

高等学校研究生英语教学用书

学术英语教程

Academic English Course

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内 容 简 介

本书以参加国际学术会议为主线,对国际会议准备阶段和进行过程中的信函往来、学术论文的撰写、论文的宣读、会议中的社交活动等进行了较为完整的讲述。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中的语言障碍。全书共分为五个章节,每个章节设立一个主题。

本书主要供高等院校的研究生课堂使用,同时也可供具备一定的英语基础的各学科领域的学者参考使用。

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前 言

随着我国研究生培养水平的提高和科研工作的蓬勃发展,将会有更多的研究生和青年学者撰写论文,参与国际学术交流,与国际同领域的专家、学者进行互动与切磋。因此,研究生的科技论文的英语撰写水平、参与国际交流的英语表达能力起到了至关重要的作用。从目前的情况来看,开设相关的课程,在教学中贯穿“国际化、学术化”的思路逐渐成为高等院校研究生英语培养的趋势。

在需求分析的基础上,结合教学实践和研究生的培养目标,我们编写了这本《学术英语教程》,以满足目前学生的需求,培养学生跨文化交际的意识,提高学生英语学术写作能力和国际学术交流能力。

全书共分五章。本书第一章全面地介绍了参加国际学术会议的准备工作。包括对国际学术会议的总体介绍、会议通知、会议征稿、会议日程的举例和讲解。

按照参加国际学术会议的步骤,本书的第二章对国际学生会议之前可能发生的信件往来进行了介绍。包括会议邀请函、会议接收函、会议拒绝函。

本书的第三章开始讲解学术写作部分。以部分学术论文为例,对学术论文的各个组成部分、包括的内容、写作要点进行了介绍。本章的重点是介绍英语学术论文的题目、摘要、正文、参考文献和附录的撰写。

本书第四章介绍了与国际学术会议相关的各种过程、发言的注意事项,以及如何准备相关的发言稿。其中包括会议主持、会议发言、会议提问及回答要点。

本书的第五章涉及在国际学术交流过程中一些实用文本的写作。包括申请信写作、履历的写作、个人自述的写作,以及介绍如何参加面试。

本书根据实践需求,以任务式教学法为主导,按照参加国际学术会议的程序将讲解的内容分成不同的板块,每个板块中都设定与主题相关的实践任务,包括写作、课上练习、课下准备、会议发言模拟和会议主持模拟等环节,使学生学到的书本知识能够与实践加以印证。

本书重实践、重例证、在书中提供了大量的实例和多样的练习,以便学生巩固学到的知识,学以致用。

本书在编写过程中参考了国内外部分相关书籍和网站上的相关资料,在此,向材料的作者表示诚挚的谢意。同时感谢邓晓明老师和梁红老师在本书的出版过程中给予的帮助和支持。参与本书编写工作的还有王丽皓、张鹏蓉、于春昱老师;本教材的校对工作由丛佳红老师、研究生康琪完成。

《学术英语教程》的编写是我们在课程改革上的一种尝试和推进,在编写过程中出现的不妥和疏漏之处敬请专家和读者不吝赐教。

编 者

2015 年 11 月

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Unit 1

Preparations for International Conferences



Learning Objectives

In this unit, you will learn to accomplish the following tasks:

- Task 1: To know introduction of international academic conference
- Task 2: To get information from Conference Notice
- Task 3: To familiarize call for Conference Papers
- Task 4: To get information from Conference Program



Preparations for International Conferences

Task 1 Introduction

This part is an introduction of International Academic Conference. You will learn:

- Introduction of various international meetings
- Principal activities in international conferences
- How to prepare for the conference

As an academic researcher in any field, you must feel increasingly required to participate in international conferences, which is a way of broadening your exposure to academic circles and becoming actively involved in scholarly activities in the world. You may have chances to attend various meetings, narrow or broad in scope, such as conferences, symposium, congresses, conventions, colloquia, forums, summits, seminars, workshops, round tables, special panels, poster sessions, exhibits, or other similar situations. Your success in attending a meeting is based on how effective you are. This unit is designed to help you understand the important steps for preparing for attending a meeting and give you a variety of knowledge and techniques for performing effectively. With the necessary knowledge, practical skills and useful suggestions provided in this unit, you can make a difference and make yourself successful in attending international meetings.

General knowledge

International academic Conferences are usually composed of various presentations. They tend to be short and concise, with a time span of about 10 to 30 minutes; presentations are usually followed by a discussion. The work may be bundled in written form as academic papers and published as the conference proceedings.

Usually a conference will include keynote speakers (often, scholars of some standing, but sometimes individuals from outside academia). The keynote speech is often longer, lasting sometimes up to an hour and a half, particularly if there are several keynote speakers on a panel.

In addition to presentations, conferences also feature panel discussions, round tables on various issues and workshops.

1. Presentations

Prospective presenters are usually asked to submit a short abstract of their presentation, which will be reviewed before the presentation is accepted for the meeting. Some disciplines require presenters to submit a paper of about 6-15 pages, which is peer reviewed by members of the program committee or referees chosen by them.

In some disciplines, such as English and other languages, it is common for presenters to read from a prepared script. In other disciplines such as the sciences, presenters usually base their talk around a visual presentation that displays key figures and research results.

2. Size

A large meeting will usually be called a conference, while a smaller is termed a workshop. They might be single track or multiple track, where the former has only one session at a time, while a multiple track meeting has several parallel sessions with speakers in separate rooms speaking at the same time.

The larger the conference, the more likely it is that academic publishing houses may set up displays. Large conferences also may have a career and job search and interview activities.

At some conferences, social or entertainment activities such as tours and receptions can be part of the program. Business meetings for learned societies or interest groups can also be part of the conference activities.

There are different kinds of international meetings and they have different names such as conference, congress, convention, forum, seminar, symposium, workshop, etc. Tab. 1. 1 presents the names of different kinds of international meetings.

Tab. 1. 1 The names of different kinds of international meetings

Name	Chinese Names	Introduction
Meeting	会议的总称	Meeting 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	Conference 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.
Convention	年会	Convention is a formal and routine meeting of members, representatives, or delegates, as of a political party, fraternal society, profession, or industry. In the technical sense, a convention is a meeting of delegates or representatives. The 1947 Newfoundland National Convention is a classic example of a state-sponsored political convention. More often, organizations made up of smaller units, chapters, or lodges, such as labor unions, honorary societies, and fraternities and sororities, meet as a whole in convention by sending delegates of the units to deliberate on the organization's common issues. This also applies to a political convention, though in modern times the common issues are limited to selecting a party candidate or party chairman. In this technical sense, a congress, when it consists of representatives, is a convention.
Congress	代表大会	Congress is usually a large-scale formal assembly of representatives, as of various nations, to discuss issues, ideas, and policies of public interest.

Tab. 1.1 (Continued)

Names	Chinese Names	Introduction
Forum	论坛	Forum 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	Seminar is a class-like meeting, where participants discuss a particular topic or subject that is presented by several major speakers.
Symposium	研讨会	Symposium 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	Workshop 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.

3. Types

Academic conferences typically fall into three categories;

- (1) The themed conference, small conferences organized around a particular topic.
- (2) The general conference, a conference with a wider focus, with sessions on a wide variety of topics. These conferences are often organized by regional, national, or international learned societies, and held annually or on some other regular basis.
- (3) The professional conference, large conferences not limited to academics but with academically related issues.

4. Infrastructure

Increasing numbers of amplified conferences are being provided which exploit the potential of WiFi networks and mobile devices in order to enable remote participants to contribute to

discussions and listen to ideas.

The following is a website for an international conference, as shown in Fig. 1.1.



Fig. 1.1 The example of a website for an international conference

5. Organizing an academic conference

Conferences are usually organized either by a scientific society or by a group of researchers with a common interest. Larger meetings may be handled on behalf of the scientific society by a Professional Conference Organizer or PCO.

The meeting is announced by way of a Call For Papers (CFP) or a Call For Abstracts, which is sent to prospective presenters and explains how to submit their abstracts or papers. It describes the broad theme and lists the meeting's topics and formalities such as what kind of abstract (summary) or paper has to be submitted, to whom, and by what deadline. A CFP is usually distributed using a mailing list or on specialized online services. Contributions are usually submitted using an online abstract or paper management service.

The Process of a Conference

Receiving a conference notice / call for conference papers



Submitting a paper abstract



Receiving notice of acceptance



Submitting the full paper



Receiving the invitation to the conference



Getting to know the program of the conference



Attending the international conference



Presenting in the conference

Principle 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.

1. Formal meetings

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

(1) General assembly

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.

(2) Plenary session (keynote session)

It usually refers to a session in a conference which is open to all (or a large number) of attendant speakers, who may each contribute prepared material. Plenary sessions are typically scheduled both near the start of a conference, and in the latter half. Various prominent speakers often give opening plenary speeches, at the start of a conference, or closing plenary speeches, in the final plenary session. During those sessions, typically all other activities are suspended, or exhibit halls closed, to allow everyone to attend the plenary talks or sessions.

In plenary session of an international academic conference, keynote speeches relevant to the theme of the conference will be given by well-known experts. Keynote speeches will take longer time than ordinary paper presentations which take place in a parallel session.

(3) Panel session (parallel session)

A panel discussion is a public exchange of ideas, giving experts and audience members the chance to discuss a particular topic. Panel discussions are often used to delve into politics, issues affecting communities, and academic topics.

A panel session is a small-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.

(4) Poster session

A poster session or poster presentation is the presentation of research information by an individual or representatives of research teams at a congress or conference with an academic or professional focus. The work is usually peer reviewed. Poster sessions are particularly prominent at scientific conferences Fig. 1.2.

Typically a separate room or area of a tradeshow floor is reserved for the poster session where researchers accompany a paper poster, illustrating their research methods and outcomes. Each research project is usually presented on a conference schedule for a period ranging from 10 minutes to several hours. Very large events may feature a few thousand poster presentations over a matter of a few days.

Presentations usually consist of affixing the research poster to a portable wall with the



Fig. 1.2 A poster session at the CNIT
(Center of New Industries and Technologies)

researcher in attendance answering questions posed by passing colleagues. The poster itself varies in size according to conference guidelines from 2×3 feet to 4×8 feet in dimensions. Posters are often created using a presentation program such as PowerPoint and may be printed on a large format printer. Posters are often laminated with plastic to improve durability.

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.

2. Informal meeting

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.

3. Audio and visual presentations

Audio and visual aids mean possessing both a sound and a visual component, such as

slide-tape presentations, films, television programs, and live theater productions. On some occasions, professional presentations need audio or visual aids. Such an audio or visual aids may be the use of slide projectors, videotapes, short film projectors, PowerPoint, etc.

4. 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.

Related Words

conference 会议、大会

convention 大会(指全国性大会和政治、宗教、政党等集会)

congress 代表大会(通常是具有代表性质的会议)

colloquium 研讨会、学术报告会

symposium 专题研讨会、学术报告会

workshop 专题研讨会、实习班、实验班

annual meeting 年会

biennial meeting 隔年会议

Forum 论坛

NGO Forum 非政府组织论坛

summit 峰会, 首脑会议

seminar 研讨班, 研讨会

round-table 圆桌会议

special panel 专题讨论会

poster session 张贴会议, 展示会议

exhibit 展览会

exposition 展示会, 展销会