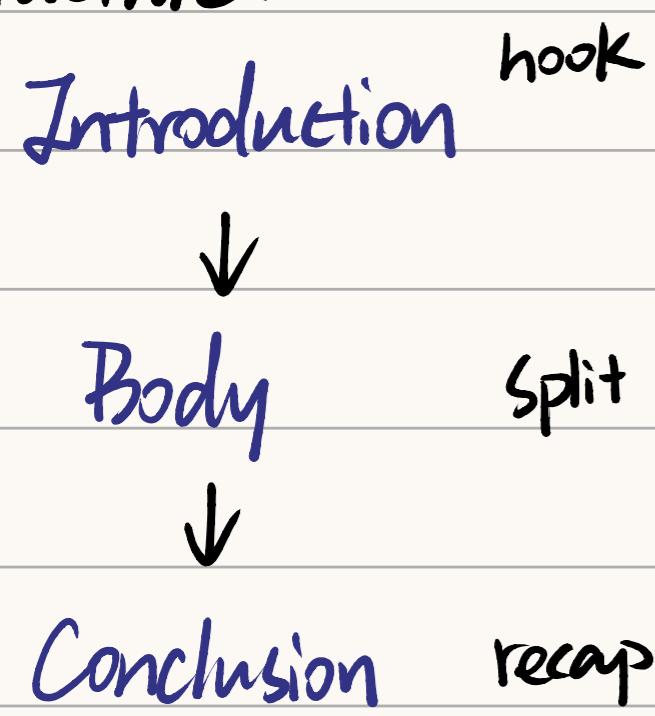


Academic Skills - Presenting Effectively

Presentation

structure:



A
Presenter
Need to
Know

- 1> Divide information into sequenced chunks
 - 2> Be aware of multiple sensory channels
 - 2 visual & 1 audio
 - 3> Non-verbal behaviour
 - 4> Advocate
- I> People imitate your emotions (positive)

Functional language

- Sections
- transitions
- to rephrase or clarify
- to emphasise
- to summarise

Engaging the audience ① body language

② voice • tone

• pace & pronunciation

③ visuals (Keep It Simple

not Too Much Information)

How to write an **Abstract** for a Research Paper

Importance

- Seduce the reader } writing accurately, concisely
including only most important content
- Summarize all parts of the paper

Types

1> Descriptive Abstract

100~200 words

information } purpose
 objective
 methods
 results / conclusions

2> Informative Abstract

(conferences & journals)

Surrogate - summarize all

Guidelines

- ① MAX/MIN word count
- ② Structured / unstructured
- ③ formatting requirements

Structure

flows into each other

- 1> Purpose & Motivation clear
- 2> Problem direct
- 3> Methods relate
- 4> Results significant
- 5> Conclusions significant
 unanswered questions

Tips

- ① Write at last
- ② In order
- ③ Write from scratch
- ④ Use highly relevant terms

||
pertinent search results

Hedging in Academic Writing

Original Contribution
Leave room for others
balance
effective use of hedging

Definition Tentativeness & Possibility

A linguistic strategy Confident Uncertainty

- Importance
- 1 > Submit new arguments/ claims while acknowledging that there might be other, equally valid points of view
 - 2 > Make a new contribution to their field in a productive and cooperative way
 - 3 > Have the flexibility to avoid making absolute/categorical statements
 - 4 > Participate in ongoing conversations

Tips lexical verbs

indicate	propose	assume	estimate
suggest	appear	tend to	argue

adverbial constructions

often	almost	occasionally	sometimes
quite	usually	probably	certainly

Strength of Claim	Modal Verbs
Stronger	Must Will/Would Should May
Weaker	Can/Could Might

- Reasons
- 1 > To tone down the statements
 - 2 > To avoid overestimating the results

DO NOT OVERUSE

How to write an Introduction for a Research Paper

Purpose	introduction → discussion / conclusion	
Answer	"Why was this study needed to fill in the gap in scientific knowledge?" "Why does this gap need filling?"	Identity ↓ Explain ↓ Summarize
Content	10% - Brief background information about research topic - Rationale for undertaking the study - Key references - Clarification of terms, definitions, abbreviations - Review of pertinent literature (relevant, up-to-date)	
Structure	Known (bg info) Strong statement → research subject area topic & problems key words from title Unknown why & how show awareness of the direction of the field & confidence Rationale, Purpose/ Hypothesis 1~2 sentences "if...then..."	

When to write	Introduction	4	Tips: active voice
	Materials & Methods	1	Concise sentences
	Results	2	Stronger verbs
	Discussion	3	DON'T overuse first-person pronouns
	Conclusion	5	broad → specific

How to Paraphrase in Research Papers

Paraphrasing

Combination {

- save space
- truncate information
- complex information → easier to understand

key terms & new language (CITATIONS, p.4)

Quoting

Ctrl + c / Ctrl + v (CITATIONS, p.4) "QUOTATION MARKS"

WHEN

paraphrase

- ① Show understanding
- ② Help explain
- ③ Highlight original ideas
- ④ Change the emphasis
- ⑤ Provide a clear voice

quote

- ① Original wording: Strong & Engaging
- ② Well-known / Difficult to paraphrase
- ③ From an authority & lend support
- ④ Detailed methods, findings, exact position

Steps

1) Read → fully understand

2) Notes : key terms

3) Write (without looking the source material)

4) Check

5) Provide in-text citation

Use verbs to show

Position to Content

	Verbs Showing Neutrality	Verbs Showing Agreement	Verbs Showing Disagreement
believe	argue	show	prove
conclude	observe	demonstrate	neglect
propose	write	(provide) evidence	pay little attention to point out overlook fail to note confirm disregard

Tips

1) Change the voice

2) Use a thesaurus

Focus on YOUR study

Writing the Results Section for Research Papers

Results Section

In a logical sequence without bias
or interpretation from the author

Where

Methods & Materials Results Section Discussion

Include

- ① Only the findings
- ② Data (tables, charts, graphs...)
- ③ A contextual analysis of the data
- ④ Explanation of data derived from previous studies

Structure

"logically"

- ① Results → specific research question
- ② Content Analysis { survey
 the same research question}

- ③ Move onto another research question

Tables & Figures

Place Results & Add Captions - Check the standards of the journal

- Figures & Explanation : in the same order
- Caption : research question → phrase
- Information : clear and concise

Steps

- ① Consult the guidelines/instructions from the journal/publisher

- ② Consider the results in relation to the journal's requirements

Catalogue the results

- ③ Design figures and tables

- ④ Draft Restate the research questions

Write in the past tense and the active voice

Ensure the special terms / abbreviations have been explained

in the Introduction

order of
research questions
& hypotheses

order of
methods section

chronological

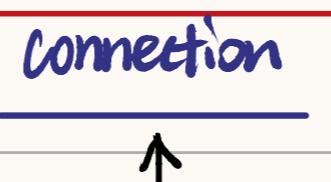
hierarchy of importance

Structures

- ⑤ Review, Edit, Revise

Cohesion in Academic Writing

Def.

IDEAS  TEXT

vocabulary & grammatical structures

Devices

1) Pronouns

- Make lists

First, second, third... or To begin, Then, Finally...

- Give examples

For example, For instance, Namely, In other words

- Generalize

In general, Generally, On the Whole, Usually, For the most part

- Show a result / consequence

So, Therefore, As a result/consequence, Accordingly, Consequently, Thus, Hence

- Summarize

In conclusion, To conclude, In brief, To summarize, Overall

- Express an alternative

Alternatively, On the other hand, Rather, Another possibility would be

3) Repeating Key Words

4) Anaphoric Nouns

This / these + noun

(claim(s), example(s), observation(s), explanation(s), views)

5) Review

Writing the Discussion for STEM Papers

Function

- ① Interpret results in light of what was already known & Explain new understanding after your research
 - main → details
 - use "bridge sentences" to relate results to interpretation (imply/suggest/entail/reveal ; connection/relationship/disparity)

STRUCTURE

2. Implication & Limitation

Reference & Compare

- explain the importance
- Implications : possible impacts
(may be, potential target, could be useful to ...)
- Limitations

(some limitations should be noted /... might not taken into account/bias the results)

3. Suggest further research to expand or clarify this work

4. Include a concluding paragraph

- Do the results answer the hypothesis?
- How do you interpret your findings?
- Are there any flaws in the study design?
- Do these findings agree with previous studies?
- What is our new understanding of the problem?
- What would be the "next step" in your study?

General Style

↳ Most similar to Introduction section

Active voice

Past-tense : results & methods

Present-tense : implications of the results

Tips

① Cite external sources

② DON'T introduce new findings

③ Use subheadings to organize (if allowed)

Expected results

"These results are in line with the study's hypothesis that..."

"It was hypothesized that X...and these results reflect this hypothesis..."

Unexpected results

"This finding was unexpected and suggests..."

"One unanticipated finding was that X..."

Explaining the results

"There are several possible explanations (for such as result)..."

"One possible explanation is that...Another possibility is that..."

Reference & Compare

"This result has not been previously described in similar studies..."
"As Study X concluded..."

"These findings are consistent with the previous research [citations]"

wider implications

"A larger issue that emerges from these findings is..."
"One implication for these findings is..."

Potential limitations

"This study has some potential limitations. First..."
"This scope of these findings might be limited in application to..."

Suggest further research

"At present, several questions remain unanswered.[A...B...C...]"

to expand / clarify

"A further study with more focus on X should be done to investigate.."

Concluding

"Further studies that account for these variables need to be undertaken."
"This paper argued that X was important in determining Y."

Verb Tenses in a Research Paper

Present

- General facts
- Current meanings & implications
- Future applications

Simple Past

- Events that have been completed at a certain place or time

Present Perfect

- Events occurring at some unidentified time in the past
- Events still occurring or only recently completed

Present Perfect Introductory phrase

ABSTRACT

{ Past > Statements of fact
Present

Present A Fact

INTRODUCTION

{ Past Earlier research efforts / Concluding statements
Present Perfect if sth. was true but is no longer true

LITERATURE REVIEW

Present Giving opinion / Bring up results, discussion, conclusion
related terms: claims, stresses, advocates, remarks, argues

METHODS

{ Past What you did
Present Explain diagrams / figures / tables

RESULTS

{ Past Actual Results

{ Present Explain diagrams / figures / tables

DISCUSSION

{ Present Significance of your own findings

{ Past Summarize own findings

{ Present Perfect Cited information

{ Present Perfect Clarify that your statements still hold true

CONCLUSION

{ Present Apply findings, state implications, suggest further research

Future

{ Subjunctive Further research needed or intended

