

# 学术交流英语

English for Academic Communication

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## 内 容 简 介

本书以参加国际学术会议和论文撰写为主线，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、会议中的学术交流等进行了较为完整的讲述。全书共分为五个单元，每个单元设立一个主题。

本书主要适于高等院校研究生的教学使用，同时也可供具备一定英语基础的各学科领域的学者参考使用。本书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。

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# 前言

## Preface

随着我国研究生培养水平的提高和科研工作的蓬勃发展,较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。其中,研究生的英语科技论文撰写水平、参与国际交流的英语表达能力将起到至关重要的作用。所以,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。

本书结合教学实践和研究生的培养目标,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为目标,在原有《学术英语教程》的基础上,对原书进行了缩减和修改,增加了教师课堂教学的实用内容,减少了理论讲述部分,补充了最新的范例。

全书共分五个单元。

第一单元全面介绍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。

第二单元按照参加国际学术会议的步骤,对国际学术会议之前可能发生的信件往来进行介绍,包括会议邀请函、会议接收函和会议拒绝函。

第三单元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、写作要点等进行介绍。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。

第四单元介绍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等。

第五单元介绍在国际学术交流过程中涉及的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。

本书依据实践需求,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,教师可根据板块内容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、会议主持模拟等环节,使学生学到的书本知识能够通过实践加以印证。

本书重实践、重例证,在书中提供了大量的实例,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,向提供材料的作者表示诚挚的谢意。同时感谢邓晓明老师和哈尔滨工业大学出版社在本书的出版过程中给予的帮助和支持。

《学术交流英语》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批评指正。

作者

2019年5月

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## Unit 1

# Preparations for International Conference

### 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

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## Task 1: Introduction

This part is an introduction to International Academic Conferences. You will learn:

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

### 8 General Knowledge

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.

#### 1. Types

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).



**Tab. 1.1 Different Types of International Meetings**

Names	Chinese names	Introduction
Meetings	会议的总称	Meeting is a general term and it can mean any kind of gathering for a particular purpose.
Conference	大型专业会议	Conference is a formal and large-scale meeting which is organized on a particular subject to bring together people who have common interests.
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.
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.
Forum	论坛	Forum is a public meeting or presentation involving a discussion usually among experts and often including audience participation.
Seminar	专题研讨会	Seminar is a class-like meeting, where participants discuss a particular topic or subject that is presented by several major speakers. The scale of a symposium is usually smaller than that of a conference.
Symposium	专题讨论会	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.
Workshop	讲习研讨班	Workshop is a discussion and demonstration of practical work on a particular subject when a group of people learn about the subject by sharing their knowledge or experience.

## 2. Organizing institutions of 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.

- Organizing Committee
- Scientific Program Committee/Academic Committee
- Advisory Committee
- Local Organizing Committee
- Secretariat
- Contact Person

### 3. 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.

#### (1) Formal meetings.

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

- 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.

- 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. In the 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.

- Panel session (parallel session):

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.

- Poster 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.

(2) 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.

(3) 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.

(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.

#### 4. 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

## 📖 Related Words:

- summit 峰会, 首脑会议  
 round-table 圆桌会议  
 special panel 专题讨论会  
 general assembly 全体会议  
 plenary session 主题发言会  
 panel session 分组会议  
 poster session 墙报专场, 展示会议  
 question & answer session 问答会  
 coffee/tea break 茶歇  
 welcoming reception/banquet 欢迎酒会  
 buffet 自助餐  
 registration 报到  
 invited speaker 特邀发言人  
 keynote speaker 主题发言人  
 keynote speech 主题发言  
 paper presentation 论文宣读  
 honorary chairman 名誉主席  
 executive secretary 执行秘书  
 sponsor 主办方  
 organizer 承办方  
 secretariat 秘书处  
 platform 主席台  
 organizing committee 组委会  
 academic committee 学术委员会



## Task 2: Conference Notice

### 🕒 General Knowledge

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.

### 🕒 Format and Content of a Conference Notice

- Title of the conference
- Dates and location of the conference
- Conference description/objectives
- Theme of the conference
- Background information
- Agenda
- Registration and cost
- Related information
- Participants
- Sponsoring agency
- Organizing party
- Contact

### 🕒 Sample Demonstration

Environment-Behavior Research Association

11th International Symposium on Environment-Behavior Research

EBRA2019

Guangzhou, China

- Theme

Ecological and Wisdom: Towards a Healthy Urban and Rural Environment

The process of China's reform and opening up is a magnificently rapid urbanization process. During this time, Chinese urban and rural areas are experiencing industrialization, marketization, globalization and information time's change, then the living environment and living standards of these areas are rising at the same time, and some significant challenges are also facing, like the shortage of resources, environmental pollution, etc. Meanwhile, the living environment, the mode of production and the lifestyle of peoples have been changing; they have to face with a series of environmental psychological problems like the environment crowded, the environment adaptation, the environment pressure, the living circle reconstruction and so on. Facing the times change in the globalization context, in order to achieve the ideal for the ecological, wisdom and healthy urban and rural environment, we warmly welcome and sincerely hope that the man of insight attended the symposium from around the world, who can offer advice and suggestions, to discuss the environmental behavior issues together under the contemporary social development changes.

- Organizers

Environment-Behavior Research Association (EBRA)

South China University of Technology (SCUT)

- Co-organizations

State Key Laboratory of Subtropical Building Science, SCUT

- Date

7-9 November, 2019

- Venue

School of Architecture, South China University of Technology, Guangzhou, China

- Invitation

MERA (Man-Environment Research Association), JAPAN

IAPS (International Association for People-Environment Studies), EUROPE

EDRA (Environmental Design Research Association), U.S.A.



## HERS (Human-Environment Relations Studies), TAIWAN

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- Theme

Ecological and Wisdom: Towards a Healthy Urban and Rural Environment

- Topics

01-Theories and Methodology of Environment-Behavior Research

02-Environment-Behavior Education and Practice

03-Spatial Perception and Cognition

04-Ecological and Sustainable Environment and Lifestyle of Urban and Rural

### Areas

05-Environment and Lifestyle Change in Rapid Urbanization

06-Wisdom city, Healthy Community and Residential Building

07-Research and Practice of Post Occupancy Evaluation (POE)

08-Climate Change, Disasters and Environmental Safety Design

09-Protection of Cultural Heritage and Environment-Behavior

10-Environment-Behavior of Special Population Groups of the Aged, Children

and so on

11-Quality of Green Public Buildings and Public Spaces

12-Research of Environment-Behavior and Digitization

- Programs

Keynote Speeches

Keynote speeches will be delivered by several renowned scholars from the West, Asia and China. Please pay attention to the notifications on EBRA website.

Oral Sessions

The authors of accepted oral papers will be invited to the symposium. (The accepted papers will be formally published on the symposium proceedings by South China University of Technology Press.)

Posters

The authors of accepted posters will be invited to the symposium. (The accepted posters will be formally published on the symposium proceedings by South China University of Technology Press.)

Symposia

According to the submitted papers, symposia on the hot research topics of environment-behavior will be organized. Please pay attention to the notifications on EBRA website.

**Café con**

This is informal forum, during the café time, you will encounter ...

● **Language**

English and Chinese

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● **Call for Papers**

The symposium is calling for abstracts of papers addressing environment-behavior research in general and symposium themes in particular. Authors of accepted abstracts will be notified and invited to submit full papers. An international referee panel will be formed to review all the full papers. Accepted full papers will be published in the symposium proceedings by the South China University of Technology Press (notice: at least one of the authors should register and attend the symposium).

● **Paper Abstracts**

The Requirements of Abstract: Words in 500 words or so. Standard format of the text will be Times Roman 12, 1.5 spaced. Please observe the following requirements:

- (1) Author's name(s) and affiliation.
- (2) Title.
- (3) Text of 500 words including references.
- (4) 3-5 keywords.

The entire submission (1~4) should be less than 500 words.

Full paper requirements please refer to EBRA website later.

After the submission of abstracts, the authors will be required to provide each copy of the full papers in English and Chinese, and an A4 size page of the outline in English.

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● **Important Dates**

15 March, 2019      Abstract submission deadline;