

GGC5039 / ESS419

## Communication in Geosciences

### Section 2: International Communications

Instructor: Dikun Yang

Term: Fall 2020-2021



# Outline

- Section 1: **Introduction** (2 hr)
- Section 2: **International communications** (2 hr)
- Section 3: **Writing and publishing** (8 hr) – Assignment 15%
- Section 4: **Presentations at conferences** (6 hr) – Assignment 15%
- Section 5: **Writing proposals and applications** (6 hr) – Assignment 15%
- Section 6: **Interviews** (4 hr) – Assignment 15%
- Section 7: **New media** (2 hr) – Assignment 15%
- Section 8: **Integrated practice** (2 hr) – Final defense/participation 25%

# Review: A letter to Prof. XXX

- Type: medium, purpose
- Audience: background, expectation
- Context: formality, emotion, time/space restriction
- Clarity: templated, simplicity, straightforwardness, logical structure, focus



## Exercise

Write an email to Prof. XXX in YYY University.  
Ask about opportunities of graduate/postdoc studies.  
Feel free to add necessary details.  
Use the principles above to help you.  
Can be either Chinese or English.

尊敬的教授:

您好! 首先为冒昧地打扰您表示歉意. 我写此信的目的是想咨询您是否有博士名额以及我哪里能否有机会跟随您. 我的大致情况如下:

我叫 [ ] 本科毕业于 xx 大学机械的计制造及其自动化专业. 本科期间参与的项目主要围绕航天铝合金以及复合材料成型. 毕业设计是《xx 型旋挖钻机控制系统设计》. 研究生就读于南京科技大学. 研究方向围绕增材制造及其产品的表面加工, 主要方法涉及物理化学以及电化学、等离子体加工. (研一期间, 还和导师有什么成果. 也- 部分介绍研究生阶段成果).

期待能加入您的课题组从事 xx 方向的研究. 我在研二开始就这一领域开始保持高<sup>相</sup>的兴趣. 并且有扎实的<sup>相</sup>基础和相关领域研究经验.

再次为冒昧地打扰表示歉意!

祝 xx 身体健康. 工作顺利!

[ ]  
2020 年 9 月 10 日

Dear prof. X.

I am now a postgraduate student in XX University. My major is Biomedical Engineering. I plan to apply a further degree on this field, and I am very interested by your university.

My plan is as follows:

- - -  
- - -

Would you mind giving me some electronic data about your university.

I look forward your reply early.

Best regards.

XXX.



Prof XXX:

I am XXX, a senior student from sustech and major in computer science. I had been doing research in the area of computational intelligence for two year. While I looking for the stat-of-art technique of this area, I allway find you and your team's great work, which inspire me a lot. And inspire me to publish a paper on ~~a~~ xxx conference. So, I wonder if you can give me an opportunities of graduate studies on your team. And you can get more information about me on my CV.

Thank you.

尊敬的XXX教授:

您好!

我是来自南方科技大学的[REDACTED]，目前的研究课题是川滇地区三维地震波衰减分析。

在学习过程中，我有幸拜读了您的多篇文献，您发表的文章逻辑缜密、思路清晰，我对其中的aaa结论非常感兴趣，希望我们能有机会进行更深一步的讨论。

此外，我今年博士毕业，很有意向去YYY大学做博士后，因此我想询问一下我是否有机会加入您的课题组，以便在接下来的时间里与您共同探讨aaa相关方面的研究。

望XXX教授不吝赐教!

祝工作顺利，身体健康!

[REDACTED]  
2020.9.10

(主题: 申请博后)



尊敬的杨老师：

您好！我是南方科技大学2020届生物学博士毕业生 [redacted]，我博士期间的研究方向是骨质疏松相关的小分子药物研究。我一直对杨老师您的研究领域十分关注，同时非常仰慕您的学术成就，且对您团队所开展的科学研究非常感兴趣。故想申请加入您的科研团队，开展博士后工作，相信在您的指导下，我定能很好地完成博士后科研工作。

盼复，您的任何指导，我都万分感激。

祝好！

此致

敬礼

[redacted]  
2020.9.10.

尊敬的XXX：

您好！我叫 [redacted]，现就读于南方科技大学的海洋科学与工程系，专业为海洋地质，研究方向为石笋磁学，现今我已完成博士答辩。

通过导师的推荐与自身的了解，我知道您的课题组与我所研究兴趣较为相近，可进行学科的研究，促进对科学问题的解决。因此，特此申请加入您的课题组进行博士后的学习。

祝好！

[redacted]  
南方科技大学  
海洋科学与工程系

PS: 详细的个人资料已上传至附件，敬请查阅！



Hi, professor Li:

I learned you want to get a PhD student in mechanical, and, I just get a master degree. So, I want to apply for this position.

Here is some presentation of condition of me. My Gpa is 3.3. And I have do some research about acoustic with 2 paper published. I know your team is working on this research orientation.

If you have any question about me, please contact me!

Good luck to you!

# Template of Letters

自荐书

尊敬的公司领导：

您好！

我是一名来自农村的务工男青年，今年33岁。今天我鼓足勇气，向贵公司递上我的一份自荐书，希望你们能录用我。我为人朴实，团结他人，劳动态度端正，吃苦耐劳，是个干活的“好把式”。我会开三马子，会开卷扬机，泥瓦活也干得不错。如果你们录用我，我将充分发挥农村人的吃苦精神，认真真干好公司安排给我的工作，保证完成任务。

我等候你们能录用我的好消息。

致

礼

自荐人：徐大武  
2008年10月8日

顶格表示尊敬

书信正文

空两格

顶格

写信人署名，注意表达清楚与收信人的关系。

写信日期

书信正文，注意空两格。书信正文为所想表达内容，像正规文章的格式。

另起一行时要注意空格。

书信为指定的读者，说话要有针对性，礼貌性，要诚恳。对长辈要谦虚有礼，尽量使用书面语。

敬祝：

学习进步，身体健康！

你的 \*\*：\*\*\*

年 月 日

# Template of Letters

- Date
- Salutation
- Indentation
- Closing
- Signature

➤ [Internship Applicant's](#) **Cover Letter** [\(back to top\)](#)

Date

Mr. Charles Norris  
ABC Consulting  
1 East Salad Street  
Springfield, MA 08777

Dear Mr. Norris:

Kathy Smith, a software consultant for ABC Consulting, recently told me about an opening for a support technician intern. As a Computer Information Technology senior I am interested in this position. My training in computer information technology and my experience with troubleshooting (hardware, software and networks) make me an excellent candidate for this position.

I am enclosing a copy of my resume outlining my academic achievement and experience providing technical support while working at Champlain's Computer Help Desk. I am available to relocate in April to join your team for a summer internship.

I welcome the opportunity to talk about this exciting opportunity. I will call your office next week to further discuss an internship. Please contact me if you require additional information.

I look forward to speaking with you soon.

Sincerely,

Nicole Polizzi

Enclosure



# Other Details

- Email address: bad examples – all numbers or random characters or inappropriate words; good example – your name or initials

- Sender name:

☆ @ 地空系2019年秋季学期科技创新项目 (ESS480) 线下选课... • 严晨 (YAN Chen) 9/5/2019, 11:25 AM

- Signature block:

Have a great day,



Stan Skrabut  
Instructional Technology Educational Specialist  
University of Wyoming Extension  
307-766-3722 | <http://www.uwyo.edu/cessupport/>



Michael Mitchell  
University of British Columbia - PhD Candidate  
Geophysical Inversion Facility (GIF)  
Department of Earth and Ocean Sciences  
[mmitchel@eos.ubc.ca](mailto:mmitchel@eos.ubc.ca)  
[micmitch44@gmail.com](mailto:micmitch44@gmail.com)  
+1-604-417-7651

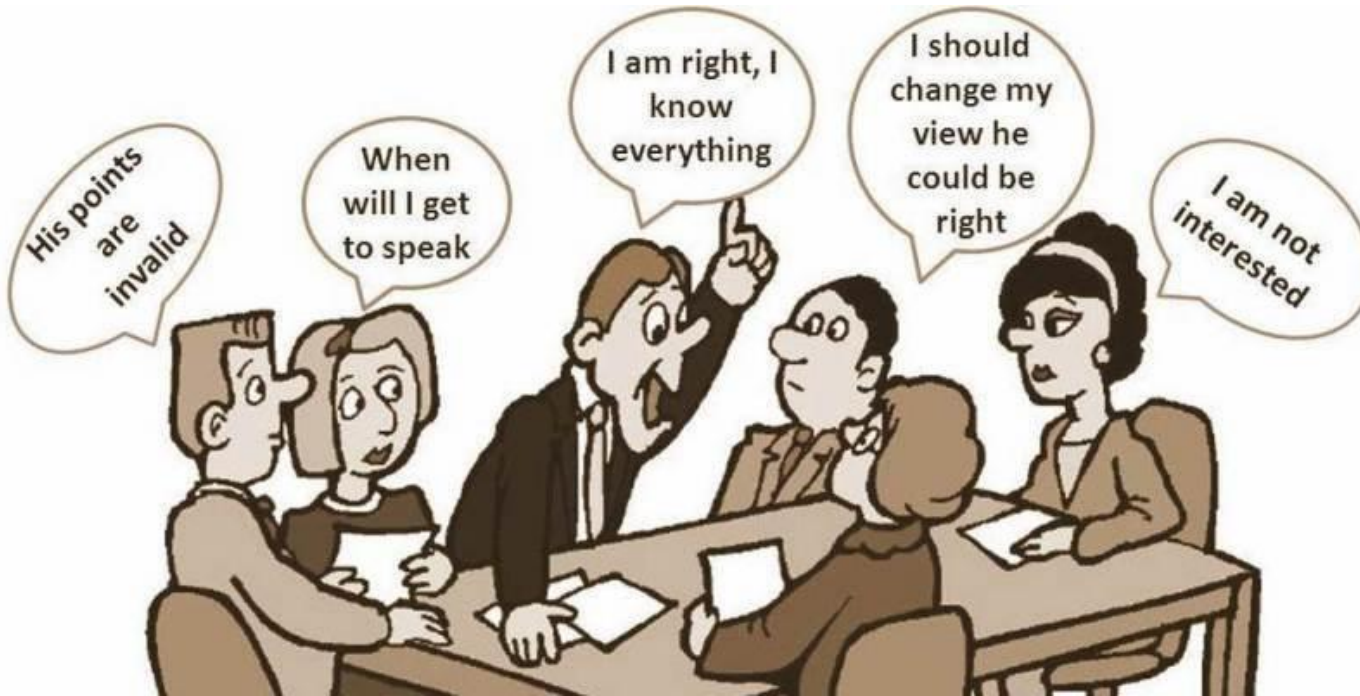
- To-do: Check your email setting and make sure your *work* email is as professional as possible (your assignments are sent through email)

# Discussion: Your Experience in International Academic Communications

- Talk to your neighbor about your own experience in international academic communications.
- What differences have you observed?

## Types of communication:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.



# Writing Internationally

- Avoid complication or over-simplification
  - “an example of this is the fact that” versus “for example”
  - “I don’t believe Professor Yang knows much about grammar” versus “I don’t believe *that* Professor Yang knows much about grammar”
- Avoid contents that only people from a particular culture can understand
- Calm down if you feel offended (could be misunderstanding?)
- Cultural differences:
  - Direct or indirect?
  - Time frame
  - Referencing or plagiarism?
- ESL
  - Tenses, preposition, article, plural, mass noun, capitalization, space, etc.
  - Learn from reading (what others use), from editing services (what have been changed)



# Other Aspects You Need to Pay Attention

- Academic organizational structure – Who is the boss? (China, North America, Europe, Japan, ...)
- Academic “clans”
- Salutation: “Dear Prof./Dr. Yang” -> “Hi Dikun”
- Response to critical comments

# Next Lecture

- Find a topic for your writing assignment – a conference abstract.

