Presentation in English II

Common lectures for the School of Multidisciplinary Sciences
The Graduate University for Advanced Studies (Sokendai)

2017-2018 Winter Term

Subject Code: 10SMS033
Credit: 1
Recommended Grade: 1,2,3,4,5

Outline:
1) Training of writing English papers.
2) Training of presentation and discussion in English based on student's research topic etc.
3) Training of reading, self-expression and discussion using appropriate English texts.

Aim:
To improve skills in writing and reading English papers, and orally presenting one's research results in English.

Grading criteria:
We will judge by writing and reading tasks at each lecture.

Time: Thursday 16:30-18:00 (5th slot)
　　　　　Partly also on Wednesday, 2nd slot (10:45-12:15) （NII, Hitotsubashi）

Place:
NII (National Institute of Informatics): 12F Lecture Room 1 (1212) (Hitotsubashi)
　　（ http://www.nii.ac.jp/en/about/access/ ）
ISM (Institute of Statistical Mathematics):
　　Room D222 (D312B on Nov. 2) （Tachikawa）
　　（ http://www.ism.ac.jp/access/index_e.html ）

Basically, all the lectures can be attended at the student's own campus.

Lectures by teachers from the Department of Informatics will be provided by TV conference system to Tachikawa. However, students are encouraged to attend the lectures at NII, if possible. (They may apply for transportation assistance from their department.)

Lectures on technical writing by Ms. Jones (Department of Statistical Science, ThinkSCIENCE Inc.) will be done on both campuses on different days.

Schedule

No.	Date		Teacher	Content	Place
	2017				
1	October 19 Thurs		Houle	Orientation, Technical Writing 1	NII(Tachhikawa,:TV)
2	26 Thurs		Houle	Technical Writing 2	NII(Tachhikawa,:TV)
3	November 2 Thurs		Houle	Technical Writing 3	NII(Tachhikawa,:TV)
4	9 Thurs		Cheung	Technical Presentation 1	NII(Tachhikawa,:TV)
5	16 Thurs		Cheung	Technical Presentation 2	NII(Tachhikawa,:TV)
6	December 7 Thurs		Hayami	Reading 1	NII(Tachhikawa,:TV)
7	14 Thurs		Hayami	Reading 2	NII(Tachhikawa,:TV)
8N	December 20 Wed		Jones	Writing course N1	NII (am)
8T	21 Thurs		Jones	Writing course T1	Tachikawa (pm)
9N	27 Wed		Jones	Writing course N2	NII(10:45-12:15)
9T	28 Thurs		Jones	Writing course T2	Tachikawa (4:30-6pm)
	2018				
10N	January 10 Wed		Jones	Writing course N3	NII (am)
10T	11 Thurs		Jones	Writing course T3	Tachikawa (pm)
11N	17 Wed		Jones	Writing course N4	NII (am)
11T	18 Thurs		Jones	Writing course T4	Tachikawa (pm)
12N	24 Wed		Jones	Writing course N5	NII (am)
12T	25 Thurs		Jones	Writing course T5	Tachikawa (pm)
13N	31 Wed		Jones	Writing course N6	NII (am)
13T	February 1 Thurs		Jones	Writing course T6	Tachikawa (pm)
14N	7 Wed		Jones	Writing course N7	NII (am)
14T	8 Thurs		Jones	Writing course T7	Tachikawa (pm)
15N	21 Wed		Jones	Writing course N8	NII (am)
15T	22 Thurs		Jones	Writing course T8	Tachikawa (pm)

Details of each lecture:

Technical Writing
Prof. Michael Houle (Department of Informatics):

   I am planning to ask the students to read the titles, abstracts and introductions of several real research papers of varying quality, to critique them, and (as an exercise) to correct the abstract and introduction of one of them. Then, I am looking for examples of the students' own technical writing, especially the title, abstract, and introduction of any conference or journal paper that they have written.

Technical Presentation
Prof. Gene Cheung (Department of Informatics)

  I will focus on the art of technical presentation. I will present the basic principles of a good technical presentation. Students will be asked to construct and refine 30-second sales pitches of their research topics.

Reading
Prof. Ken Hayami (Department of Informatics):

   We will read English articles, for example, from *Nature* or *Science.*.
I will ask each student to read aloud, a paragraph or two in turn, and summarize.
Then, I will ask questions and we will have discussions related to the article.

Writing course
Ms. Caryn Jones (Department of Statistical Science, ThinkSCIENCE Inc.)

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Class 1

What Makes a Good Academic Paper?　Overview

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1. Goals of writing an academic paper
2. Differences between manuscript types
3. Academic publishing process: role and responsibilities in submission and peer review
4. Why some papers fail to reach peer review
5. Characteristics of good academic papers
6. Good/ poor writing skills & impact on the reader

Class 2
Creating an Effective Title and Abstract: Making Your Message Clear

1. Preparations for writing: a general framework
2. Factors in journal selection (including copyright)
3. Purpose of the title and importance for searches
4. Characteristics of good titles
5. Writing exercises: Effective titles
6. Good abstracts: types, structure, conventions
7. Key words, metadata

Class 3
Organizing Your Academic Paper: Creating an Effective Structure

1. Typical components of a scientific paper (IMRAD, etc.)
2. Verb phrases
3. Writing exercises: Active vs passive voice; comparing & contrasting; describing patterns of results
3. Logical flow 1: Typical 'signpost' phrases

Class 4
Focusing Your Message and Creating Logical Flow

1. How to focus your message
2. Writing exercises: Conciseness
3. Logical flow 1: Review of signpost phrases
4. Logical flow 2: Paragraph structure (topic sentences, etc.)
5. Logical flow 3: Transition markers and linking words

Class 5
Supporting Information and Guidelines for Authors: Attention to Detail
1. Characteristics of effective supporting information
2. Guidelines for authors: exercise
3. Writing exercises: Common writing errors
4. Style guides
5. Explanation of course assignment (due date: Class 7)

Class 6

Ethics: authorship, copyright, & avoiding plagiarism

1. Ethical responsibilities associated with academic writing
2. Authorship
3. Disputes
4. Publication ethics (e.g., copyright & plagiarism)
5. Plagiarism & self-plagiarism
6. Writing exercises: Paraphrasing, summarizing, and quoting correctly to avoid plagiarism
7. Permissions

Class 7

Practical Writing Tips and Avoiding Common Errors

1. Redundant information
2. Subject-verb agreement
3. Serial comma
4. Irregular plural nouns
5. Affirmative vs double negative sentences
6. Miscellaneous common grammatical errors
7. British English vs American English
8. Hand in course assignment

Class 8

Submission and Beyond

1. Cover letter and response letter for peer review
2. Error correction: quiz reviewing the topics taught
3. Individual feedback on course assignment