

Module : Writing skills and Office

Chapter 2 : How to Write Different Types of Documents

Academic and Professional Writing
Formats

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Introduction

- This presentation provides a comprehensive overview of various document types that are commonly used in academic and professional contexts.
- Importance: Understanding the structure and purpose of each document type ensures effective communication, clarity, and professionalism.
- Aim: To offer clear guidelines on how to write different types of documents, from academic journals to résumés, posters, and more.

Different Types of Documents



Academic Journal



Bibliography



Book



Calendar



Résumé / CV



Formal Letter



Homework Assignment



Newsletter



Poster



Presentation



Project / Lab Report



Thesis

Academic Journal

- Purpose: Report original research or present theoretical discussions.
- Structure:
 1. Title and Abstract
 2. Introduction
 3. Literature Review
 4. Methodology
 5. Results
 6. Discussion
 7. Conclusion
 8. References
- Follow submission guidelines.
- Be concise in the abstract and conclusion.
- Ensure accurate citations.

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LLM-Based Edge Intelligence: A Comprehensive Survey on Architectures, Applications, Security and Trustworthiness

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Writing skills and Office
- 2024/2025 - Dr. M. A.

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ABSTRACT The integration of Large Language Models (LLMs) and Edge Intelligence (EI) introduces a groundbreaking paradigm for intelligent edge devices. With their capacity for human-like language processing and generation, LLMs empower edge computing with a powerful set of tools, paving the way for a new era of decentralized intelligence. Yet, a notable research gap exists in obtaining a thorough comprehension of LLM-based EI architectures, which should incorporate crucial elements such as security, optimization, and responsible development. This survey aims to bridge this gap by providing a comprehensive resource for both researchers and practitioners. We explore LLM-based EI architectures in-depth, carefully analyzing state-of-the-art paradigms and design decisions. To facilitate efficient and scalable edge deployments, we perform a comparative analysis of recent optimization and autonomy techniques specifically designed for resource-constrained edge environments. Additionally, we shed light on the extensive potential of LLM-based EI by demonstrating its varied practical applications across a wide range of domains. Acknowledging the utmost importance of security, our survey thoroughly investigates potential vulnerabilities inherent in LLM-based EI deployments. We explore corresponding defense mechanisms to protect the integrity and confidentiality of data processed at the edge. In conclusion, highlighting the essential aspect of trustworthiness, we outline best practices and guiding principles for

Bibliography

- Purpose: To list all sources used in your research.
- Structure:
 - Alphabetical order by author's last name.
 - Follow the citation style (APA, MLA, Chicago).
 - Include author, title, publication date, and source.
- - Use tools like EndNote.
 - Double-check the citation style formatting.

Different Styles of Bibliography

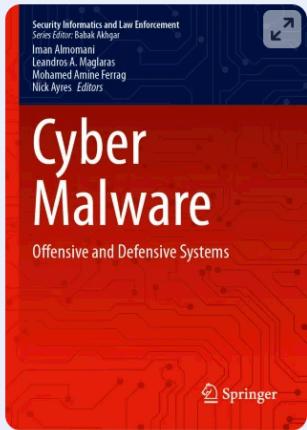
- **APA Style (American Psychological Association):**
 - **Format:** Author(s). (Year). Title. Publisher.
 - **Example:** Smith, J. (2020). *The Art of Research*. Oxford University Press.
- **MLA Style (Modern Language Association):**
 - **Format:** Author(s). *Title*. Publisher, Year.
 - **Example:** Smith, John. *The Art of Research*. Oxford University Press, 2020.
- **Chicago Style:**
 - **Format:** Author(s). *Title*. Place of Publication: Publisher, Year.
 - **Example:** Smith, John. *The Art of Research*. Chicago: Oxford University Press, 2020.
- **IEEE Style:**
 - **Format:** Author(s), "Title," Journal, vol. #, no. #, pp. xx-xx, Year.
 - **Example:** J. Smith, "The art of research," *Journal of Research*, vol. 10, no. 5, pp. 50-60, 2020.

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- [3] W. X. Zhao et al., "A survey of large language models," 2023, *arXiv:2303.18223*.
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- [18] Y. Chen, Y. Yan, Q. Yang, Y. Shu, S. He, and J. Chen, "Confidant: Customizing transformer-based LLMs via collaborative edge training," 2023, *arXiv:2311.13381*.

Book

- Purpose: To deliver comprehensive content on a subject.
- Structure:
 1. Title and Introduction
 2. Chapters (Organized logically)
 3. Conclusion
 4. Appendices and Index (if needed)



Cyber Malware

Offensive and Defensive Systems

Book | © 2024

Overview

Editors: Iman Almomani, Leandros A. Maglaras, Mohamed Amine Ferrag, Nick Ayres

- Presents theoretical, technical, and practical knowledge on defending against malware attacks
- Covers malware applications using machine learning algorithms, Blockchain and AI, forensics tools, and much more
- Includes perspectives from experts in cybersecurity at different institutions, including academia



Part of the book series: Security Informatics and Law Enforcement (SILE)

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3289 Accesses

2 Citations

1 Altmetric

Calendar

- Purpose: Track important events or deadlines.
- Structure:
 - Include dates and events.
 - Use monthly or weekly format.
 - Use tools like Google Calendar or Excel.

The image shows a Google Calendar interface for the week of February 21, 2022. The calendar grid displays events from Sunday, February 21, to Saturday, February 27. The sidebar on the left shows the user's name, Olenna Mason, with a checked checkbox, and other calendar options like Birthdays, Reminders, and Tasks. Other calendars visible include Holidays in United States.

SUN	MON	TUE	WED	THU	FRI	SAT
21	22	23	24	25	26	27
8 AM						
9 AM						
10 AM						
11 AM						
12 PM						
1 PM						
2 PM						
3 PM						
4 PM						
5 PM						
6 PM						

Events for the week:

- Sunday, 10 AM: Video conference 9:30 – 11:30am (Red box)
- Monday, 12 PM: Order lunch for [redacted] 12 – 1pm (Dark blue box)
- Monday, 2 PM: Deliver Grace's [redacted] 2 – 3pm (Blue box)
- Wednesday, 12 PM: Lisa's Birthday (Blue box)
- Wednesday, 8 AM: Take dog to the [redacted] 8 – 9am (Blue box)
- Friday, 1:15 PM: Doctor's appointment 1:15 – 2:15pm (Green box)
- Saturday, 9 AM: Virtual yoga class 9 – 10am (Purple box)
- Saturday, 3 PM: Virtual team meeting 3 – 4pm (Blue box)

Résumé / CV

- Purpose: Summarize professional experience, skills, and education.
- Structure:
 1. Personal Information
 2. Professional Summary
 3. Work Experience
 4. Education
 5. Skills
 6. References

Your Name Here, Ph.D.

[✉ example@gmail.com](mailto:example@gmail.com)

[@overleaf_example](https://twitter.com/overleaf_example)

[in example](#)

[🌐 http://example.example.org/](http://example.example.org/)



Employment History

- 2014 – … **Community Witch**, Village of Frying Pans.
- 2013 – 2015 **Lecturer**. Information Technology Department, School of Engineering, Science and Technology, XYZ College.

Education

- 2009 – 2013 **Ph.D., Unseen University** High Energy Magic.
Thesis title: *Low-Cost Mana Generation in Under-Resourced Environments*.
- 2003 – 2006 **M.Sc. Computer Science, Unseen** in High Energy Magic.
Thesis title: *Applying ant algorithms in automatic design of novel magic charms*.
-
- M.Sc. Computer Science, Unseen**
- in High Energy Magic.
-
- Thesis title:
- Applying ant algorithms in automatic design of novel magic charms*
- .

Research Publications

Journal Articles

- 1 L. T. Lim, R. T. Chiew, E. K. Tang, A. G. Rusli, and Y. Naimah, “Digitising a machine-tractable version of Kamus Dewan with TEI-P5,” *PeerJ Preprints*, vol. 4, e2205v1, 2016, ISSN: 2167-9843. DOI: 10.7287/peerj.preprints.2205v1.
- 2 F. Bond, L. T. Lim, E. K. Tang, and H. Riza, “The combined Wordnet Bahasa,” *NUSA: Linguistic studies of languages in and around Indonesia*, vol. 57, pp. 83–100, 2014. URL: <http://hdl.handle.net/10108/79286>.
- 3 L. T. Lim, L.-K. Soon, T. Y. Lim, E. K. Tang, and B. Ranaivo-Malançon, “Lexicon+TX: Rapid construction of a multilingual lexicon with under-resourced languages,” *Language Resources and Evaluation*, vol. 48, no. 3, pp. 479–492, 2014, ISSN: 1574-020X. DOI: 10.1007/s10579-013-9253-0.
- 4 L. T. Lim, B. Ranaivo-Malançon, and E. K. Tang, “Low cost construction of a multilingual lexicon from bilingual lists,” *Polibits*, vol. 43, pp. 45–51, 2011.

Formal Letter

- Purpose: Communicate professionally in formal situations.
- Structure:
 1. Sender's Address
 2. Date
 3. Recipient's Address
 4. Salutation
 5. Body
 6. Closing
 7. Signature

Homework Assignment

- Purpose: Complete academic tasks.
- Structure:
 1. Title Page (if required)
 2. Introduction
 3. Content/Answers
 4. Conclusion
 5. References (if needed)

Newsletter

- Purpose: Inform a specific audience about updates or events.
- Structure:
 1. Header with Title
 2. Introductory Message
 3. News Sections
 4. Closing/Call to Action
 5. Contact Information

Poster

- Purpose: Visually present research or information.
- Structure:
 1. Title
 2. Introduction
 3. Methods/Approach
 4. Results
 5. Conclusion
- Keep text minimal and visuals impactful.
- Focus on readability.

Presentation

- Purpose: Deliver information orally and visually.
- Structure:
 1. Title Slide
 2. Introduction
 3. Main Points (Slides)
 4. Conclusion
- - Keep slides simple.
 - Focus on key points.

Project / Lab Report

- Purpose: Document experiments or projects.
- Structure:
 1. Title
 2. Abstract
 3. Introduction
 4. Methodology
 5. Results
 6. Discussion
 7. Conclusion
 8. References

Thesis

- Purpose: Demonstrate mastery through research.
- Structure:
 1. Title Page
 2. Abstract
 3. Introduction
 4. Literature Review
 5. Methodology
 6. Results
 7. Discussion
 8. Conclusion
 9. References