

Part1 Academic Voice

■知识点: Nominalization(名词化)

Allow	→	allowance
Negligent	→	negligence 疏忽、大意
Propose	→	proposal
Remove	→	Removal
Refuse	→	Refusal
Indicate	→	indication 象征、指示
Assume	→	assumption
Intend	→	intention
Extensive	→	extension 伸展、延期
Liabile	→	liability 责任、债务
Legal	→	legality 合法性
Proficient	→	proficiency 熟练、娴熟
Study	→	Study
Careless	→	carelessness
Discover	→	discovering
Impair	→	impairment 损害

■词语配对

Try to find out	Discover
Look at carefully	Examine
Make sure XXX is true	Verify
Show	Demonstrate
Get rid of	Eliminate
Get through it	Survive, penetrate
Mean	Intend
Look into	Investigate
A lot of	Numerous, myriad
End	Conclusion

■Passive Voice & Avoid first and second personal pronouns

Doctors **should be required to** complete communication skill courses.

Clear foreshadowing of events to transpire **should be noticed** in Hamlet.

This method **was chosen because** of its simplicity.

According to the literature reviewed, there are several reasons why plants are dispersed by ants.

There is the consensus that ant nests are nutrient enriched sites and therefore it may be advantageous for seeds to germinate from within ant nests.

The result of this study concurred with Berg's hypothesis that seeds are protected from fire through their burial in ants' nests.

■Academic Voice(P4)

Poignant 深刻的、尖锐的

Provocative 刺激的、挑衅的

Compelling 强制的

Striking 显著的、惊人的

Proposal 提议、建议

Objection 反对

Insight 洞察、

Discourse 论述、讨论

Investigate 调查、研究

Disapprove 不赞成

Part2 Introduction

知识点: 组织架构

1. Background(背景)

In the recent years, there has been a dramatic increase tendency in ...

2. Literature Review(文献综述)

There is a general consensus that ...

It is generally accepted that ...

It was explicitly stated that ... 明确指出...

Following similar lines ... 与此类似的

There has been a rising trend in ...

3. Gap(已有研究局限性)

There is a pressing need ...

However, few studies focus on ...

This brings to the purpose of this study.

4. Your Paper(论文简述)

The primary objective of the paper is to ...

Our model of the ... is general enough to ...

For this paper, our analysis is limited to ...

■ 知识点: “说”的同义词

Accepts	接受	Concludes	总结	Investigate	调查
Admits	承认	Confirms	确认	Maintains	坚持
Advocates	提倡、坚持	Considers	考虑	Notes	写到、记下
Agrees	同意	Denies	拒绝	Points out	指出
Analyze	分析	Doubts	怀疑	Proposes	提议
Argues	辩称	Emphasizes	强调	Remarks	评论
Asserts	断言	Establishes	确立	Shows	显示
Assumes	猜想	Explains	解释	States	声明
Believes	相信	Hypothesizes	假设、猜测	Suggests	建议、暗示
Claims	声明、断言	Illustrates	说明	Thinks	认为
Comments	评论	Indicates	表明		

知识点: 语法

1. Prominent(强调)

Information: The (Smith, 2000).

Author: Smith (2000) argued that ...

Weak Author: As Smith (2000) pointed that ...

2. Tense(时态)

陈述当前境况, 按具体内容使用时态(现在时、过去时、过去完成时...)

文献综述, 多使用一般过去时(因为文章已经发表)

本文概述, 多使用一般现在时(因为文章正被阅读)



Part3 Describing Methodology

知识点: 组织架构

1. Research objective (研究目的)

The experiment **was** initiated to ... The study aims to examine ...

2. Element (要素: 时间、地点、对象、人物等)

(Subject): The subjects/participants **were** [num] [noun] from ...

A group of ... **were recruited as participants for the investigation**

(Location): The investigation was performed in ...

(Materials): **Questionnaires were developed for the survey.**

The data used for the analysis consists of ... taken from ...

3. Procedure

Copies of the questionnaire **were** given to ...

Emails containing the survey materials were sent to ...

4. Data treatment

The result of ... were subjected to statistical test

The data **were** computer-analyzed using SPSS.

■ 知识点: 步骤叙述

1. Sequential Markers

To begin with // First of all

Firstly // Secondly // Finally // Lastly

Next // Then // After that // Afterward // Following this

Before this // Previously // At this time/point // Now // Hence // Thus

In addition // It is also // Later / Until

subsequently // consequently // simultaneously // concurrently

2. Verbs

Subjects:

Choose // include // recruit // volunteered // paid to participate

Materials:

Obtain // Supply Be piloted and modified // Be gathered

Be composed of // Be located // Be installed // Be equipped with

Research design:

Apply // employ // develop // resort to(采取、使用) // use // conduct

Procedure:

Be developed // Be sent to // Be given to // Carry out // follow // perform // propose

知识点:时态,注意使用过去时

■例子

A group of MBA students from a major metropolitan state university **were recruited as participants for the investigation**. The **questionnaire was administered** after the topic of BSC had been discussed in the course. 136 students enrolled in a managerial accounting course **completed the questionnaire**. Background information about these participants **is presented in** Table 2. **As is shown**, the majority of participants are male. The mean age of the participants was approximately 29 years old, the years of working experience was six **on the average**.

Part4 Results & Discussion

知识点: 组织架构

1. Generally Summarization(整体概述)

One key issue in this study was ...

2. Result Reporting(结果展示分析)

The preliminary analysis discovered that ... 初步分析发现

Descriptive statistics demonstrated that those who ... 描述性统计显示

Result of ANOVA further displayed that ...

XXX test was adopted

3. Result Discussion(结果讨论)

Consistent with previous studies, we observed ...

This result supports the notion that ... 该结果支持了 XXX 的观点

This study has several implications for teaching idioms.

4. Conclusion(结论)

Unexpectedly, we found

Comparison shows that XXX is comparable to other ...

知识点: 词汇、短语

■1. 结果展示

Bar chart	条形图	Pie chart	饼图	Line graph	折线图
Area chart	面积图	Scatter plot	散点图	Radar chart	雷达图
Percentage	百分比			Table X records	
Vertical axis	纵轴			As Table X shows // As shown in Graph X	
Horizontal axis	横轴			According to Table X	
Fluctuation	波动			As the graph above/below	
Convex	凸的			As/It can be seen ...	
Concave	凹的			It appears that ...	
Top/ Peak	最高点、尖峰			It can be concluded	
Slope	斜坡			We found that ...	
Plateau	停滞(n.)			To sum up // In conclusion	
Upward	向上的				
Downward	下降的				
Decrease/ decline/ reduction/ fall/ drop/ dip			下降		
Minimal/ slight/ slow/ gradual/ steady			平缓的、微弱的		
Marked/ large/ dramatic/ steep/ sharp/ abrupt			剧烈的、显著的		
It is apparent that ...					
Quite revealing in several ways					
There is a clear trend that ...					

■2. 因果分析

强调原因:

The death rate from cancer is increasing because/ owing to the fact that people are smoking more.

The fact that the death rate from cancer is increasing is due to/ may be due to people smoking more.

The reason for/ cause of the death rate from cancer increasing is that/ could be that ...

An increase in the death rate from cancer _____ people smoking more.

one effect of

one result of

one consequence of

is/ may be + caused by

due to

because of

results from

arise from

强调结果:

People are smoking more. _____ the death rate from cancer is increasing.

So,

As a result of which

Thus,

With the result that

Hence,

As a consequence,

Therefore,

As a consequence of which

Consequently,

For this reason,

As a result,

Because of this,

Owing to XXX, YYY

XXX _____ YYY

Results in/ Leads to

Produces/ Causes

Is the cause of

Gives rise to

Brings about

3. 语气强弱

强化: Crucial(关键性的、极其重要的) Principal(最重要的、主要的)

Essential Significant Fundamental

Quite Clearly Obviously Undoubtedly Certainly

Indeed Inevitably(不可避免地、必然地)

Invariably(总是、不变的) Literally(确实地、真正地)

弱化: Likely Maybe Perhaps Possible Possibly

Probable Probably Relatively

Appear Seem Suggest

4. 比较与对比

Comparison (Similarities):

Similar to Similarity Both Likewise

In the same way Have ... in common As well as

Contrast (Differences):

Whereas While However But Unlike


Instead Differ Although Conversely

Be different from Contrary to

On the contrary Even though On the other hand

知识点: 时态(我也说不清, 好自为之吧)

侧重研究过程使用一般过去时: The preliminary analysis **discovered** that ...

 指代图表内容使用一般现在时: The line graph below **shows** ...

其他事实依据内容确定时态: People **are** smoking more, as a result ...

Part5 Conclusion

■ 知识点: 组织架构

1. Summary of Argument(论点总结)

Our experiment **indicated** that ..., conforming to XXX's study result.

2. Answer to the Research Questions(回答研究问题)

XXX **played** an important role in ...

3. Implications(意义)

This study **has** several implications for ...

4. Limitation & Further Research(局限性与进一步的研究)

However, there was an obvious limitation in this study ...

We expect more studies to be carried out in ...

知识点: 方法

1. Summarizing(总结)

用尽可能简短的话明确声明论点, 去除不重要的部分

2. Paraphrasing(改写)

从以下方面着手:

Use synonyms

使用同义词

Change word forms

使用词语的不同形式

Make necessary structural adjustments 对结构进行必要的调整

Change between affirmative & negative 肯定、否定的转换

Include reference to the original source 引用前文来源处

示例

The Steiner minimal tree problem has been studied in the above discussion. A node-splitting algorithm that finds a good heuristic solution to the problem has been developed. In some cases, it is better, for instance, than Korhonen's algorithm. Comparison shows that the node-splitting method is comparable to other heuristic methods.

An advantage of this algorithm is that the computations of the bead's movement can be done in parallel, provided that there is a synchronization barrier to update their new positions. This can take advantage of some parallel computers, for example, mapping each bead to a (virtual) processor.

The Steiner tree has been shown to be an optimization problem. Neural network has been successfully applied to solve many optimization problems, for example, TSP. Some of these techniques have been discussed. This could be an interesting area for research in the future. It is possible that these techniques can also be applied to solve the SMT if a good mapping of the problem to an appropriate network architecture is found.

Part6 Abstract

■ 知识点： 组织架构

1. Motivation & Problem Statement (Gap)

The industry is already well known for its efforts to improve the eco-efficiency of its processes.

The focus of this research is in the area of ...

The study focused on 2 main areas.

2. Approach (Methodology)

We carried out a series of field tests ...

This paper develops a theoretical framework to ...

The framework for life cycle analysis has been developed.

The research approach adopted in this dissertation includes ...

3. Results

From these data, it can be concluded that ...

The findings from this research provide evidence that ...

Results indicated that the problem is even more serious ...

4. Conclusions

It appears that ...

There might be a need for ...

It has been found/proved that ...

This dissertation recommends that ...

This indicates that there are several factors

The main conclusions drawn from this study are ...

示例：

(总述) This dissertation examines the impacts of social movements through a multi-layered study of the Mississippi Civil Rights Movements from its peak in the early 1960s through the early 1980s.

(内容) By examining this historically important case, the writer clarifies the process by which movements transform social structures and the constraints when they try to do so.

(对象) The time period studied includes the expansion of voting rights and gains in black political power, the desegregation of public schools and the emergency of white-flight academies, and the rise and fall of federal anti-poverty programs.

(方法) Two major research strategies were used: (1) a quantitative analysis of county-level data and (2) three case studies. Data have been collected from archives, interviews, newspapers, and published reports.

(结论) This dissertation challenges the argument that movements are inconsequential. Some view federal agencies, courts, political parties, or economic elites as the agents driving institutional change, but typically these groups acted in response to the leverage brought to bear by the civil rights movement.

(意义) The Mississippi movement attempted to forge independent structures for sustaining challenges to local inequities and injustices. By propelling change in an array of local institutions, movement infrastructures had an enduring legacy in Mississippi.

Part7 References

■知识点: Science Reference Style

Journals:

1. Y. Shen, Y. P. Jiao, May I pass the exam. *Automation*. **14**, 819-834 (1980).

Books:

1. Y. P. Jiao, *May I pass the exam* (SEU Press, Nanjing, 1956).
2. Y. P. Jiao, *May I pass the exam* (SEU Press, Nanjing, ed. 3, 1956), pp. 7-11.

Theses:

1. Y. P. Jiao, *May I pass the exam*, SEU (1973).

示例:

1. S. Allen, PhD thesis, University College Dublin(2009).
2. M. Wang, & K. Koda, Commonalities and differences in word identification skills among English second language learners. *Language Learning*. 55(1), 73-100 (2005).
3. R. Zeelenberg, D. Pecher, Evidence for long-term language repetition priming in conceptual implicit memory tasks. *Journal of Memory and Language*. 49, 80-94 (2003).
4. R. E. von Studnitz, D. Green, Interlingual homograph interference in German-English bilinguals: Its modulation and locus of control. *Bilingualism: Language and Cognition*. 51, 1-23 (2002).

■知识点:Modern Language Association (MLA) Style

Journals:

1. Yu Shen, Yiping Jiao. "May I pass the exam." *Journal of Jiecao*. 59. 1(2000): 835-62

Books:

1. Yu Shen, Yiping Jiao. *May I pass the exam*. NanJing: SEU Press, 2014.

Theses:

1. Yu Shen, "May I pass the exam." PhD thesis, SEU, 2009. Print.

示例:

1. Booth, David. Ed. *Rethinking Social Development: Theory, Research and Practice*. Essex: Longman, 1994.
2. Mann, Susan. "Myths of Asian Womanhood." *Journal of Asian Studies*. 59.1 (2000): 835-62.
3. McDonagh, Sean. *Why are we Deaf to the Cry of the Earth*. Dublin:Veritas, 2001.
4. O'Connor, John. "Towards a Greener Ireland." *Discovering Our Natural Sustainable Resources: Future Proofing, University College Dublin, 15-16 March 2009*. Dublin: Irish Environmental Institute, 2009. 65 – 69. Print

Part8 Submitting Paper

■ 知识点: A submission cover letter(投稿)

Dear Dr. Jiao,

This is a manuscript entitled “MAY I PASS THE EXAM” **by** Yue Lisha and Wei Jinjin **from** Laboratory of NOJIECAO, School of Communication and Control Engineering, Jiangnan University, Wuxi, China. **It is submitted to be considered for publication as an “Original Article” in your journal.**

No conflict of interest exists in the submission of this manuscript, and manuscript is approved by all authors for publication. I would like to declare on behalf of my co-authors that the work described was original research that has not been published previously, and not under consideration for publication elsewhere, in whole or in part.

In this work, we developed XXXXXX. I hope this paper is suitable for “XXX JOURNAL”.

The Following is a list of possible reviewers for your consideration:

- 1) Professor Gu E-mail: Guyajie@seu.edu.cn
- 2) Professor Qian E-mail: Qianmengxiong@jiangnan.edu.cn

We deeply appreciate your consideration of our manuscript, and we look forward to receiving comments from the reviewers. If you have any queries, please don't hesitate to contact me at the address below.

Enclosed please find the paper.

Thank you and best regards.

Yours sincerely,

Yue Lisha

Corresponding author:

Prof. Dr. Wei Jinjin

XX Lab

XX School

XX University

Nanjing 210096

P.R. China

Tel: (+8625) 87654321

E-mail: Weijinjin@jiangnan.edu.cn

知识点: **Response to revision letter**(回复要求修正的信)

Dear Dr. Jiao,

On behalf of my co-authors, we thank you very much for giving us an opportunity to revise our manuscript, we appreciate editor and reviewers very much for their positive and constructive comments and suggestions on our manuscript entitled “May I Pass the Exam”. (ID: IEJ-12-00123).

We have studied reviewer’s comments carefully and have made revision which marked in red in the paper. We have tried our best to revise our manuscript according to the comments.

Attached please find the revised version, which we would like to submit for your kind consideration.

We would like to express our great appreciation to you and reviewers for comments on our paper. Looking forward to hearing from you.

Thank you and best regards.

<其余同前>

知识点: **Response to the reviewer’s comments**(回复修正意见)

Polite Expressions

We are very sorry for our negligence of ...

We are very sorry for our incorrect writing ...

It is really true as Reviewer suggested that ...

As Reviewer suggested that ...

We have made correction according to the Reviewer’s comments.

We have re-written this part according to the Reviewer’s suggestion.

Considering the Reviewer’s suggestion, we have ...

Special thanks to you for your good comments.

知识点: 查询信(你丫敢催...找死呢...)

Polite Expressions

Sorry for disturbing you. I am not sure if it is the right time to contact you to inquire about the status of my submitted manuscript titled “XXX”. (ID: XX), although the status of “With Editor” has been lasting for more than two months, since submitted to journal three months ago. I am just wondering that my manuscript has been sent to reviewers or not?

I would be greatly appreciated if you could spend some of your time check the status for us. I am very pleased to hear from you on the reviewer’s comments.

Thank you very much for your consideration.

<其余同前>