



西安交通大学

研究生创新教育系列教材

学术交流英语

总主编 郭继荣

副总主编 刘新法



西安交通大学出版社
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内容简介

本教材以参加国际学术会议为主线,系统介绍了会议前后的信函往来、学术论文的撰写、论文的宣读、会议的组织以及会议中社交活动等方面的技能和知识。本教材主要供高等院校的研究生课堂使用,同时也可供具备一定英语基础、各学科领域的学者参考使用。教材旨在帮助大家提高学术英语的表达能力,克服参加国际学术交流和合作、进行科学研究中的语言障碍。

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总序

创新是一个民族的灵魂,也是高层次人才水平的集中体现。因此,创新能力的培养应贯穿于研究生培养的各个环节,包括课程学习、文献阅读、课题研究等。文献阅读与课题研究无疑是培养研究生创新能力的重要手段,同样,课程学习也是培养研究生创新能力的重要环节。通过课程学习,使研究生在教师指导下,获取知识的同时理解知识创新过程与创新方法,对培养研究生创新能力具有极其重要的意义。

西安交通大学研究生院围绕研究生创新意识与创新能力改革研究生课程体系的同时,开设了一批研究型课程,支持编写了一批研究型课程的教材,目的是为了推动在课程教学环节加强研究生创新意识与创新能力的培养,进一步提高研究生培养质量。

研究型课程是指以激发研究生批判性思维、创新意识为主要目标,由具有高学术水平的教授作为任课教师参与指导,以本学科领域最新研究和前沿知识为内容,以探索式的教学方式为主导,适合于师生互动,使学生有更大的思维空间的课程。研究型教材应使学生在在学习过程中可以掌握最新的科学知识,了解最新的前沿动态,激发研究生科学研究的兴趣,掌握基本的科学方法,把教师为中心的教学模式转变为以学生为中心教师为主导的教学模式,把学生被动接受知识转变为在探索研究与自主学习中掌握知识和培养能力。

出版研究型课程系列教材,是一项探索性的工作,有许多艰苦的工作。虽然已出版的教材凝聚了作者的大量心血,但毕竟是一项在实践中不断完善的工作。我们深信,通过研究型系列教材的出版与完善,必定能够促进研究生创新能力的培养。

西安交通大学研究生院



序

半个多世纪以来,世界各国都在强调创新,并已形成日益强大的竞争优势。中国也把提高自主创新能力作为提高国家竞争力的中心环节,把建设创新型国家当作一项重大战略。

高等教育是国家教育体系中的重要组成部分,而研究生教育又是我国高等教育的重要组成部分。作为国家创新体系中的核心力量,研究生创新教育肩负着为21世纪培养高层次创新型人才的重任,因而具有十分特殊的重要意义。与此同时,研究生外语教育作为研究生教育的重要组成部分,也就成为培养21世纪高层次创新型人才的必要基础和重要内容。因此,研究生的外语能力与专业知识技能具有同等重要的地位。

2005年1月,教育部发布了“关于实施研究生教育创新计划加强研究生创新能力培养进一步提高培养质量的若干意见”,同时实施了研究生教育创新计划项目。为了培养出能满足社会需要的高层次创新型人才,西安交通大学大力推进研究生的外语教学改革,并支持立项进行深入调查和研究。大量数据表明,当前社会对学生的需求以及学生自身的学习状况和发展特点都需要我们在研究生阶段的外语教育中着重培养三个方面的能力,即(1)获取信息的能力——外语的载体价值;(2)沟通交流的能力——外语的工具价值;(3)创新思维的能力——外语思维能力价值。

在充分论证和深入研究的基础上,我校的研究生英语教学逐步完成了课程体系改革,并受到了学生及专家的普遍好评。同时,作为研究生创新教育的重要支撑,我们组织编写了这套“研究生创新教育英语系列教材”,包括《综合英语》(I、II)、《高级口语教程》、《实用英汉互译教程》、《国际学术交流英语》、《西方文化渊源》和《西方文化名著选读》。教材作(编)者都是活跃在教学一线的骨干教师,并直接参与了教学改革的研究与实践。他们具有高度的责任感与使命感,业务精良,年富力强,思维活跃,专业理论基础扎实,知识结构合理,具有一定的研究能力和学术水平,他们为完成系列教材的编写倾注了大量的心血。从项目申报到教材编写的各个环节中,西安交通大学研究生院都给予了大量的支持与帮助。专家评委认真

听取课题申报和各项汇报,仔细审查相关内容,分析可行性与合理性,帮助项目组严把质量关。西安交通大学外国语学院领导也非常重视和关心该项目的进展情况,并从时间上及设备上保障课题的顺利进行。同时,感谢西安交通大学出版社给予的大力支持。另外,我们在编写过程中,参考了一些国内外的图书、报刊、杂志和网站文章,在此向原作者表示感谢。

“研究生创新教育英语系列教材”的编写是一项开创性的工作。由于我们经验不足、水平有限,错误之处在所难免,希望广大教师和读者在使用中提出宝贵意见和建议,使本系列教材在今后的修订中得到进一步的提高和完善。

郭继荣

2007年8月



前言

随着经济的全球化和社会生活的信息化,英语作为人类交际工具的重要性日益凸现。非英语专业研究生掌握英语的目的是进行国际间的信息交流和从事各种涉外活动。因此本着学以致用原则我们精心编写了《学术交流英语》。本教材是“985”二期工程建设项目“西安交通大学研究生创新教育系列教材”之一。它主要供高等院校的研究生课堂使用,同时也可供具备一定英语基础、各学科领域的学者参考使用。本教材旨在帮助大家提高学术英语的表达能力,克服参加国际学术交流和进行科学研究中的语言障碍。在编写过程中,我们重点突出以下几个特点:

1. 紧扣教育部和社会对人才英语应用能力的要求。本教材注重培养学生使用英语进行国际学术交流的实用能力,特别是引导他们掌握如何用英语撰写论文、在国际会议中宣读论文、即席答辩、交流讨论,以及组织会议的实际能力。

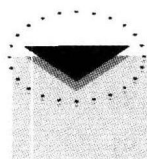
2. 力求选材的时代性、规范性、全面性、知识性和启迪性。本教材材料新颖,语言规范,涵盖国际学术交流的各个方面,便于学生获取信息和提高技能。

3. 在体例编排上别具一格,科学合理。本教材的每一单元均有基本知识的介绍,又有典型的实例,针对性强的问题和翔实的语言技能说明。同时每一板块后面都配有练习,既便于教师课堂操作,也可供学生课后自主学习。

全书以参加国际学术会议为主线,共分六个单元。系统介绍了会议前后的信函往来、学术论文的撰写、论文的宣读、会议的组织以及会议中社交活动等方面的技能和知识。本书从构思、设计、编写到校稿,全体工作人员精益求精、力求完美。但由于水平有限,不当之处在所难免,我们诚挚的希望广大师生和读者提出批评和建议。

编者

2007年11月



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习题参考答案

听力原文

★ Chapter 1 ★★★★★

International Academic Conference



Learning Objectives

- ◆ To understand different kinds of international meetings
- ◆ To familiarize principal conference activities
- ◆ To know where to get conference information
- ◆ To learn how to prepare for the conference

Part 1 General Knowledge

There are different kinds of international meetings and they have different names such as conference, congress, convention, forum, seminar, symposium, workshop, etc. In this book, we will mainly focus on introducing the ones which are more closely related to the academic field and may be more beneficial to graduate students and to the demonstration of their research achievements, for example, international conference, forum, seminar, symposium, workshop, etc. Quite a few activities may take place in an international conference, so organizers of the conference need to do a lot of preparatory work for the conference. For those who want to participate in the conference, there are different ways of



obtaining conference information.

1. Different kinds of international meetings

International meetings can be given different names according to their own characteristics.

Meeting (会议的总称) refers to various kinds of assembly or gathering of people for a particular purpose, such as for a business, social, or religious purpose. Meeting is a general term and it can mean any kind of gathering.

Conference (大型会议) is a formal and large-scale meeting which is organized on a particular subject to bring together people who have common interests. A conference usually lasts for a few days and consists of formal sessions such as panel sessions, parallel sessions, forums or workshops, poster sessions and informal activities.

Congress (代表大会) is usually a large-scale formal assembly of representatives, as of various nations, to discuss issues, ideas, and policies of public interest.

Convention (年会) is a formal and routine meeting of members, representatives, or delegates, as of a political party, fraternal society, profession, or industry.

Forum (论坛) is a public meeting or presentation involving a discussion usually among experts and often including audience participation. At a forum, people exchange ideas and discuss issues, especially important public issues.

Seminar (讨论会) is a class-like meeting, where participants discuss a particular topic or subject that is presented by several major speakers.

Symposium (研讨会) is a meeting at which experts, scholars, and other participants of a particular field discuss a particular subject. A symposium is usually narrower and more specific in the range of topics than a conference and the scale of a symposium is also usually smaller than that of a conference. The essential characteristic of the symposium is that a few persons discuss a subject or problem while an audience listens.

Workshop (讲习研讨班) is a discussion and demonstration of the practical



work on a particular subject, when a group of people learn about the subject by sharing their knowledge or experience. A workshop involves not only the professional and academic discussions but also practical performance.

2. Principal conference activities

Different kinds of activities may be involved in an international conference such as formal meetings, informal meetings, audio and visual presentations, visits, etc.

Formal meetings

Formal meetings usually include general assembly, plenary session, parallel session, poster session, etc.

A *general assembly* is usually attended by all the participants of the conference and sometimes by government officials and reporters. A general assembly is characterized by the opening ceremony, welcome speeches, general speeches, and the closing ceremony.

A *plenary session* is also attended by all the participants. There are usually keynote speeches relevant to the themes of the conference which are given by well-known experts and take longer time than ordinary paper presentations which take place in a parallel session.

A *parallel session* is a smaller-scale meeting and several parallel sessions are usually held simultaneously. Such a session is for participants to present their papers and usually a special topic is arranged for a particular parallel session.

A *poster session* is an occasion on which papers are posted on boards or walls in a specially separated area of the meeting place. The participants can go to read the posted papers and discuss them with the author if he/she is there or go to a special place for the audience who want to leave a message for the author.

Informal meetings

Informal meetings refer to informal communication among participants of the conference. Informal meetings may take the form of “free information



exchange”, “free paper presentation”, “free communication”, etc.

As for *free information exchange*, the organizer may provide a range of topics for exchange of views. In some international conferences, *free paper presentation* is arranged for those delayed papers or papers not formally presented in the regular sessions. *Free communication* is usually arranged between sessions or during the break of a conference.

Audio and visual presentations

On some occasions, professional presentations need audio or visual aids. Such audio or visual aids may be the use of slide projectors, videotapes, short film projectors, PowerPoint, etc.

Visits and other social activities

At a conference, there can also be visits and other social activities in or around the host city, such as visits to historical or scenic spots, visits to famous research institutes, universities, or museums, banquets, various parties, concerts, games, etc. These activities are held to provide the participants with more opportunities to come into contact with each other and establish friendship.

3. Available information sources

There are different sources to obtain information about international conferences, such as specialized periodicals announcing meetings, professional journals or magazines carrying meeting announcements, organizations specializing in meetings or international communication, conference documents including meeting announcements, conference brochures, invitations, correspondence, etc., the Internet, private channels including information provided by teachers, schoolmates, colleagues, friends, and so on.

4. Preparatory work for the conference

A lot of preparatory work needs to be done for an international conference including working out and announcing a Conference Notice, a Call for Papers,



and a Conference Program, writing and replying relevant conference letters, making signs such as “ENTRANCE”, “EXIT”, “NO ENTRANCE”, etc. to guide people during the conference period, and so on. In the following parts of this unit, we will introduce how to write Conference Notice, Call for Papers, and Conference Program respectively; writing and replying relevant conference letters will be elaborated in Unit 2.

Part 2 Conference Notice

A conference notice is a good way for the prospective participants to acquire general information about the conference. Though a conference notice is not supposed to be very long, it should give all the needed information as much as possible. A conference notice usually includes the name of the conference, the date and the place, the organizer, the purpose, the key topics, prospective participants, ways to register, registration fees, the conference agenda, the contact channels and so on.



Sample Demonstration

Sample One

CONFERENCE NOTICE

How to Aid and Rebuild Postwar Afghanistan

Beijing

Jun. 23-28, 2006

UN offices and Asian Development Bank will sponsor a six-day conference on: How to aid and rebuild postwar Afghanistan.

The conference will be held on Jun. 23-28, 2006 at People's Auditorium (会堂, 礼堂) of Beijing, China. The aim of the conference lies on

1. Introducing the name, date, place, and organizers of the conference (介绍会议名称、时间、地点及主办方)

2. Introducing the purpose



sponsoring people to aid actively Afghan and determining how to use the fund that will be provided by donators.

The conference will be presided by the Chairman of UN offices which will encourage contributions and give overall guidance as a *steering* (控制) group. The conference will focus on four key topics:

- Encouraging all walks of people to take part in aiding;
- Strategic planning of using fund which will be provided by international donators;
- Making plan to *rehabilitate* (复原; 复兴; 修理) the major *artery* (交通要道) between the country's two largest cities which are collapsed in war;
- Funding opportunities for compulsory education.

Administrators from all groups are encouraged to participate, including Presidents, Affairs, Deans and Enterprises. The participants will discuss concrete proposals related to aiding Afghanistan.

Registration is free but space is limited. Please go to www.scepscor.org/outreach/workshop to access the tentative agenda, to register.

The conference will begin with registration and a reception on morning of Friday, Jun. 23rd; Jun. 24th - 25th will sponsor aiding fund and evening banquet; 26th - 28th will talk about using of fund, with the conference ending on Wednesday afternoon.

Questions regarding the conference and registration should be directed to Miss Li, li0608@scra.org, or by telephoning (010) 8836-2780.

of the conference (介绍会议目的)

3. Introducing the conference topics (介绍会议议题)
4. Introducing prospective participants (介绍参加会议的人员)
5. Introducing ways to register and registration fees (介绍报名方式及费用)
6. Introducing the conference agenda (介绍会议日程)
7. Introducing the contact channels (介绍联系方式)



① Check Your Understanding

Answer the following questions according to what you have been informed.

- (1) Who are the sponsors of the conference?
- (2) How long will the conference last and what is the agenda?
- (3) What is the conference held for?
- (4) If one wants to participate in the conference, how can he register?

Sample Two

The 3rd International Forum of Women Presidents on Higher Education of 2006 Conference Notice

On the basis of successful holding of the first and second Forum of Women Presidents on Higher Education, respectively in 2001 and 2004, Communication University of China (CUC), China Education Association for International Exchange and Korea Foundation for Advanced Studies will sponsor the third Forum in August, 2006. It is expected that 200 outstanding women from education, industry and government will attend the Forum.

The specific information of the conference is as follows:

1. Theme: Education, Women and Development
Topic 1: Media, Education and Women
Topic 2: Women Presidents and Modern Higher Education
Topic 3: Women education and development in disadvantaged areas

1. Introducing the background, name, time, and organizers of the conference (介绍会议背景、名称、时间及主办方)
2. Introducing prospective participants (介绍参加的会议的人员)
3. Introducing the conference topics (介绍会议的议题)



2. Conference Time: August 19 to 20, 2006
 3. Conference Venue: Beijing Hotel, Beijing, China
 4. Visiting places: Beijing, Nanjing, Shanghai
 5. Paper:
Please submit your paper before July 31, 2006 to Communication University of China.
Paper length: 3,000 - 5,000 words
Paper format: Word document, including title, key words, abstract (within 250 words), notes, reference.
Paper Languages: Chinese/English
Conference Languages: Chinese/English
 6. Expense: The organizing committee will pay for the food, boarding and visiting fees spent during August 16 to 23. Participants need to pay other fees not mentioned above.
 7. Response Form: If you can attend the meeting, please send or fax Response Form before July 31, 2006. Please provide introduction of the university, bibliography and motto.
 8. Contact: Please contact Foreign Affairs Department or Media and Gender Research Center, Communication University of China
Tel: (8610)65783433
Fax: (8610)65779138
Email: forum3@cuc.edu.cn
Looking forward to meeting you in Beijing!
Attachments: ① Sub-topics
② Response Form
4. Introducing the specific date, venue, and visiting places of the conference (介绍会议举办的具体时间、地点以及参观地)
 5. Informing of paper submission (介绍递交论文的要求)
 6. Informing of expenses (介绍有关会务费的情况)
 7. Informing of the contact channels (介绍联系方式)