**Academic English for Writing and Presenting Papers at International Conferences**

**Fall Semester, 2022**

**Instructor & Office Hours:**

Instructor: Vicki Xu

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Office Hour: Wednesdays 12:00-2:00pm

Office: Ming Li building, Room 210b

**Required Materials:**

Laptop or cellphone with headphones

Writing materials (pen & paper)

**Course Description:**

As a comprehensive course, this class will focus on helping students develop the ability to understand lectures, make presentations on their own papers, and communicate with others more efficiently in international conferences. In order to realize these goals, we will spend time listening to and watching some lectures, retelling and summarizing main ideas, and trying to make lectures of your own. Therefore, this course starts with listening, and ends with making presentations yourselves.

**Course Objectives:**

In this course you will learn to :

1. Improve intonation and pronunciation if necessary
2. Recognize main ideas and supporting details of various media
3. Take effective notes from scripted and unscripted materials and utilize them
4. Develop presentation skills. Give a formal oral presentation on given subjects both individually and in a group
5. Express personal opinions on academic and global issues
6. Produce clear, fluent, accurate, and intelligible speeches and articles

**Grading:**

Attendance and Participation: 10%

Group work: 40%

Final Presentation: 50%

Remember: it is what you learn and it is what you earn

1. You are required to make many presentations
   1. Please present original ideas
   2. No reading
2. Group work is based on the course content for each week
   1. A different group will present each week but all groups are expected to contribute and participate in the discussion
   2. Presentations should leave room for questions. Group participation during question and discussion time will be noted in your marks. Be sure to comment and remark on your classmates’ work
   3. Groups are expected to meet regularly each week discussing the assigned tasks. All sources used during your presentation must be posted online before the class.

**Course Progression** (Subject to change due to holidays, other circumstances):

Introduction: IMRD overview, Plagiarism

Unit 1: Summaries and Responses

Unit 2: Literature Reviews & Citations

Unit 3: Introduction

Unit 4: Methods & Results

Unit 5: Discussion

Unit 6: Abstracts

Unit 7: Proposals and Networking (if time allows)

**Group work:**

After the second class, there will be a set of group presentations every class. Groups will present based on numerical order (e.g. Groups 1 and 2 will be presenting first). Please choose groups of 3-4 people.

Each class includes presentations from at least two different groups. Each group will have 2 chances to present during the term.

Articles used must be posted 2 days before class

**Courtesy to this class**

1. Be punctual. Try your best to be in class on time.
2. Please don’t use cellphones outside of classwork
3. Report any absences before class
4. Respect your classmates and your teacher. Pay attention to presentations and engage actively in discussion
5. Express your opinions freely but in a friendly manner
6. Help each other in class and after.

This is our class; this is our home. I wish everyone will make progress in this tough but friendly atmosphere.