

**Title of the course**

English for Writing and Presenting Research Work

**Lecturer**

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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- 2) Send me an unpublished Abstract of their work, again before the course begins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 and time**

The course will start on October 8, 2012 and will take place according to the following schedule at Istituto di Management, Palazzo Alliata, Piazza Martiri della Libertà 24, Pisa.

OCTOBER 17: 11-13  
OCTOBER 24: 11-13  
OCTOBER 31: 11-13

NOVEMBER 7: 11-13  
NOVEMBER 13: 11-13  
NOVEMBER 20: 11-13  
NOVEMBER 27: 11-13

DECEMBER 4: 11-13  
DECEMBER 12: 15-17  
**DECEMBER 18: 11-13**

JANUARY 15: 11-13  
JANUARY 22: 11-13  
JANUARY 29: 11-13

FEBRAURY 5: 11-13  
FEBRUARY 12: 11-13

## **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.