclopedias also

contain bibliographies that you can use to locate additional source. There are many encyclopedias. For Chinese students, Chinese Encyclopedia, Encyclopedia Britannica and Encyclopedia Americana are well-known and useful. There are also many encyclopedias and dictionaries on special subject areas, such as literature, culture, history, philosophy, law, business, etc.

(3) Biographical Sources

If you want to know about someone's life and work, libraries provide a rich array of sources. To help you locate them, tools such as Biography Index and the Biographical and Genealogical Master Index are generally available.

Directories that list the basic information regarding prominent people—degrees, work history, honors, address, etc.—include Who's Who in the United States, Who's Who in Politics and American Men and Women of Science. For more detailed biographical sketches, you may want to consult Contemporary Biography, Contemporary Authors, or Politics in America.

Several biographical sources contain substantial entries of people who have died; prominent Americans are covered in *The Dictionary of American Biography*, *British Figures in The Dictionary of National Biography*. Prominent scientists from every nation and period of history will be found in *The Dictionary of Scientific Biography*.

(4) Periodical Indexes

The most up-to-date information on a given topic is quite often published in periodicals—journals, magazines, newspapers or any other publication issued at regular intervals—rather than in books. A periodical index is a list of articles from a specific time period contained in a group of selected publications or that cover a group of related subjects. Organized alphabetically they may be searched by author, title and subject in the same manner as you would in a library catalog.

Often available in both print and electronic formats, periodical indexes include the source information—periodical title, volume, issue, and page numbers—needed to locate an article. Electronic indexes, often referred to as periodical databases, usually include more information on each article, such as abstracts or short summaries, than print-media indexes.

(5) Bibliographies

Bibliographies are lists of sources on particular topics. Researchers compile and publish them after completing their work so that they will be available to other interested researchers. Besides books and periodicals, bibliographies refer a wide variety of other materials: films, manuscripts, letters, governmental documents and pamphlets that will lead you to sources that you may not otherwise have considered.

Authors record source information in several different places and formats. A full-length

book may have a section labeled “Bibliography” at the back, or perhaps a section called “For Further Reading.” If the author has quoted or referenced other works, they will be cited in the footnotes at the bottom of a page or a list of endnotes called “References” or “Works Cited” at the end of the book.

Book-length bibliographies on specific topics are also often available. Essential Shakespeare, for instance, is a book-length bibliography listing the best books and articles on the works of William Shakespeare. To locate such resources in an electronic database, such as a library catalog, simply add the word “bibliography” to a subject or keyword search.

For example, China National Bibliography was first published in 1987. It was compiled by the National Bibliography Compiling Committee under the National Library of China. It included 17,000 titles, covering all the monographs published in 1985, some monographs published in 1984 and some new and renamed periodicals. An index volume was also published at the same time. The National Library of China will make the National Bibliography Database more complete and include more records from other sources, it will also try to collect Chinese publications from all parts of the world, and provide bibliographical records to users, and it is considered to find a way to provide records with different formats for different users.

(6) Electronic Media

All these materials in your library may be print and electronic forms. Print works may be located in a reference room. General reference books, like dictionaries, encyclopedias, and biographical sources may all be shelved together in one place, while specialized reference books may be grouped according to subject area: technology, biology, business, literature, psychology, and so forth. The volumes of reference works published annually—indexes, bibliographies, and abstracts collections—are probably lined up in chronological order.

Many reference works are available in electronic form, as database. The most widely used database at present is available online or on CD/DVD-ROM.

A CD/DVD-ROM database is stored on a small disc. The researcher uses a standard personal computer to access information in the CD/DVD-ROM database. There is no need of a telecommunication connection. The disc is usually preinstalled in a computer in the library and, like print publications, is available for public use free of charge. Some libraries make selected CD/DVD-ROM databases available as part of the central information system.

Online and CD/DVD-ROM databases have a number of advantages over print versions of reference works. Much more information is generally available in a database. Whereas the print version of an annual bibliography covers research and scholarship for only one year, the electronic version of the work typically covers several years. Let us say, then, that you want to find out what was written on a subject during the last five years. With the print version of