

# Academic Communication Skills

# Contents

- Communication In Class/ After Class
- Communication in Academic Activity
- Communication When Submitting School Application

[Please click here to see the Lecture Video](#)

# Communication In Class/ After Class

# In Class-Self Introduction

## Self-introduction

I am xxx, a undergraduate student/graduate student/PHD student from XX University, and will get my master/PHD degree in March 2029. I was the exchange student to XX University from... to....

My supervisor suggests me to join this program because it can improve...

Very nice to meet you guys.

## Education Background

Who you are

What is your degree history? From what institution(s)

## Why program/ activity?

How do you know the program/activity?

Why you prefer to join?

## Greeting

Nice to meet you.

# In Class- Ask Questions

## **How to ask questions?**

You made an amazing presentation.

And I have learnt a lot from it.

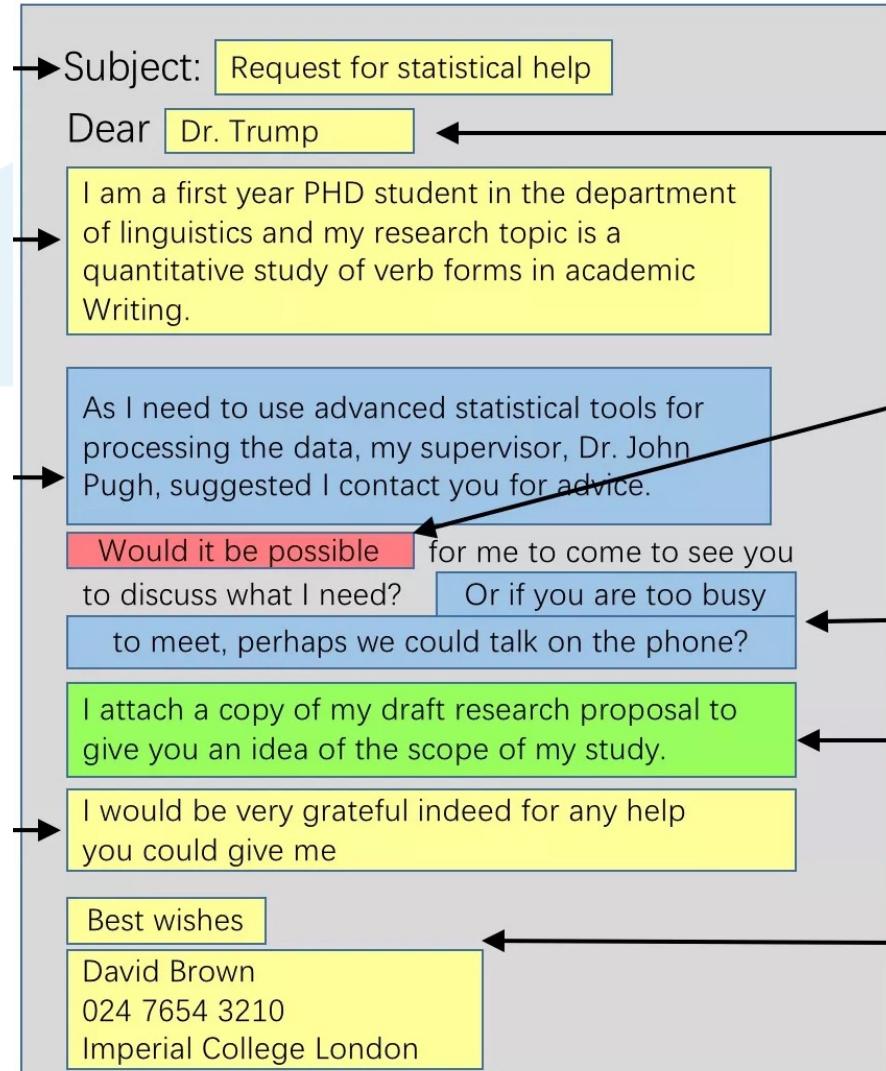
But I just wonder ....

## **How to answer questions?**

Thank you for your question.

For this question, I try to...

# After Class-Request/Question/Help (1)



- **Subject**

Absence on Wednesday

About refund

Question about the final exam

PSYC 100 SECTION XX: the theory about data collection

- **Call**

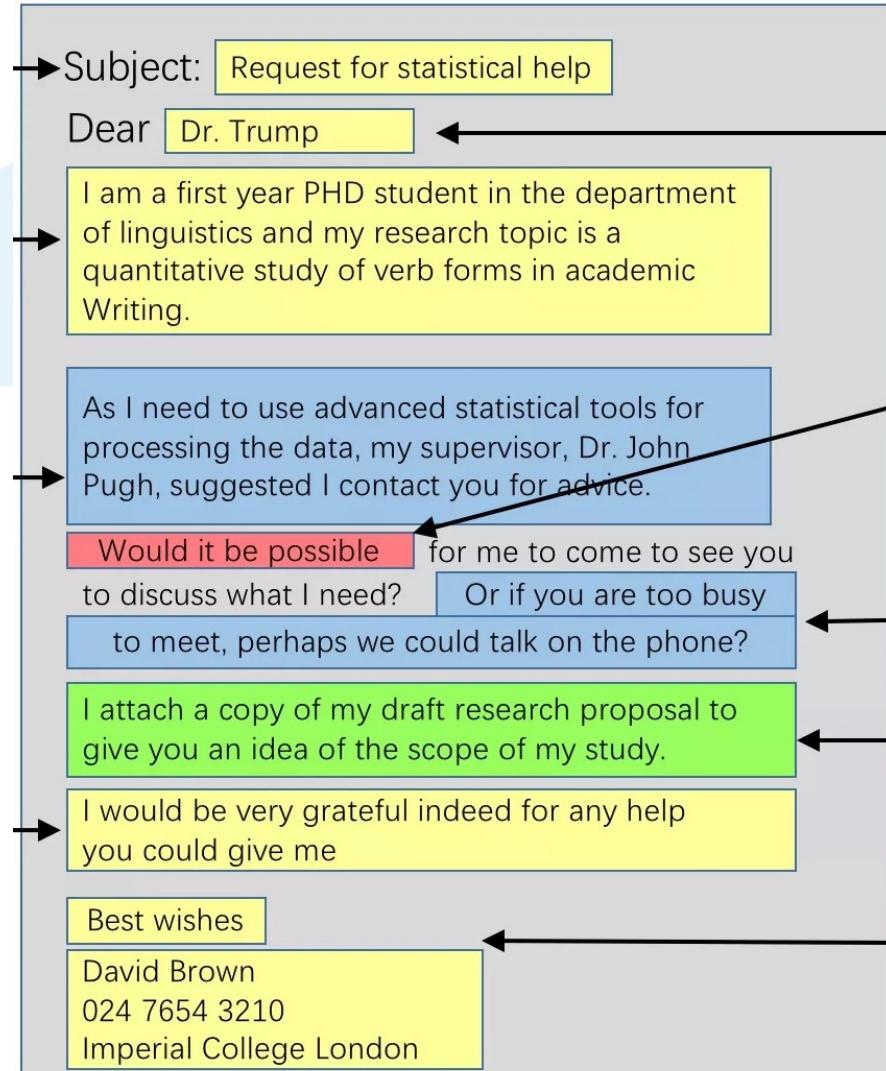
Mr. Mrs. Miss. Ms.

Dear Prof./Dr. +Last name

- **Self-introduction**

I am a first/second year  
undergraduate/graduate/PhD student from  
department of .../...college, XX university.

# After Class-Request/Question/Help (2)



- **Questions or Requests**

I was wondering if

Would it be possible

- **End**

Thank you for your time.

Thank you, and I look forwards to hearing from you.

Expecting to hear from you soon.

- **Greeting**

Best wishes/ Best regards

Kind regard/ Bless you dear/All the best

- **Inscribe**

Full name

Contact information

# After Class-Absence/Being Late/Extension

Dear Prof. Green

I would like to know if I could ask for a causal leave of absence for your lecture on August , 8 Friday since I am not feeling well.

Considering my study load, I will use study materials and video to study by myself.

Thank you for understanding and I am waiting for your approval.

Best regards

XXX

- **Objective**

I would like to know if I could ask for a causal leave for Class on date / an extension for assignment due on date.

- **Reasons**

I have some personal business that I need to take care of.

I am not feeling well (bad cold/ fever /stomachache/ splitting/ headache/ sore throat)

- **Methods**

Considering my study load, I will study by myself (download the video). Thank you for understanding and I am waiting for your approval.

# After Class-Question/Help

## Detailed questions

- **Background**
- **Purpose**
- **Solutions you have already used**
- **Problem**

## • Reason

As I need to use advanced tools for processing the data, my supervisor Dr...., suggested I contact with you for advice.

As I need to do ... for my assignment/final exam/ presentation, I contact with you for advice.

## • Details

I attach a copy of my draft research proposal/ detailed questions to give you an idea of the scope of my study.

## • Appointment

Would it be possible for me to come to see you to discuss what I need ? Or if you are too busy to meet, perhaps we could talk on phone?

# After Class-Reply

## **Thank you letter (After interview)**

**Brief:** Thank you for your help.

**Detail:** I would like to thank you for the opportunity you have given me for an interview for the (program). I have learned a lot of new things about ...and the program.

If you have any more information on my research/me, please do not hesitate to contact me. Thank you for your time.

## **Further question**

Just forward the previous emails. Do not send a new email.

## **No reply**

Wait for one week.

Forward the previous email as a reminder.

# During Our Online Program —Use Piazza as Communication Platform

Ask a question or leave a message

Lecture Notes and Notice

The screenshot shows the Piazza interface. On the left, the dashboard displays a list of pinned posts and other activity. A red box highlights the "New Post" button and the search bar. Another red box highlights the main content area where a new post is being composed.

**New Post Dialog:**

- Post Type:** Question (radio button selected)
- Post to:** Individual Student(s) / Instructor(s)
- Select Folder(s):** hw1, hw2, hw3, hw4, hw5, hw6, hw7, hw8, hw9, hw10, project, exam, logistics, other
- Summary:** (100 characters or less)  
Enter a one line summary...
- Details:** use plain text editor  
[Rich text editor toolbar]  
Dear Professor XXX.  
Hope this email finds you well! My name is Mike from the Program XXXX.  
XXXXXX  
Appreciate very much if you can kindly reply me at your earliest convenience!  
Best,  
XXXX
- Posting Options:**  Send email notifications immediately (bypassing students' email preferences, if necessary)

**Buttons at the bottom:** Post My Question to PA 1V1 ST 2501!, Save Draft, Cancel

Edit Section

# During Our Online Program —Use Piazza as Communication Platform

Name the Document/Attachment

ATT 1-Name-Keywords-DateforDue

*Example:*

ATT 1-Mike-Homework 1-191211

ATT 2-Susan-Final Paper-191224

# Communication in Academic Activity

# Communicate with Academic Editor-Cover Letter (1)

- **What is cover letter?**

Generally, when you submit your manuscript to a journal, you should also submit a *cover letter*, which is very helpful to editors understanding your work and find the right reviewer.

## How to write a right cover letter?

- **Cover letter basics: What do we look for??**

- 1). ***The content.***

You should succinctly explain what was previously known and then state your motivation for wishing to publish.

Such as:

- What sets apart this scientific contribution?
- What is the significance of the work, and where does the article lead us?
- Will this research be of interest to a broad readership?

- 2). ***Get to the point.***

Succinctly explain the topic of discussion, and quickly convey the key conclusions. Generally, one page suffices and is preferred.

# Communicate with Academic Editor-Cover Letter (2)

## **3). Do not rehash the abstract of the paper.**

Copying and pasting the abstract into your cover letter verbatim is a **big no-no**.

Instead, you need to venture beyond the summary: write a sentence that takes you further than the obvious conclusions.

Such as:

- How does the content move the field forward?
- Are the implications far-reaching?

## **4). Get excited!**

Your excitement about the scientific contributions can undoubtedly inspire the editor who's reading the cover letter. Overall, the sentiment of "**you're gonna love reading this paper!**" should seep through—make that happen!

## **5). Keep it simple and humble.**

Let the "science" speak for itself.

## **6). Proofread your letter by checking the spelling, grammar, and syntax.**

## **7). Check every detail.**

Avoid mistakes such as directing the cover letter to the editor(s) of a different journal, or to a different journal altogether

# Communicate with Academic Editor-Cover Letter (3)

**Bad sample**

Dear Editor-in-Chief,

I am sending you our manuscript entitled “.....” by Researcher et al. We would like to have the manuscript considered for publication in Pathobiology.

Please let me know of your decision at your earliest convenience.

With my best regards,

Sincerely yours,

A Researcher, PhD

# Communicate with Academic Editor-Cover Letter (4)

[Your Name]

[Your Affiliation]

[Your Address]

[Date]

Dear [Editor name],

I/We wish to submit an original research article entitled “[title of article]” for consideration by [journal name].

I/We confirm that this work is original and has not been published elsewhere, nor is it currently under consideration for publication elsewhere.

In this paper, I/we report on / show that \_\_\_\_\_. This is significant because \_\_\_\_\_.

We believe that this manuscript is appropriate for publication by [journal name] because it... [specific reference to the journal's Aims & Scope].

[Please explain in your own words the significance and novelty of the work, the problem that is being addressed, and why the manuscript belongs in this journal. Do not simply insert your abstract into your cover letter! Briefly describe the research you are reporting in your paper, why it is important, and why you think the readership of the journal would be interested in it.]

We have no conflicts of interest to disclose.

Please address all correspondence concerning this manuscript to me at [email address].

Thank you for your consideration of this manuscript.

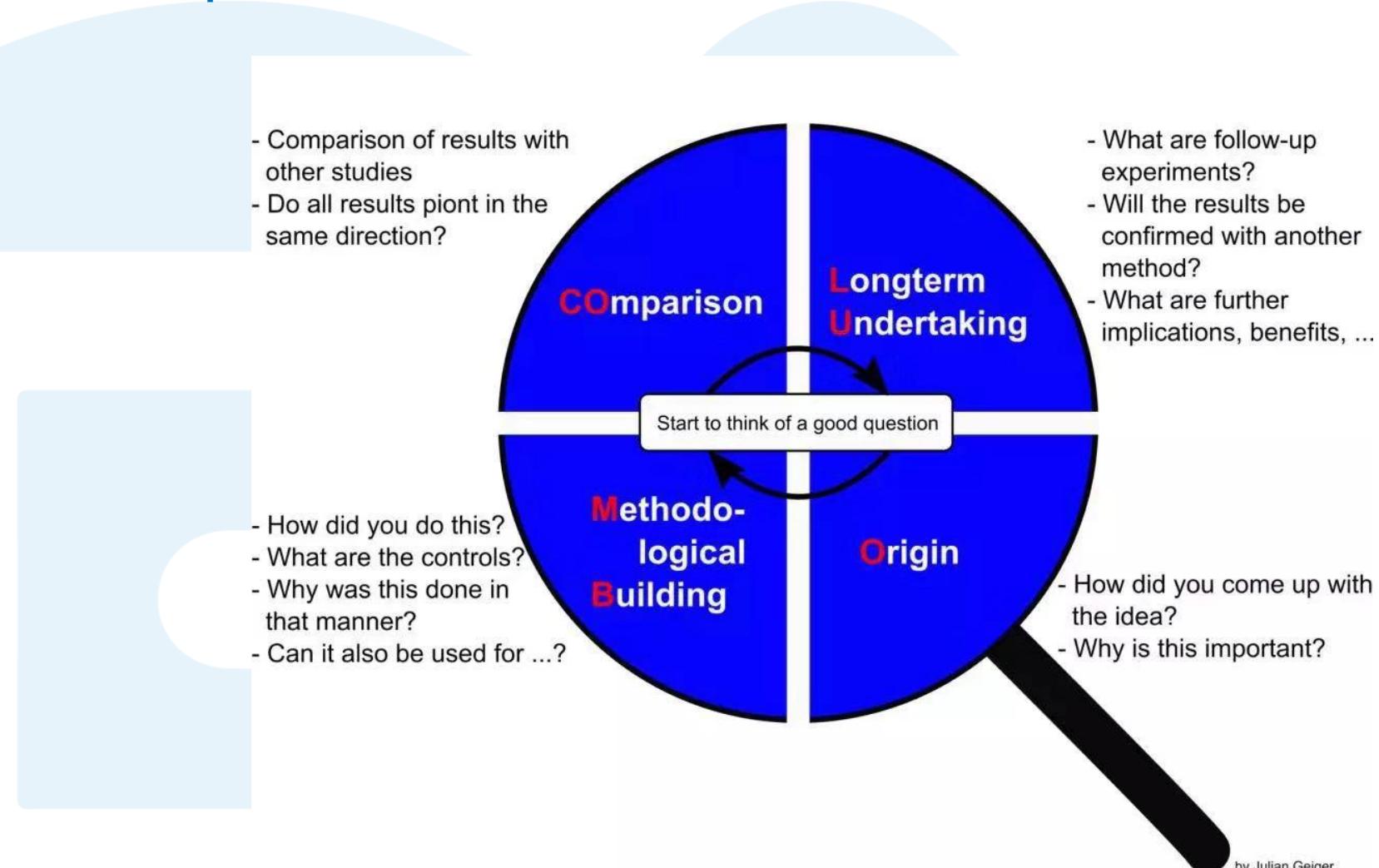
Sincerely,

[Your name]

**Good sample**

# Communicate with Experts- Q&A Skills in the Conference

## COLUMBO Principle



# Communication When Submitting School Application

# Application (1)

Dear Prof. Green,

I am XXX, a second year graduate student from xxx university, majoring in .... I am looking for XXX position/program.

I was delighted to learn that you are involved with ....(this specific area of interest) at ..lab or ..university. I have developed a great interest ...owing to our course..... I also have studied your paper....

I have recently taken up the project work on .....

My academic standing has been good so far and my current GPA is ..., I am currently ranked .. in my department. Please find my resume at the following link: (if you have)

Would it be possible for me to come to see you to discuss ? Or if you are too busy to meet. Perhaps we could talk on phone/Skype/Zoom?

- Subject

“Prospective Graduate Application” or “CEMB Applicant”

- Self-introduction

Who you are? What is your degree history? From what institution?  
Considering or have already applied to the program?

- Links

The links between your research interests and the faculty members' research

First Class Discipline- Biology

↳ Second Class Discipline- Genetics

Research Direction: Evolutionary genetics

↳ Research Topics: Human evolutionary genetics

Personalize the email to the faculty members' research

# Application (2)

Dear Prof. Green,

I am XXX, a second year graduate student from xxx university, majoring in .... I am looking for XXX position/program.

I was delighted to learn that you are involved with ....(this specific area of interest) at ..lab or ..university. I have developed a great interest ...owing to our course..... I also have studied your paper....

I have recently taken up the project work on .....

My academic standing has been good so far and my current GPA is ..., I am currently ranked “..” in my department. Please find my resume at the following link: (if you have)

Would it be possible for me to come to see you to discuss ? Or if you are too busy to meet. Perhaps we could talk on phone/Skype/Zoom?

- Show your ability

Program

Paper or Working paper

Teaching /Research experience

- Interview

Especially for research program

- Indicate your financial needs

Providing scholarship or not

# Things to Note

**01** Send emails to one professor one time

**02** Use yesware or streak to check whether your email is read

**03** Choose a proper time to send emails

**04** Spell out words fully and use proper grammar  
Do not use any emojis.

**05** Send emails from official email address

[luckyPeggy@thepound.com](mailto:luckyPeggy@thepound.com) (x)

you @the xx university. edu

**06** DON'T WRITE IN ALL UPPERCASE LETTERS.



**THANKS!**