



Scuola Superiore  
Sant'Anna



**Title of the course:** English for Writing and Presenting Research Work

**Lecturer:** Adrian Wallwork: external professor and Springer author; and author of more than 20 books for Oxford University Press, Cambridge University Press, BBC, De Agostini, Vallardi

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### **Short description of the course and exam**

The course is designed to cover the main needs of PhD in the world of academic research and publication. The course consists of 15 two-hour lessons, covering the following topics (the number of hours is only approximate):

- writing a scientific paper (14 hours)
- presenting a paper at a conference (12 hours)
- writing CVs and job / internship applications (2 hours)
- emails, responding to editors and referees (2 hours)

Each two-hour lesson will be divided into two parts, the first focusing on writing skills, the second on presentation skills. The course is fun, dynamic and above all useful and practical.

A final take-home exam will take place at the end of the course.

## **Student commitment and preparation for the course**

Upon enrolling into this course, students commit to do the following three tasks:

- 1) Come to class prepared to do a 3-5 minute presentation on their research. This presentation should be emailed to me before the start of the course. The presentation should not be a complete presentation, but a maximum of five slides. Students are welcome to submit existing presentations that they have already presented at conferences or within Sant'Anna - but they must be presentations that they themselves have prepared.
- 2) Send Adrian an unpublished Abstract of their work, again before the course begins
- 3) Complete a series of grammar exercises, either before or during the period of the course.

## **Location, dates and time**

The course will start on October 15, 2014 and will take place every Wednesday (for 15 times) from 11.00-13.00, at Istituto di Management, Palazzo Alliata, Piazza Martiri della Libertà 24, Pisa. **You can check the dates on the PhD Management calendar.**

Most probably, the dates will be the following ones:

1. October 15
2. October 22
3. October 29
4. November 5
5. November 12

6. November 19
7. November 26
8. December 3
9. December 10
10. January 14
11. January 21
12. January 28
13. February 4
14. February 11
15. February 18

## **Topics**

### **WRITING A SCIENTIFIC PAPER**

- understanding why papers get rejected in terms of poor English (differences between native and non-native reviewers and editors)
- structuring the paper (Abstract, Introduction etc)
- highlighting main findings
- hedging (i.e. avoiding arrogant statements, protecting oneself from possible criticism)
- word order
- being concise and avoiding redundancy
- importance of taking the reader, and in particular the referee, into account

### **PRESENTING A PAPER AT A CONFERENCE**

- understanding that grammatical level of English is generally the least important of a presenter's problems
- preparation and organization of slides in most effective order
- reducing amount of text
- useful phrases (introduction, agenda, transitions etc)

- voice, intonation, pronunciation
- body language
- being enthusiastic and passionate about one's research
- tricks for gaining audience attention
- preparing a good introduction

#### **WRITING CVs AND JOB / INTERNSHIP APPLICATIONS**

- how to write an effective CV - content, layout, image
- psychology of understanding HR managers and professors in charge of labs

#### **RESPONDING TO REFEREES AND EDITORS**

- learning the art of diplomacy and always seeing things from the reader's perspective
- structuring an effective email that will elicit the desired response and not aggravate or offend anyone
- doing what the referees request while still managing to do what you think is best (i.e. getting a win-win outcome)

#### **Recommended reading and viewing**

Reading: *English for Writing Research Papers* (Springer, 2011), *English for Presentations at International Conferences* (Springer, 2010).

Viewing: Any presentations at ted.com.