通·识·教·育·丛·书

Academic Communications in English
—Writing and Presentation

学术英语交流
——写作与演讲

For Students of Scientific, Engineering and Social Studies

适用于文理工科学生

主　编◎张　荔
副主编◎盛　越

上海交通大学出版社
SHANGHAI JIAO TONG UNIVERSITY PRESS

通·识·教·育·丛·书

Academic Communications in English
—Writing and Presentation

学术英语交流
——写作与演讲

For Students of Scientific, Engineering and Social Studies

适用于文理工科学生

主　编◎张　荔

副主编◎盛　越

上海交通大学出版社
SHANGHAI JIAO TONG UNIVERSITY PRESS

内容提要

本教材为上海交通大学通识核心课程《学术英语写作与演讲》的配套教材。内容体现学术活动的整个过程，包括如何选题、如何检索资源、如何确立论文大纲、如何撰写主题句、摘要、引言、文献综述、研究方法、研究结果、讨论、结论以及如何列出参考文献、避免学术抄袭等。同时，本书还包括如何修改论文、如何将论文转化为演讲内容、如何有效演讲等内容。该书适合文、理、工科本科生和研究生，尤其适用于希望出国深造、发表科研论文和撰写毕业论文的学生。

图书在版编目(CIP)数据

学术英语交流：写作与演讲 / 张荔主编. —上海：上海交通大学出版社，2017

ISBN 978-7-313-15045-5

Ⅰ.①学… Ⅱ.①张… Ⅲ.①学术交流-英语-写作-高等学校-教材②学术交流-英语-演讲-高等学校-教材 Ⅳ.①H31

中国版本图书馆 CIP 数据核字(2016) 第 115042 号

学术英语交流——写作与演讲

主　　编：张　荔
出版发行：上海交通大学出版社　　地　　址：上海市番禺路 951 号
邮政编码：200030　　电　　话：021-64071208
出 版 人：郑益慧
印　　刷：上海天地海设计印刷有限公司　　经　　销：全国新华书店
开　　本：710mm×1000mm　1/16　　印　　张：12.25
字　　数：265 千字
版　　次：2017 年 7 月第 1 版　　印　　次：2017 年 7 月第 1 次印刷
书　　号：ISBN 978-7-313-15045-5/H
定　　价：39.80 元

版权所有　侵权必究
告 读 者：如发现本书有印装质量问题请与印刷厂质量科联系
联系电话：021-64366274

前　言

随着世界经济一体化、科学技术全球化和技术人才国际化，学者间的国际交流活动日趋频繁，英语学术交流能力变得越来越重要，因此在大学期间培养学生在学术英语写作和会议发言方面的能力十分必要。在这样的大背景下，也在美国明尼苏达大学“学术英语写作”和加州大学欧文分校“工程学术英语”这两门课程的启发下，笔者基于多年的教学和科研实践，在上海交通大学开设了通识核心课程“学术英语写作与演讲”，并编写了《学术英语交流—写作与演讲》这本教材。此外，笔者主持国家级、省部级及校级科研项目十多项，发表学术论文数十篇，多次参加境内外国际学术会议，这些教学与科研活动为该书的完成奠定了良好的基础。

本书的主要特点是：按照学术交流活动的步骤编撰各章节，动态体现了学术写作的实际过程；使用刊登在 Science，Nature，Language Learning and Technology，System 等 SCI，SSCI 国际刊物以及清华大学学报、上海交通大学学报等国内一流刊物上的文献为样本范例，诠释学术论文各部分的内容和要素；通过实例和相关任务阐明教学要点，使学生在实际操作中逐步熟悉、了解和掌握学术活动的方法和过程；理论联系实际，融入笔者申请国家社科项目、发表国际学术期刊论文和指导研究生论文的实践经历，引用部分例子，详述学术论文的写作过程；将学生的作业作为论文修改实例，对其学术写作中存在的问题加以说明，使内容更加贴近学生；配有相应的课程网站（http://cc.sjtu.edu.cn/G2S/site/preview#/home/v?currentoc=8194），便于使用者下载教学 PPT 和视频材料。

全书共分为十五个单元，一、研究选题；二、资源检索；三、主题标题；四、结构大纲；五、论文摘要；六、论文引言；七，文献综述；八、研究方法；九、研究结果；十、分析讨论；十一、研究结论；十二、文献引用；十三、互评修改；十四、演讲内容；十五、演讲技巧。本书以研究过程为主线，以学术论文的结构和内容为要点逐单元展开，最后介绍了基于研究内容的会议发言策略和技巧，充分体现了学术交流的要素。

本书适用于有学术研究兴趣、希望在国内外高校和研究机构进一步深造以及有学术交流需求的理、工、文科在读本科生和研究生，也可作为高校教师学术英语写作和演讲教学的参考教材。

Contents

Unit 1 Topic ····· 1
1.1 What topic to choose ····· 1
1.2 How to choose a topic ····· 1
1.3 How to elaborate a topic ····· 2
1.4 Tasks ····· 3

Unit 2 Sources ····· 5
2.1 Using library database ····· 5
2.2 Evaluating source materials ····· 13
2.3 Reading source materials ····· 14
2.4 Tasks ····· 15

Unit 3 Thesis and Title ····· 16
3.1 What is a thesis ····· 16
3.2 How to formulate and refine a thesis ····· 16
3.3 How to word the thesis ····· 17
3.4 How to compose a title ····· 20
3.5 Tasks ····· 23

Unit 4 Outline ····· 24
4.1 Structure of an outline ····· 24
4.2 Major requirements for wording an outline ····· 26
4.3 Tasks ····· 28

Unit 5 Abstract ····· 30
5.1 Essentials of an abstract ····· 30
5.2 Key words ····· 35
5.3 Tasks ····· 36

Unit 6 Introduction ····· 38
6.1 Essentials in an introduction ····· 38

试读结束：需要全本请在线购买： www.ertongbook.com

6.2 Differences between an abstract and an introduction ····· 42
6.3 Tasks ····· 43

Unit 7 Literature Review ····· 48
7.1 Review focuses ····· 48
7.2 Organization of literature review ····· 55
7.3 Verb tense ····· 61
7.4 Reporting verbs ····· 63
7.5 Paraphrasing ····· 64
7.6 Unity ····· 65
7.7 Cohesion and Coherence ····· 66
7.8 Metadiscoursal elements ····· 73
7.9 Tasks ····· 74

Unit 8 Methodology ····· 82
8.1 Quantitative and qualitative me thods ····· 82
8.2 The methods section of a research paper ····· 84
8.3 Tasks ····· 91

Unit 9 Results ····· 94
9.1 Presenting and organizing the results ····· 94
9.2 Providing tables and figures ····· 95
9.3 Tasks ····· 99

Unit 10 Discussion ····· 101
10.1 General rules for a discussion ····· 101
10.2 Steps in writing the discussion ····· 102
10.3 Task ····· 108

Unit 11 Conclusion ····· 109
11.1 Approaches to a conclusion ····· 109
11.2 Tasks ····· 114

Unit 12 Citations and References ····· 117
12.1 In-text citations ····· 117
12.2 References ····· 119

12.3 Plagiarism ····· 122
12.4 Tasks ····· 123

Unit 13 Peer-Review and Revision ····· 126
13.1 Peer-review ····· 126
13.2 Research paper peer-review guidelines ····· 126
13.3 Revision ····· 128
13.4 Tasks ····· 139

Unit 14 Presentation Content and Structure ····· 141
14.1 Introduction ····· 141
14.2 Body ····· 148
14.3 Conclusion ····· 151
14.4 Transitions ····· 154
14.5 Tasks ····· 155

Unit 15 Speech Delivery ····· 158
15.1 Essentials for delivering a good speech ····· 158
15.2 Aspects of good delivery ····· 159
15.3 Visual aids ····· 164
15.4 Questions and answers ····· 171
15.5 Tasks ····· 172

Suggested Keys ····· 174

References ····· 186

Unit 1 Topic

A good beginning is half good ending. Choosing a proper topic is the first and most important step in research paper writing. A good topic is not only worth researching but also makes you interested and absorbed in your research and writing.

1.1 What topic to choose

You'd better choose a topic you are interested in, about which you have some knowledge but want to know more by doing some research. You have to avoid topics that are too broad or too narrow, topics that are based on a single source and topics that everybody knows. For academic writing, you can possibly choose a topic related to your own discipline of study or a cross-disciplinary study.

1.2 How to choose a topic

When you choose a topic, you can do brainstorming to generate ideas on possible topics, using mind-map or clusters (See Fig. 1), or with the help of computer software. For example, MindGenius Mind Mapping is an online brainstorming and planning tool that can be downloaded and used free for 30 days. Besides, you can track down a list of books in the library and read the table of contents or the bibliography for ideas. If you are still at a loss as to what topic to choose, browse the Internet for information. But it takes time to decide on a topic by searching the Internet. The first idea that pops into your head may not be the one you would like to spend several months reading and writing about. Keep looking for a topic that excites you so that you will be rewarded by the excitement of research on this topic.

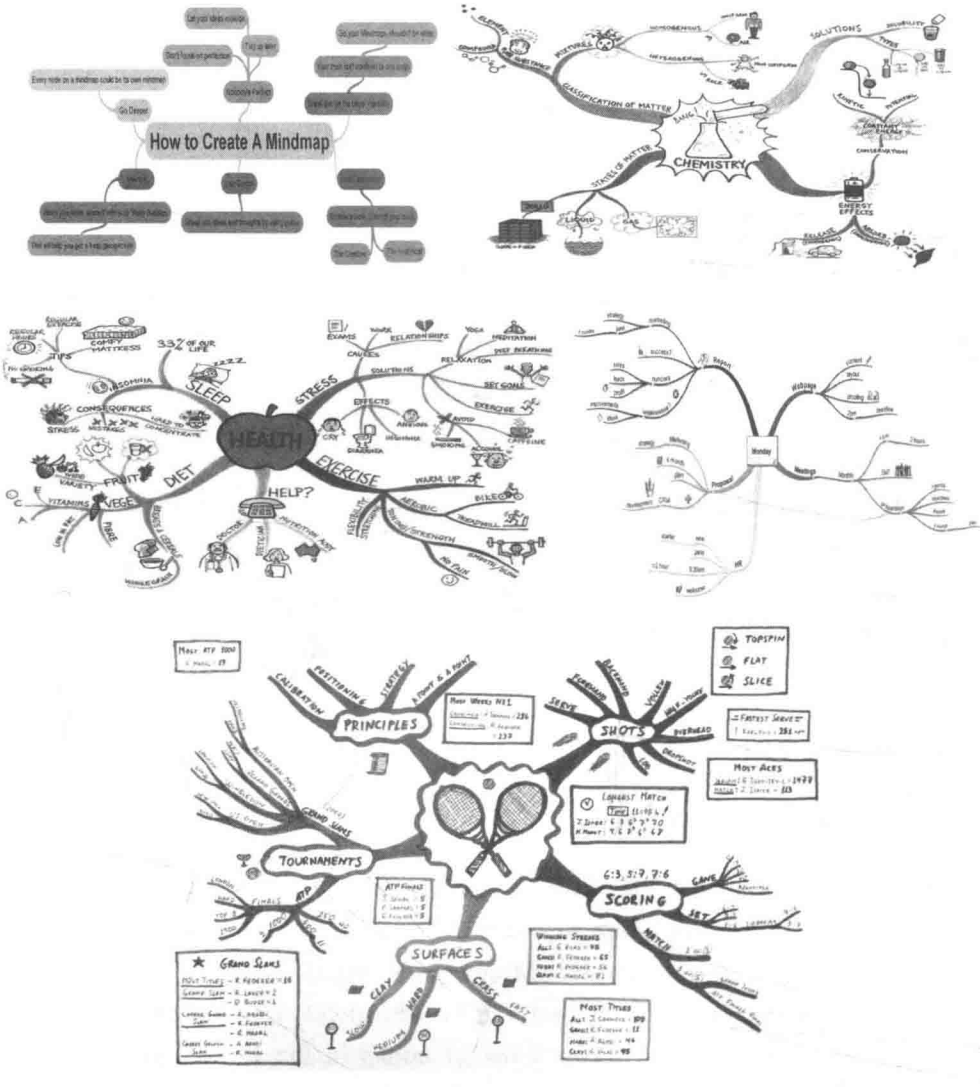

Fig. 1 Images of mind-maps (source: https://www.google.com.hk/search? q=mind+map)

1.3 How to elaborate a topic

A topic that is too broad in scope may not be able to be dealt with in depth within the length of your research paper. You have to elaborate the topic to make it more specific and manageable. The following is an example of how to narrow down a topic.

Example 1

A general topic: Writing

A more specific topic: Evaluation of writing

An elaborated topic: Automated writing evaluation

"**Writing**" is too broad a topic to be addressed and is not a good topic to write on. There are many aspects involved in writing, such as writing instruction, writing methods, process of writing, evaluation of writing, etc. A more specific topic can be "**evaluation of writing**", which still covers a lot of subordinate topics such as summative evaluation, formative evaluation, teacher evaluation, peer evaluation, self-evaluation or automated evaluation. Each of these topics involves aspects that are worth exploring at length. Thus, the topic can be elaborated further to "**automated writing evaluation**(AWE)", with such aspects as the development of AWE, the reliability and validity of AWE, and the effect of AWE in writing.

Example 2

A general topic: Computer

A more specific topic: Computer games

A more specific topic: Computer games and their influence on behavior

An elaborated topic: Computer games and aggressive behavior

In this example, "**computer**" is too general a topic to be dealt with because it can hardly be covered completely in a research paper. Therefore, it can be narrowed down to a more elaborated topic of "**computer games**", or more specifically, "**how computer games influence human behavior**", which in turn can focus on one aspect of human behavior "**computer games and the aggressive behavior**". Such a topic can be addressed with the following questions:

— What is aggressive behavior?

— How do computer games relate to aggressive behavior?

— What can we do to prevent the negative effect caused by computer games?

1.4 Tasks

Task 1

Narrow down the general topics in the first column of the table. The first two have been done as examples.

General topic	First elaboration	Second elaboration	Third elaboration
China	Chinese history	History of Qing Dynasty	Emperor Qian Long and his times
Workers in China	Migrant workers in China	The rights of migrant workers in China	Laws to protect the rights of migrant workers in China
Financial products			
Economic reform			
Electronic business			
Computers and the Internet			
Biomedical engineering			
Mechanical engineering			
Mobile phones			
Second language learning			

Task 2

Use mind-map or clusters to explore some interesting topics. You can do this together in groups of three.

Task 3

Use books, library data-base or the Internet to find 3 possible topics for research. Then narrow down the topics and decide on the topic you are going to write about. If you intend to write collaboratively, you can do this in a group of three students, with each working on one topic and then discuss and decide on the final topic your group is going to work on.

试读结束：需要全本请在线购买： www.ertongbook.com

Unit 2 Sources

After deciding on the topic for your research paper, the first thing you have to do is to read a large number of books and articles so that you can be equipped with some knowledge of the topic, on the basis of which you can generate your own ideas. No research can be done without reading other researchers' works because you need the knowledge basis on which you build your own knowledge and avoid the repetition of work.

But how to get source materials for reading? What materials are worth reading? How to read so many materials at a time? In this chapter, we are going to talk about how to make use of the library to search for source materials, evaluate what materials are appropriate and read these materials efficiently.

2.1 Using library database

Many university libraries offer students free and ready access to databases, among which the most popular databases are EBSCO, DOAJ (Directory of Open Access Journals), Cambridge Journals Online, Oxford Journals Online, Elsevier ScienceDirect, Wiley Online Library, etc. (See Figs. 2-7). They cover a comprehensive range of disciplines and provide both abstracts and full texts.

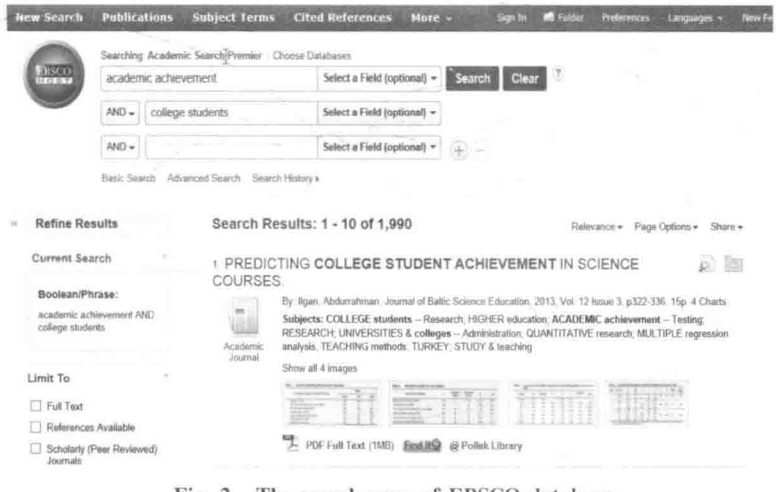

Fig. 2 The search page of EBSCO database

Fig. 3 The search page of DOAJ database

Fig. 4 The search page of Cambridge Journals database

Fig. 5 The search page of Oxford Journals database

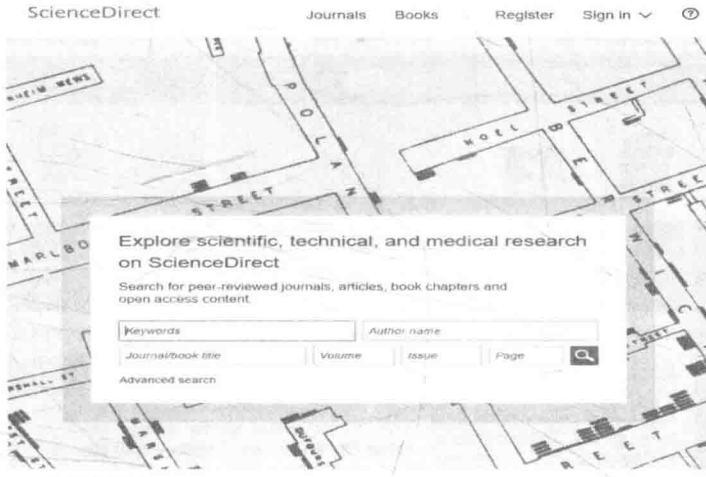

Fig. 6 The search page of ScienceDirect database

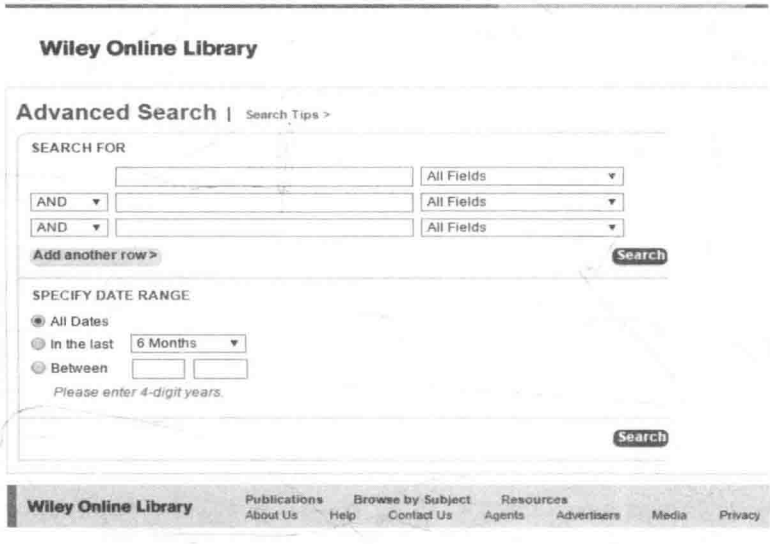

Fig. 7 The search page of Wiley Online Library databases

Example

Let's take EBSCO as an example to illustrate how to use databases to search for information related to your topic.

1. Go to the online database list of the library (Fig. 8).

(http://www.lib.sjtu.edu.cn/index.php? m = content&c = index&a = lists&catid=223&type=%E6%9C%9F%E5%88%8A)

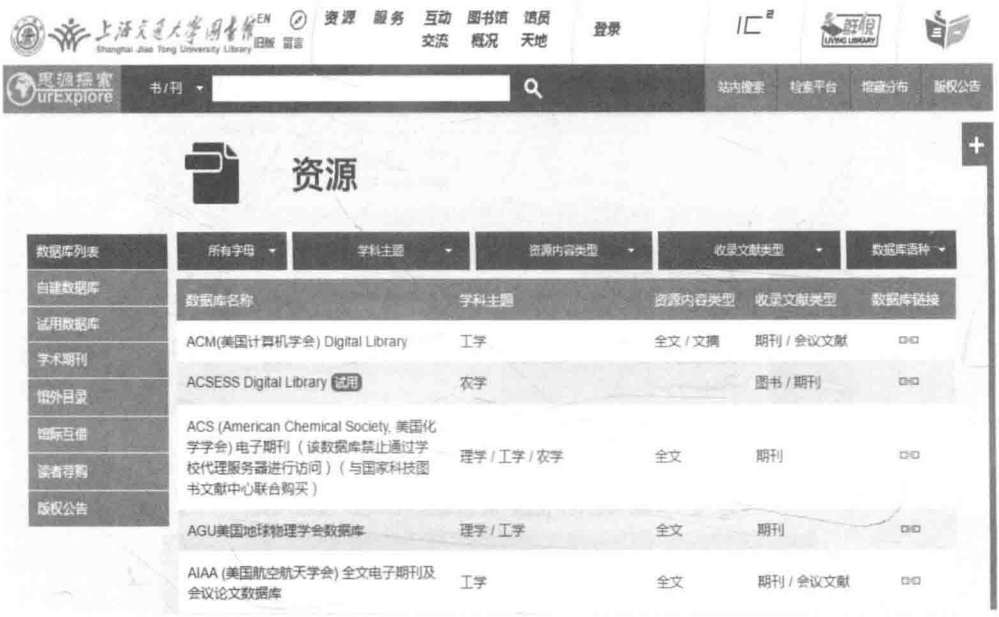

Fig. 8 Online database list (part)

2. On the main database page, all databases are listed in alphabetical order. Scroll down and select the database you wish to use (Fig. 9).

Fig. 9 Selection of EBSCO in the online database list

3. Click on "link to database" (数据库连接) and then on "One-stop search for all EBSCO host Databases" (Figs. 10-11).

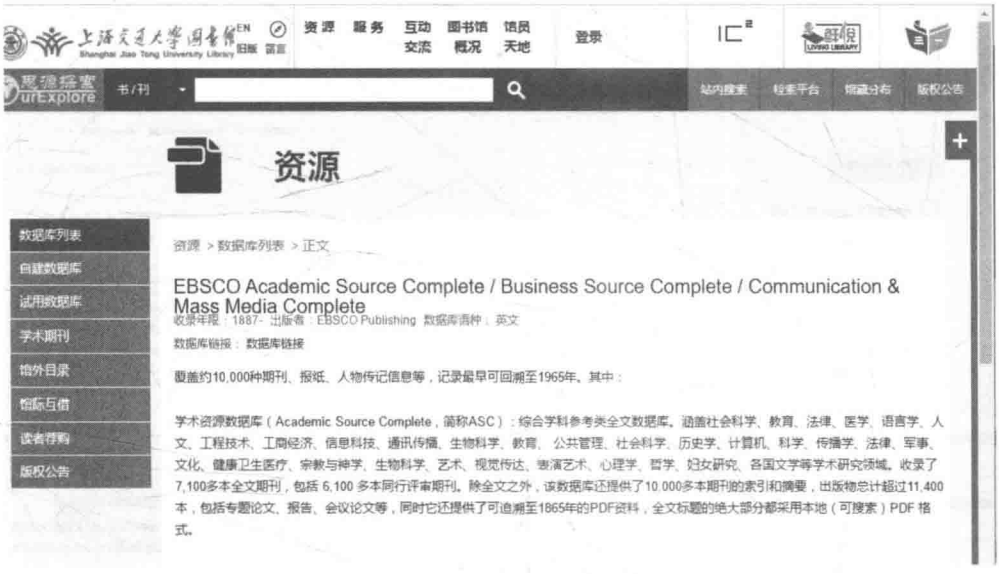

Fig. 10 Link to EBSCO database

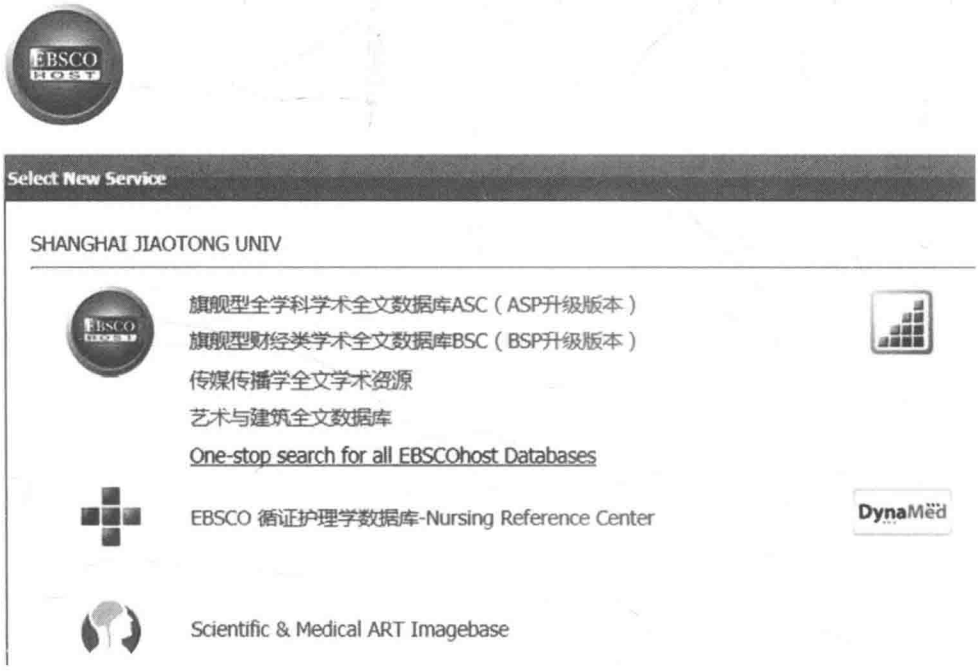

Fig. 11 Link to one-stop search for all EBSCO database

4. Choose "Academic search complete" (Fig. 12).

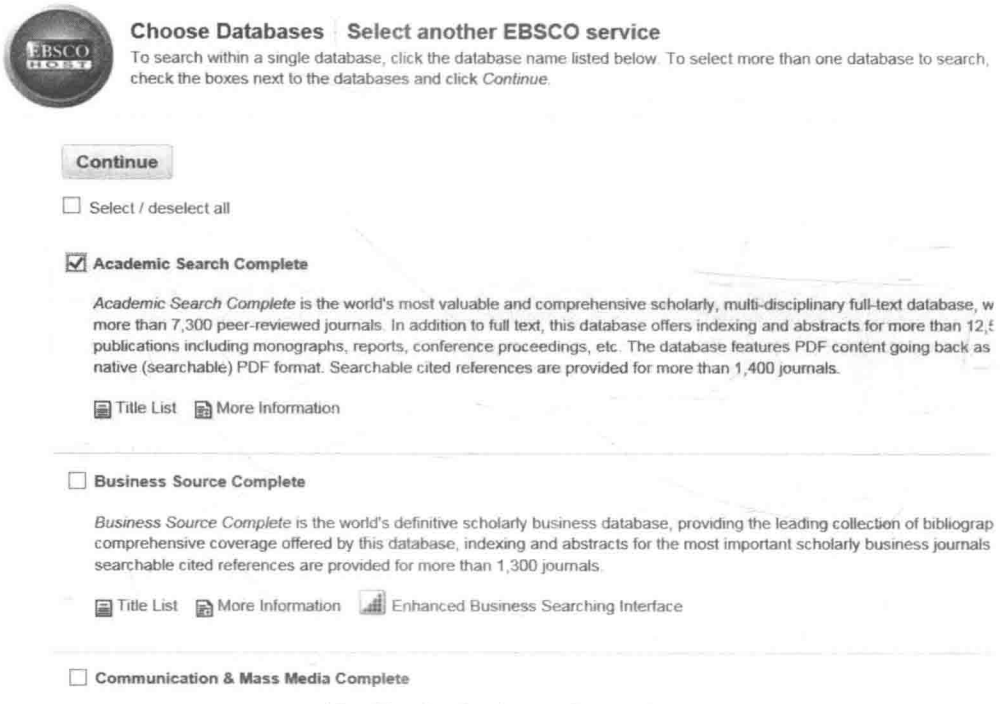

Fig. 12 Academic search complete

5. The main search page is shown in Fig. 13. There are a number of search functions and limiting options on this page for users to determine how to use these options when searching for information.

1) At the top of the page are three search boxes which allow multiple, simultaneous key word searches.

2) Beside them are respective search limits to specify the searches in specific fields such as author, title, key word, abstract, etc.

3) In the search options below, searches can be limited to articles that the database maintains as full text articles, to scholarly or peer-reviewed articles, or to a particular type of resource such as article, abstract or bibliography.

4) Searches can also be limited to documents published within a certain date range, to particular publication type such as books, journals or newspaper, or to a particular language.

试读结束：需要全本请在线购买： www.ertongbook.com