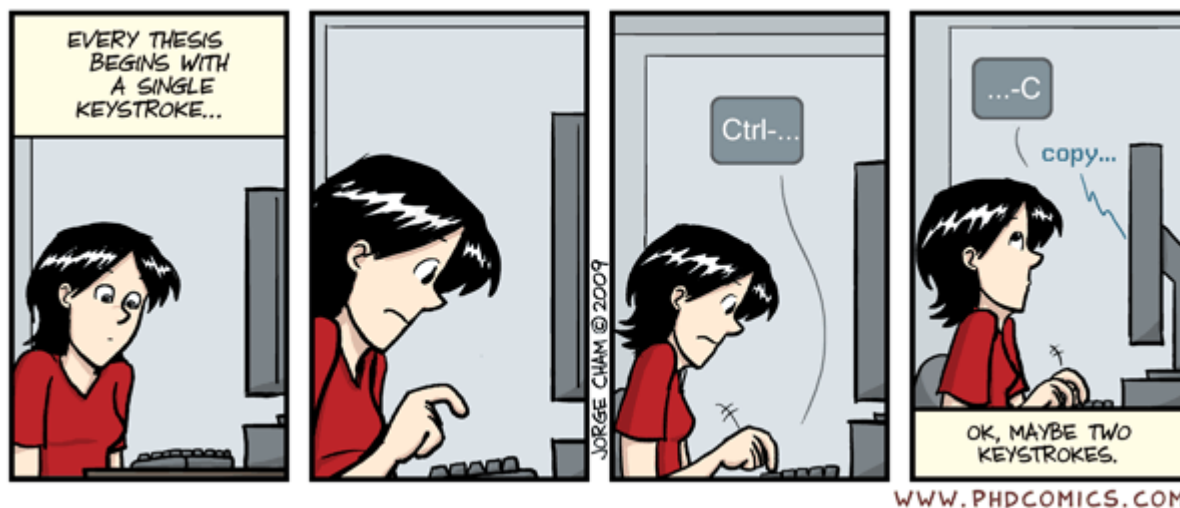


O pisanju seminarskih, diplomskih in magistrskih nalog - še po angleško



Struktura predavanja

1. Cilji, ki jih zasledujemo/kaj zelimo doseči
 1. Učinkovitost pisanja
 2. Lastnosti pisanja
2. Gradniki besedila
3. Kako pisati

Struktura predavanja

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Značilnosti, ki jih mora imeti učinkovito pisanje (1)

- Poštenost - honesty (avtor/-ji je/so odgovoren/-ni za svoje pisanje, citiranje, kaj je res in kaj ni, kaj ni napisano, ...)
- Jasnost – accuracy (nejasnost v pisanju lahko povzroči nepotrebne zaplete, tudi etično vprašljivo)
- Vseobsežnost – comprehensivness (članek mora vsebovati vso potrebno informacijo, da ga kolegi lahko ocenijo in delo tudi ponovijo)

Značilnosti, ki jih mora imeti učinkovito pisanje (2)

- Dosegljivost – accessibility (članek mora vsebovati naslove in podnaslove, povzetek, »vsebino«, konsistentno oblikovane strani, slediti mora navodilom za avtorje – tudi, če vam oblika ni všeč)
- Konciznost – conciseness (krajši članek ima več možnosti, da bo prebran, kot dolg)
- Pravilnost – correctness (množica tipkarskih napak v vašem pisanju, napak pri sklicevanju na reference vzbudi dvom o kredibilnosti vsebine vašega pisanja)
- Olika – diplomacy

Gradniki vašega pisanja



Gradniki vašega pisanja

- Besede
- Stavki
- Odstavki
- Naslovi in podnaslovi
- Posamezni deli besedila
- Podpoglavja in poglavja

Gradniki vašega pisanja

- Besede (uporabljajte enostavne, jasne besede in fraze)
- Stavki (kratki, razumljivi, 15-20 besed)
- Odstavki (ena misel en odstavek, 150 besed, 10 stavkov)
- Naslovi in podnaslovi (odvisno od revije, konsistentnost vrstnega reda)
- Posamezni deli besedila (slike, tabele,...)

Izbira besed in izrazov

- uporabljajte enostavne, jasne besede in fraze
- izbirajte “pravilne” besede
- izogibajte se
 - nepotrebnemu žargonu (UPS, platforma, PICS, MEMS, 7.OP, SME, ROI, TK,...)
 - eufemizmom/olepševalnicam
 - frazeologemom
 - seksističnega jezika

Besede (1)

Fancy words

- Advise
- Ascertain
- Attempt (v)
- Commence
- Demonstrate
- Employ (v)
- Endeavor (v)
- Eventuate (v)
- Evidence (v)

Plain words

- Tell
- Learn, find out
- Try
- Start, begin
- Show
- Use
- Try
- Happen
- Show

Besede (2)

- Finalize
- Furnish
- Impact (v)
- Initiate
- Manifest (v)
- Parameter
- Perform
- Prioritize
- Procure
- Quantify
- Terminate
- Utilize
- End, finish, settle, agree
- Provide, give
- Affect
- Begin
- Show
- Variables, conditions
- Do
- Rank
- Get, buy
- Measure
- End, stop
- Use

“Pravilne” besede

- absorb/adsorb
- affect/effect
- complement/compliment
- imminent/eminent
- it is composed of/it comprises
- lead/led
- loose/lose
- passed/past
- principal/principle

Singular

- alga
- analysis
- antenna
- appendix
- axis
- criterion
- datum
- hypothesis
- medium
- phenomenon
- radius
- stimulus

Irr. Plural

- algae
- analyses
- antennas
- appendices
- axes
- criteria
- data
- hypotheses
- media
- phenomena
- radii
- stimuli

Izbira besed

- Besede naj bodo čimbolj enostavne.
- Izogibajmo se imenitnim besedam in izrazom.
- Strokovne besede uporabljajmo glede na strokovnost občinstva.
 - Ordinata/abscisa
 - Lihe/sode

Fancy vs. Plain Expression (1)

- a majority of
- a number of
- at an early date
- at the conclusion of
- at this point in time
- based on the fact that
- despite the fact that
- due to the fact
- during the course of
- during the time that
- most
- some, many
- soon
- after, following
- now
- because
- although
- because
- during
- during, while

Fancy vs. Plain Expression (2)

- have the capability to
- in connection with
- in light of the fact that
- in order to
- in regard to
- in the event that
- in view of the fact that
- it is often the case that
- it is our opinion that
- it is our understanding
- can
- about, concerning
- because
- to
- regarding, about
- if
- because
- often
- we think that
- we understand that

Fancy vs. Plain Expression (3)

- it is our recommendation
- make reference to
- of the opinion that
- on a daily basis
- on the grounds that
- prior to
- relative to
- so as to
- subsequent to
- take into consideration
- until such time as
- we recommend
- refer to
- think that
- daily
- because
- before
- regarding, about
- to
- after
- consider
- until

Eufemizem/olepševalnice

Polite way of saying something that makes people uncomfortable:

- work force imbalance correction
- personnel surplus reduction
- destaffing
- dehiring
- decruiting
- career-change-opportunity creation

Frazeologemi/stalne besedne zveze

Up to its eyeballs in cliches: Afraid that we were between a rock and a hard place, we decided to throw caution to the wind with a grandstand play that would catch our competition with its pants down.

Clear: Afraid that we were in a difficult situation, we decided on a risky and aggressive move that would surprise our competition.

Seksizem (1)

- Chairman, workman
- Each worker is responsible for his work

Sexist:

Each worker should make sure he logs in.

Nonsexist:

Each worker should make sure to log in.

Workers should make sure they log in.

Seksizem (2)

Primer:

The handling of electric pulse generator can be performed either by a trained nurse assisting the treating doctor or the doctor **himself**.

Bolje:

The handling of electric pulse generator can be performed either by the treating doctor or the trained assisting nurse.

Primer:

Electrochemotherapy is performed by the treating doctor and a nurse assisting **him** in the procedure.

Bolje:

Electrochemotherapy is performed by the treating doctor and an assisting nurse.

Kako pisati bolje stavke (1)

1. “I” vs. “We”
2. Active vs. Passive Voice
3. Sentence Patterns
 - simple (one independent clause)
 - compound (two independent clauses linked by , ; and or for nor so but yet)
 - complex (one independent and at least one dependent clause)
 - compound-complex (at least two independent clauses and at least one dependent clause)

Kako pisati boljše stavke (2)

Active vs. Passive Voice:

in general, the active voice is preferable but passive voice is superior in four cases:

1. when the performer of the action is clearly understood; *Attendees are required to register for the conference by July 15.*
2. when the performer of the action is unknown; *The comet was first described in an ancient Egyptian manuscript.*
3. when the performer of the action is unimportant; *The material for the next set of experiments was ordered in March.*
4. when a reference to the performer of the action would be embarrassing, dangerous, or otherwise inappropriate; *Incorrect data were released to the press about the company's toxic emissions.*

Kako pisati boljše stavke (3)

1. Sentence Patterns

- simple: *The manager tried to anticipate the problem.*
- compound: *The manager tried to anticipate the problem, but he was unsuccessful.*
- complex: *Although the manager tried to anticipate the problem, he was unsuccessful.*
- compound-complex: *Although the manager tried to anticipate the problem, he was unsuccessful, and he decided to halt the...*

Kako pisati boljše stavke (4)

Focus on the real subject

_____1

Weak: The purchase of the new robot would improve quality control.

Strong: The new robot would improve quality control.

Weak: The presence of the unidentified gene was detected last week.

Strong: The unidentified gene was detected last week.

_____2

Weak: There are many factors that led to the motor damage.

Strong: Many factors led to the motor damage.

Kako pisati boljše stavke (5)

Focus on the real verb

Weak: An analysis of the sample was undertaken.

Strong: The sample was analysed.

Weak: An investigation of the different options was performed.

Strong: The different options were investigated.

Kako pisati boljše stavke (6)

Keep parallel items parallel:

This is the schedule we hope to follow:

- | | |
|--|---|
| 1. writing of preliminary proposal | 1. write preliminary proposal |
| 2. do library research | 2. do library research |
| 3. interview with vice-president | 3. interview vice-president |
| 4. first draft of proposal | 4. write first draft of proposal |
| 5. revision of first draft | 5. revise first draft |
| 6. after we get your approval, publication of final draft. | 6. publish final draft, after we get your approval. |

Put **parallel** ideas in **parallel** form

Pairs of parallel ideas (linked by “but”, “and”, “or”):

BAD: The lack of response could have been due to damage of a cell surface receptor by the isolation procedure, but it could also be that isolated cells do not respond normally because the cells are isolated.

GOOD: The lack of response **could have been due to** damage of a cell surface receptor by the isolation procedure, but it **could also have been due to** the fact that isolated cells do not respond normally because they are isolated.

Comparisons: overuse of “compared to”:

BAD: We found higher K at 37deg **compared to** 25deg.

GOOD: We found higher K *at* 37deg **than** *at* 25deg.

Comparing apples and oranges:

BAD: These results are similar to previous studies.

GOOD: These results are similar to the results of previous studies.

Kako pisati boljše odstavke (primer)

Support the topic sentence logically:

The software tools used to support the production of virtual environments fall into two categories: commercial products and research-produced products. The commercial products enable a new researcher to enter the field of virtual environments quickly, but they are quite limited and can quickly become frustrating for the serious researcher. Because commercial products exist primarily to support hardware sold by the software vendor or an allied hardware firm, they offer only rudimentary environment for creative research in virtual environments.

The researcher-produced products require more work at the start for the new researcher, but they offer far more oppor...

Kako pisati boljše odstavke

Different roles paragraph can have:

- to define a key term or idea included in the topic sentence
- to provide examples or illustrations of the situation described in the topic sentence
- to identify factors that led to the situation described in the topic sentence
- to define implications of the situation described in the topic sentence
- to defend the assertion made in the top.s.

Paragraph structure

- Each paragraph should tell a clear story.
- To do get that:
 - the ideas in the paragraph must be **organised**;
 - the relationship between ideas must be clear (**continuity**)
 - Important ideas must be **emphasised**.

Organisation of paragraphs

- General approach: Overview first, then details
- Topic sentences followed by supporting sentences
 - Topic sentence(s): what this paragraph is all about (the message).
 - short, simple, using key words
 - Supporting sentences: logically organised details that support the topic.
- No missing steps
 - All steps of logic must be presented.

Continuity of ideas in a paragraph (1)

- Smooth flow of ideas.
- Clear relationship between sentence(i) and sentence(i-1).
- Important techniques:
 - repeating **key terms** *exactly* and *early*;
 - using **transitions** to indicate relationship between ideas;
 - keeping **consistent order**;
 - keeping a **consistent point of view**;
 - putting **parallel ideas in parallel form**;
 - **signaling the subtopics** of a paragraph.

Continuity of ideas in a paragraph (2)

- Repeating **key terms** *exactly* and *early*

BAD: Digitalis increases contractility of the mammalian heart. This change in inotropic state is a result of changes in calcium flux through the muscle cell membrane.

GOOD: Digitalis increases contractility of the mammalian heart. This increased contractility is a result of changes in calcium flux through the muscle cell membrane.

Continuity of ideas in a paragraph (3)

- Using **transitions**:

BAD: Tyson et al. abruptly occluded the vessels before analysing the heart beats. The volume of the right heart rapidly increased.

GOOD: Tyson et al. abruptly occluded the vessels before analysing the heart beats. As a result of this occlusion, the volume of the right heart rapidly increased.

Continuity of ideas in a paragraph (4)

- Keeping a **consistant point of view**:

BAD: The control injection of naloxone produced no significant changes in arterial blood pressure or heart rate. The arterial blood pressure and heart rates measured after 24 h of morphine infusion did not change significantly.

- cause - effect

GOOD: The control injection of naloxone produced no significant changes in arterial blood pressure or heart rate. Twenty-four hours of morphine infusion produced no significant changes in arterial blood pressure or heart rates.

Emphasis of important ideas

- De-emphasize less important ideas:
 - condense, omit, or subordinate them.
- Emphasize important ideas:
 - put them in **power** position;
 - First in sentence, paragraph, or section (most powerful)
 - Last in sentence, paragraph, or section (second most powerful)
 - label them;
 - “The most important finding was...”
 - state them directly and not implicitly.

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Hvala za pozornost !

In veliko uspehov in veselja pri
pisanju