

# Scuola di Dottorato in Ingegneria “Leonardo da Vinci”

Anno 2009

## English for writing and presenting scientific papers (Part I)

Lecturer: Adrian Wallwork  
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### Organization

Duration: 10 hours (5 lessons of two hours each)

Provisional timetable: June 15, 18, 22, 25, 29

Lesson times: 09.00 - 11.00

There will be a short final test on all aspects of the course

### Pre-course requirements and English level

To participate in the course

1) You need to have the following level of English (equivalent to TOEFL or Cambridge First Certificate): B2 of the Council of Europe’s Common European Framework of Reference for Languages (<http://www.cambridgeesol.org/exams/cef.htm>)

2) Please email Adrian Wallwork ([adrian.wallwork@gmail.com](mailto:adrian.wallwork@gmail.com)) by May 30 with:

- an abstract that has NOT already been published and that you yourself wrote. Send the abstract within the body of the email NOT as an attachment
- the first 4 slides and the last 2 slides of a presentation, preferably in PowerPoint. If you have never done a presentation before, now is the time to start!
- a few emails that you have written in English and that regard your work
- any referee’s reports you have had of your work plus your replies
- your CV and any letters you have written applying for summer schools, projects, jobs etc

In the subject line of your email put: **Leo PhD course**.

Also, please tell me your nationality.

Obviously you may not have all the above documents but you must in any case send me an abstract and some slides

3) Do the grammar exercises contained in Word file ‘Grammar 2009’. The key to the exercises is at the end of the file ([http://www2.ing.unipi.it/scuola\\_dottorato\\_ingegneria/Corsi2009/Grammar\\_2009.doc](http://www2.ing.unipi.it/scuola_dottorato_ingegneria/Corsi2009/Grammar_2009.doc)).

### Style of lessons

The lessons are fun, stimulating and interactive. You will learn lots of useful tips.

## **Syllabus**

Writing course syllabus:

- Structure of a paper
- Tenses used in various parts of a paper
- How to structure clear, logical paragraphs
- Word order
- How to be concise
- Avoiding ambiguity
- Style (conventions for use of numbers, abbreviations etc)
- Grammar

Presentation course syllabus:

- preparation
- writing the slides
- reducing amount of text
- useful phrases (introduction, agenda, transitions etc)
- voice, intonation
- body language
- "selling" yourself and your work

+ How to write a CV and cover letter

### **Adrian Wallwork - biographical details**

Lecturer in English for Scientific Purposes for PhD students of the University of Pisa, Sant'Anna, IMT (Lucca), Santa Chiara (Siena), University of Modena and Reggio Emilia, and researchers at the CNR.

Translator / corrector of scientific and technical articles for the universities and research institutes throughout Italy, the Italian National Research Council; and several software houses.

English as a Foreign Language author for Oxford University Press, Cambridge University Press, BBC, Scholastic, De Agostini, Vallardi.

English language consultant for ION Trading Ltd (London, Pisa), List spa (Pisa), and Net 7 (Pisa).