

研究生英语系列教材

GRADUATE ENGLISH SERIES

# *English for* **International Academic Conferences**

## 国际学术会议英语

曾 蕾 林泽铨 傅晓玲 编著



重庆大学出版社

研究生英语系列教材  
GRADUATE ENGLISH SERIES

*English for*  
**International  
Academic  
Conferences**

**国际学术会议英语**

曾 蕾 林泽铨 傅晓玲 编著



重庆大学出版社

## 内 容 提 要

本教材通过大量的实例,围绕国际学术会议的组织与主持、学术论文及演讲稿的写作、论文演讲的开场、展开与结束、即席提问与答辩等方面,为我国硕士、博士研究生参加国际学术会议进行系统的指导与训练。它一方面教授学生国际学术会议交流的基本知识,另一方面致力于提高他们的学术英语表达能力。本教材不仅供研究生课堂使用,同时也可供有一定英语基础的、各个学科领域的学者参考、使用。

### 图书在版编目(CIP)数据

国际学术会议英语/曾蕾,林泽铨,傅晓玲编著. —重庆:重庆大学出版社,2003.3  
(研究生英语系列教材)  
ISBN 7-5624-2827-1

I. 国... II. ①曾...②林...③傅... III. 国际学术会议—英语—研究生—教材 IV. H31

中国版本图书馆 CIP 数据核字(2003)第 007607 号

研究生英语系列教材

**国际学术会议英语**

曾 蕾 林泽铨 傅晓玲 编著

责任编辑:李奉栖 周小群 版式设计:李奉栖

责任校对:任卓惠 责任印制:秦 梅

重庆大学出版社出版发行

出版人:张鸽盛

社址:重庆市沙坪坝正街 174 号重庆大学(A区)内

邮编:400044

电话:(023) 65102378 65105781

传真:(023) 65103686 65105565

网址:<http://www.cqup.com.cn>

邮箱:[fxk@cqup.com.cn](mailto:fxk@cqup.com.cn) (市场营销部)

全国新华书店经销

自贡新华印刷厂印刷

开本:787×960 1/16 印张:14.25 字数:271 千  
2003 年 3 月第 1 版 2003 年 3 月第 1 次印刷

印数:1—2 000

ISBN 7-5624-2827-1/H·291 定价:18.00 元

本书如有印刷、装订等质量问题,本社负责调换

**版权所有 翻印必究**

## **ACKNOWLEDGMENTS**

This book is not just the product of the authors. It is the result of years of learning from people, who are our teachers, our colleagues, our students and our friends. Every conference, seminar, or lesson we have attended or conducted has taught us invaluable lessons that encouraged us to work on this book.

Thanks to our colleagues, Guo Yidun, Lai Peng, Du Ming, Feng Wei for their helpful ideas and suggestions on this course.

Special thanks to our students, who offered many of the samples in this book.

We are also deeply grateful to Mr. Eddie McGee, a foreign expert in the Graduate Division of Foreign Languages, School of Foreign Languages, Zhongshan University, who spent a lot of time in proofreading the book.

## PREFACE

*English for International Academic Conferences* is for postgraduate students intending to improve their academic writing and speech skills in English. It particularly serves as a practical guide to international conference paper writing and presentation. It focuses on both principles and skills, which take learners systematically through the key stages of organizing an academic conference: asking for information; preparing academic papers, abstracts, and speech manuscripts; rehearsing presentations, from starting the speech, via developing the speech, to ending a speech text; handling and raising questions; and evaluating presentations. The last part of the book turns to an academic conference, which is to be held on a class-size scale.

*English for International Academic Conferences* is designed to provide a 36-hour class, including 26-hours of lecture and 10-hours of presentation which provide practice and feedback from instructors and peers. The book covers four main topics: conference information, academic paper writing, academic speech writing, and presentation skills. The course assessment will be based on the following four aspects: the students' assignments, the students' attendance and classroom performance, the evaluation of the students' academic paper, and the evaluation of the students' paper presentation and oral defense at the class-sized conference.

The topics of the book are organized to ensure a discussion and practice of the essential steps in conference organization, conference paper and speech writing, preparation, presentation, and evaluation. Although the units are integrated to match the sequence of the conference procedures, each unit stands as a relatively self-contained instructional program. Thus, the instructors can reorder the units to suit the students' immediate needs and capabilities.

Zeng Lei, Lin Zequan, Fu Xiaoling  
Zhongshan University, 5 January 2003

# CONTENTS

<b>Unit One Organizing an International Academic Conference</b>	<b>1</b>
I. Introduction	2
II. Preparatory Work before the Conference	2
III. Work in the Course of the Conference	14
IV. Work after the Conference	15
Practice	17
Supplementary Materials	17
<b>Unit Two Communicating with the Conference Organizations</b>	<b>26</b>
I. Channels of Asking for Information	27
II. Means of Communication	28
III. Sample Study	29
Practice	34
Supplementary Materials	35
<b>Unit Three Writing an Academic Conference Paper</b>	<b>39</b>
I. General Introduction to an Academic Conference Paper	40
II. Topic	40
III. Abstract	42
IV. Text	46
V. References	55
VI. Steps in Writing a Conference Paper	55
VII. Other Problems in Writing	56



Practice	56
<b>Unit Four Writing an Academic Conference Speech Script</b>	<b>58</b>
I. Characteristics of Spoken Language	59
II. Writing an Easy-to-Follow Presentation Script	59
III. Sample Study	66
IV. Reading a Script	75
Practice	76
Supplementary Materials	77
<b>Unit Five Beginning the Speech Text</b>	<b>85</b>
I. Catching Attention and Arousing Curiosity	87
II. Revealing the Topic of Your Speech or Preparing the Audience	91
III. Establishing Speaker's Credibility	92
IV. Language in Opening a Speech	93
V. Summary—How to Prepare a Good Introduction	99
Practice	100
<b>Unit Six Developing the Speech Text</b>	<b>101</b>
I. Choosing Ways to Develop Main Points	104
II. Choosing Supporting Materials for Each Main Point	105
III. Language Expressions	108
Practice	112
<b>Unit Seven Ending the Speech Text</b>	<b>114</b>
I. Signaling the End	115
II. Restating the Topic of the Speech	116
III. Establishing a Creative "Finishing Off"	116
IV. The Language of Endings	117





Practice	120
<b>Unit Eight Asking and Answering Questions</b>	122
I. Handling Questions	123
II. Raising Questions	129
III. Rehearsing Questions and Answers	131
IV. Summary	132
Practice	132
<b>Unit Nine Chairing Conferences</b>	134
I. Chairing an International Conference	135
II. Chairing a Plenary Session or a Parallel Session	139
III. Chairing a Panel Discussion	143
Practice	146
Supplementary Materials	147
<b>Unit Ten Rehearsing and Perfecting the Presentation</b>	153
I. Types of Speech Delivery	154
II. Visual Aids	155
III. Rehearsing	161
IV. Summary	165
Practice	165
<b>Unit Eleven Evaluating the Effectiveness of a Presentation</b>	168
I. Evaluating Your Own Presentation	169
II. Commenting on Others' Presentations	172
Practice	172
Supplementary Materials	174







<b>Unit Twelve Listening and Talking</b>	178
I. Listening	179
II. Talking	181
Practice	183
Supplementary Materials	184
 <b>Unit Thirteen Holding an Academic Conference</b>	187
Samples of Students' Work	190
 <b>REFERENCES</b>	211
 <b>APPENDIX</b>	213
 <b>ABOUT THE AUTHORS</b>	217



## UNIT ONE



### **Organizing an International Academic Conference**

---

#### *Warm-up Questions*

---

- Have you ever helped organize an academic conference? If yes, what experience do you have in organizing an academic conference?
- What events are involved in organizing an academic conference?
- What things does an organizing committee do to prepare an international academic conference?

---

#### *Learning Objectives*

---

- To learn skills in helping organize an international academic conference.
- To learn to design Call for Papers and conference program.
- To learn to write invitation letters.



## I. Introduction

**T**he planning process for holding a conference should begin very early. A chairman is selected to make a plan. Various committees are formed, with members in charge of specific activities. These committees generally consist of a Conference Organizing Committee and a Conference Academic Committee. The Conference Organizing Committee includes a chairman, vice-chairman, members and a secretary general. The Conference Academic Committee consists of advisors, a chairman, a vice-chairman, members, and secretaries. Members are locally or nationally known.

The activity is usually organized by using large charts with the events listed across the top and the areas of responsibility down the side. From large charts, the committees go to smaller charts with more details, such as invitation letters, call for papers, programs, and funding.

When the events begin to take shape, details are discussed, such as nametags, proper signs, the program, the sound system, the lighting, food, and the arrangement of someone to guide and answer questions. Chairmen and secretaries, with other members, must be completely preoccupied with the conference through the whole process: before, during, and after the conference.

## II. Preparatory Work before the Conference

### ① Call for Papers

Before making any arrangements, the chairman and vice-chairman must consult other members in the committees to reach the final decisions on the main theme or purpose of the conference, the date(s) and place. They must work out a Call for Papers for the conference. Conference announcements or Call for Papers must be written in order to notify the prospective participants of the conference. It will be carried in some academic journals. The conference announcements would involve information concerning conference theme, the date(s) and place, objectives, topics of interest, plenary (keynote) speakers, sponsors, organizing committee, paper submission (abstract submission deadline, acceptance notification, full paper submission), registration fee, contact information and so on.

Here is a sample of a conference announcement or a Call for Papers:





## ASID '03

## The 8th Asian Symposium on Information Display\*

17-20 August 2003, Nanjing, Jiangsu, China

## Scope

The Asian Symposium on Information Display (ASID), originating from the joint Japan-Korean information display conference, has become one of the major regional information display conferences organized by SID. The purpose of the conference is to provide a friendly and collegial environment for display researchers, especially in the Asian region, to present their works and exchange information. The ASID'03 covers all aspects of display science and technology including but not limited to the following:

- (1) Emissive Displays: Plasma Displays, CRT, OLED, LED, EL Displays, Field Emission Displays; Materials and Components for Emissive Displays
- (2) Non-Emissive Display: Passive Matrix LCD; Active Matrix LCD; LC Science and Technologies; LCD Materials and Components; Other Non-Emissive Displays
- (3) Others: Microdisplays; 3D Displays; Large-Area and Projection Displays; Display Electronics; Display measurement; Display manufacturing; Display systems and Applications; Applied Vision/Human Factors; Market and Business

## Registration Fees (tentative)

Symposium (25-27 Aug. 2003)	Before 30 June 2003	After 30 June 2003
SID Member	USD300.00	USD350.00
Non-Member	USD350.00	USD400.00
Student	USD50.00	USD80.00
Tutorial (24 Aug. 2003)	Before 30 June 2003	After 30 June 2003
Symposium Participant	USD100.00	USD150.00
Standard	USD150.00	USD200.00

## Symposium Honorary Chairs (tentative)

\* Available online: <http://asid03.seu.edu.cn>. (Downloaded: 15 October 2002.)





Guanqun Gu, President, Southeast University

Zukai Wu, Fellow, SEG Hitachi Color Display Devices Co. Ltd

Xurong Xu, Northern Jiaotong University

**Symposium Chair (tentative)**

Linsu Tong, SEU

**Co-Symposium Chairs (tentative)**

Hoi. S. Kwok, HKUST

Myunghwan Oh, Dankook Univ. Korea

**Executive Symposium Chair (tentative)**

Baoping Wang, SEU

**Program Committee (tentative)**

Jinlin Zhu, Beijing Vacuum Electronics Research Institute

Changchang Zhu, Nanjing Electronic Devices Institute

Zhengming Sun, Shen Zhen Tian Ma LCD Corp.

Ningsheng Xu, Zhongshan University

Han-Ping D. Shieh, Chiao Tung University

Yong Qiu, Tsinghua University

Jing Jang, Kyung Hee University

Daan Engelsen, LG. Philips Displays

Xiaowei Sun, NanYang Technology University

Tatsuo Uchida, Tohoku University

**International Advisory Committee (tentative)**

Heiju Uchiike, Saga University, Japan

Shigeo Mikoshiba, The University of Electro-Communications, Japan

Makoto Maeda, Sony Corporation, Japan

Min-koo Han, Seoul National University

Harm Tolner, Philips

Hanquen Hu, Beijing Vacuum Electronics Research Institute

Shouqian Ding, Nankai University

Rong Cao, Southern China Technology University

Changchun Zhu, Xian Jiaotong University



**Deadlines (tentative)**

<b>1 April 2003</b>	Submission of Abstract
<b>1 May 2003</b>	Acceptance Notification
<b>1 July 2003</b>	Submission of Camera-Ready Manuscripts

**ASID '03 Provides On-Site Proceedings****Symposium Venue**

Nanjing is the provincial capital and also the political, economic and cultural center of Jiangsu Province. Located in the subtropical zone, it enjoys a mild climate with the annual mean temperature at 15°C. Dry in winter, Nanjing is marked by intermittent drizzles in spring, but gets most of the rainfall in summer with the annual precipitation at about 1,000 mm. The yearly average humidity is 11 to 12 mm.

Nanjing is an old city with a long history. As far back as three or four thousand years ago Chinese forefathers already began to live and work here. With the founding of the Ming Dynasty (1368), the city became for the first time the national capital of the whole country. During the period of 1853-1864, the Kingdom of Heavenly Peace, founded in revolt against the Qing Dynasty, established its capital here and called it Tianjing. The city resumed its name Nanjing in the 1912 Revolution led by Dr. Sun Yatsen.

**Exhibition**

There is an exhibition in conjunction with the symposium, interested parties should contact the conference Secretariat for detail.

**Visa to China**

In case of need, the acceptance letter can be used to obtain an entry visa to China. Special letters of invitation for visa applications can be provided if required upon request from the secretariat.

**Conference Site**

Zhongshan Hotel, 307 Zhongshan Dong Lu, Nanjing

Tel: + 86-25-4818888, Fax: + 86-25-4809209

<http://www.jszshotel.com>

**Call for Abstract**



The abstract should contain a cover letter and one-page (A4-size) abstract.

The cover letter should clearly state

- Title of paper
- Name, mailing address, email address, telephone and fax numbers of the presenting author
- Names and affiliations of additional authors
- Person to whom correspondence should be sent, if other than the presenting author
- Suggested paper topics
- Preference for oral or poster presentation

One-page abstract should include

- Title of paper
- Names and affiliations of all authors
- No more than 300 words with one or two figures

Abstracts should be submitted as email attachments in Microsoft Word format to [liulu@seu.edu.cn](mailto:liulu@seu.edu.cn).

#### **Contact Information**

ASID '03 Secretariat  
c/o Ms Wang Hong

Electronic Engineering Department  
Southeast University

Nanjing, Jiangsu, 210018  
China

Phone: +86-25-3098765  
Fax: +86-25-1593576  
Email: [wwwiu@seu.edu.cn](mailto:wwwiu@seu.edu.cn)  
<http://asid03.seu.edu.cn>

Sometimes, if a Call for Papers contains information about accommodation, equipment, conference dinners, trips and so on, the secretaries of the organizing committee must book accommodation in a hotel for the participants, and calculate all the costs. The secretaries should contact the press and invite some reporters and photographers if the conference needs publicity, and make further arrangements for them, including certain facilities and equipment. The conference room must be appropriately equipped with all the devices or equipment needed dur-





ing the conference. If there are other activities prior to, in the middle of, and after the conference, such as a conference dinner, reception, a trip, etc., careful arrangements should be made for them.

## ③ Program

A conference program acts as a guide as well as a plan to the participants. It lists a series of activities to be done at a definite time and place. It helps participants fulfill their activities in accordance with its plan. Usually it contains the following information: time, date(s), activities, place, people involved, etc.

When the academic committee has decided the admission of the participants after an anonymous review of their abstracts or papers, the program should be prepared and be distributed to all the participants.

Formats for programs should be well-defined. Use brief descriptive phrases. Nominal groups, participial phrases and incomplete sentences are preferred.

The following is a sample of a conference program:

*Sample*

### Conference Program \*

Note: All activities will be held in the Building of the School of Foreign Languages, except for those especially specified.

**Wednesday 24 July 2002**

8:00-8:25	Registration (Ground Floor)	
8:30-9:40	Opening ceremony (Lecture Theatre: Room 315)	
	Welcoming remarks	Prof. <b>Li Ping</b> Vice-president, Sun Yatsen University

\* Adapted from the conference handbook of International Conference on Discourse & Translation (2002).





	Opening speeches	<b>Christine Sinner</b> , Consul, Culture and Education Section of the British Consulate-General, Guangzhou <b>Prof. Lai, Jane</b> , Dean of Arts Faculty, HK Baptist University <b>Prof. Yang Zijian</b> , Chairman, China Association of Contrastive Studies of English and Chinese <b>Prof. Huang Guowen</b> , Dean of School of Foreign Languages, Sun Yatsen University
9:40-10:05	Photo-taking session (Ground Floor)	
10:05-10:30	Tea/coffee break (Ground Floor)	
10:30-10:35	Keynote speech (Lecture Theatre) Nada's letter and paper (Read by Prof. Tan Zaixi) Chaired by Hatim, Basil	
10:35-11:15	Keynote speech (Lecture Theatre) Baker, Mona: Contextualizing Translation Chaired by Hatim, Basil	
11:35-11:55	Keynote speech (Lecture Theatre) Luo Xuanmin: A Textual-Cognitive Model and the Textual Construction in Translation Chaired by Hatim, Basil	
12:00-2:30	Lunch break (Ground Floor)	
2:30-3:10	Keynote speech (Lecture Theatre) Malmkjear, Kirsten: On Translational Equivalence and Related Matters Chaired by Chao, Simon	
3:10-3:50	Keynote speech (Lecture Theatre) Huang Guowen: On Discourse Analysis and Translation studies Chaired by Chao, Simon	
3:50-4:10	Tea/coffee break (Ground Floor)	
4:10-5:40	Parallel sessions (see parallel session's program)	
6:00-	Dinner (Restaurant near North Gate)	