



上海交通大学

SHANGHAI JIAO TONG UNIVERSITY



1896

1920

1987

2006

研究生院英语教改试点

研究生学位课

航空航天学术英语

Academic English for Aerospace Graduates

Lecture V

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Lecture Contents

1. Curriculum Introduction

2. Title (nature summary)

- Academic Word List
- Key words collection

3. Abstract

- Importance, Method, and Wording
- Abstract Appreciation (Good/Bad)
- Notification of Applied/Practical Research, Applied Basic Research, & Basic Research

4. Conference Culture

- Preparation – Invitation, Registration, Visa
- Travel – Accommodation, Venue, Transportation

ZXQ
Wk 2~5



上海交通大学

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Last Week Homework

- 1 Prepare a **Travel Plan** for an oversea conference and Present it in 5 min on next class
 - Assign 4 students from different disciplines to present and 6 students to question
 - A video camera will record everyone's presentation and replay it on class with a Q & A process.



Lecture Contents

5. Academic Presentation

- **PowerPoint Skills**
- **Presenting and Q&A Skills**

6. Introduction of Research Paper

- **Purpose of Introduction**
- **Structure of Introduction**
- **Basic Sentence Patterns**

7. Literature Review

- **Introduction Appreciation**
- **Intensive Reading & Extensive Reading**

8. Citation & Plagiarism

- **Right Citation**
- **Avoiding Plagiarism**

YYS
Wk6~9



Lecture Contents

7. Essay Writing

- Organizational structures/patterns
- Chart, Pictures & Equation description
- English Writing

8. Submission

- Submission letter
- Argumentative writing

9. Annex/Attachment

- Resume/CV
- Recommendation letter/Personal statement

Simulating Intl' Academic Conference

Farewell Seminar

⇒ *HD*
Wk10~13

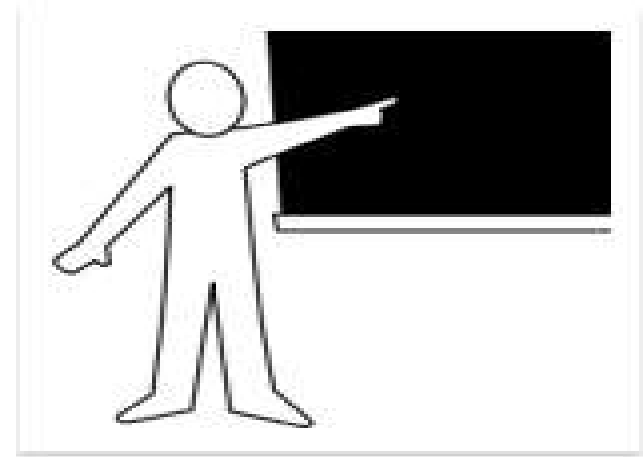
⇒ *All*
Wk14-16



Academic Presentation

- **PowerPoint Skills**

- **Materials Selection**
- **Structure Arrangement**
- **Visual Aids**



- **Presentation and Q&A Skills**

- **Presentation Language**
- **Body Language**
- **The Use of Your Voice**
- **Q & A Skills**



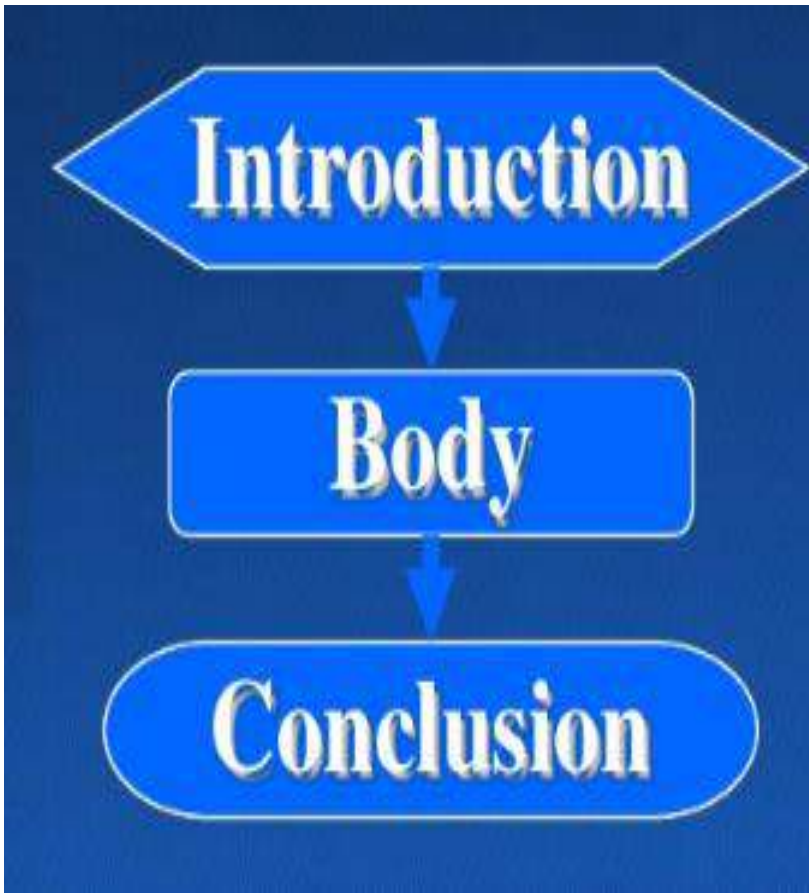
Materials Selection



- ④ Introduce the background
- ④ Identify the problem
- ④ State your aim and/or motivations
- ④ Select important facts & results, make sure the line of reasoning easy to be followed
- ④ Draw your conclusion



Structure Arrangement



- **Welcome the audience**
- **Introduce yourself**
- **Give an overview**

- **Facts & results**
- **Graph & table**
- **Summary & transition in subsection**

- **Draw a conclusion**
- **End your presentation**



Some Examples

- **Ladies and gentleman, it is a great honor for me to be able to attend the conference. (Welcome the audience)**
- **I am a master's student from SJTU. My research has mainly focused on Avionics. (Introduce yourself)**
- **My topic today is XXX, Firstly, I will introduce XXX, Then, I will discuss xxx; Finally, I will XXX. (Give an overview)**
- **In addition to XXX, another important aspect is XXX. (Summary & transition)**



Some Examples (Cont.)

- The opinions presented so far may be summarized as follows . **(Draw a conclusion)**
- Before ending my presentation. I would like to emphasize my key points. **(Draw a conclusion)**
- That is the end of my presentation, thank you for your attention/listening. **(End your presentation)**



Visual Aids

- ⦿ Do not use words smaller than point 20
- ⦿ No full sentence, use headline
- ⦿ Do not use too many slices in short time
(no more than 1 page per minute)
- ⦿ Avoid overcrowd with too much information

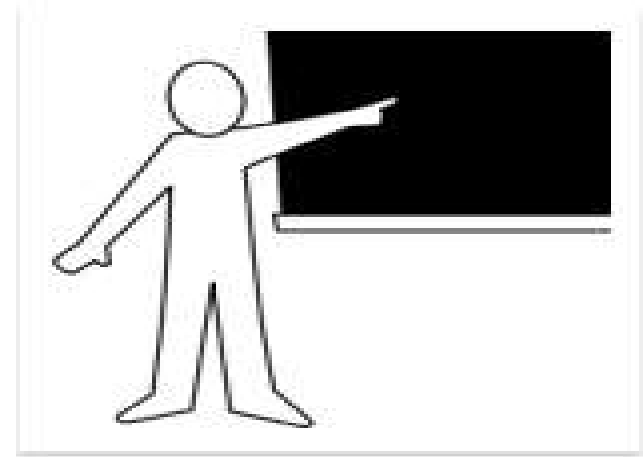
Make sure they are readable & clear!



Academic Presentation

- **PowerPoint Skills**

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- **Structure Arrangement**
- **Visual Aids**



- **Presentation and Q&A Skills**

- **Presentation Language**
- **Body Language**
- **The Use of Your Voice**
- **Q & A Skills**



Presentation Language

- ⊙ Avoid long & complex sentences
- ⊙ Avoid passive language
- ⊙ Avoid just reading your script

Do not worry that English is not your first language!



Body Language

- ① Keep eye contact
- ① Face your audience
- ① Use natural gesture

You could be nervous, but try to be natural!



The Use of Your Voice

- ⊙ Pause - give audience time to think
- ⊙ Stress - emphasize key points
- ⊙ Speed - clear is important

Your voice may help communication with your audience !



Discussion & Questions

- ④ Encourage participation
 - Does any one has comments or questions?
 - Is there any opinions about my presentation?
- ④ Dealing with difficult questions
 - I think the aim of this talk is to focus on ... rather than ...
 - What you mention is really important, but it is too complex to deal with here, let us have more discussion later.



Discussion & Questions (cont.)

⊗ Raise question

- I am XXX from XXX. You have talked a very interesting topic on XXX, may I ask a question about XXX?

⊗ Getting Clarification

- I am sorry. I did not catch what you have said?
- Could you explain in more detail or give an example?



Summary

- Clarify objective/purpose
- Plan the content & structure
- Design visual aid
- Summarize key points

*Before the
Presentation*

- Take care of audience
- Do not be rush
- Keep eye contact
- Be yourself (natural)

*During the
Presentation*



Homework

- ① Read 2 academic papers and/or presentation file , give your comments/suggestion and/or think about what you should prepare if you are invited to give a present in a conference.
- ② Prepare a PowerPoint file of your research topic and practice presentation before next class.
 - Assign 4 students from different disciplines to present and 6 students to question
 - A video camera will record everyone's presentation and replay it on class with a Q & A process.