ТЕМАТИКА ІЗ ДИСТАНЦІЙНОГО НАВЧАННЯ ЗА НАВЧАЛЬНОЮ ДИСЦИПЛІНОЮ

«Академічне письмо англійською мовою»

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Murphy "English grammar in use". Units 28 - 34. Ex. 28. 1 - 34.1 in the written form.

Texts

BY ALISON DOYLE Updated December 29, 2019

How to Write an Academic

Cover Letter

When you are applying for a faculty position at a college or university, your cover letter will differ significantly from the standard

business cover letter.

Your cover letter may be reviewed by Human Resources department staff to determine if you meet the basic qualifications for the job. If it does, it will be forwarded to a search committee comprised mostly of

faculty members and academic deans.

These individuals will be accustomed to reading more lengthy academic

Tips for Writing an Academic Cover Letter

Your initial challenge will be to pass through the Human Resources screening. Review each of the required qualifications included in the job announcement and compose statements containing evidence that you possess as many of the skills, credentials, knowledge, and experiences listed as possible. Also, address as many of the preferred qualifications as possible. Give concrete examples to support your assertions about your strengths.

Be Prepared for Faculty Review

Your faculty reviewers will typically have an interest in your philosophy and approach to teaching and research within your discipline. They will also be evaluating how your background fits with

the type of institution where they work.

Research the faculty in your target department to assess their orientation and expertise. Emphasize points of intersection between your

philosophy and the prevalent departmental philosophy.

Target Your Letter

If you possess traditionally valued areas of expertise which are not already represented by the current faculty, make sure to point those strengths out in your cover letter. Tailor your letter to the orientation of the college and adjust the mix of emphasis on teaching and research

based on the expectations in that setting.

Colleges will typically want to hire new faculty who are passionate

about their current research and not resting on past research credits.

Describe a current project with some detail and express enthusiasm for continuing such work.

cover letters and resumes or curriculum vitae (CV) than would be customary in the business world. They will also often be more interested in the philosophical foundations for your work than the typical business recruiter.

Try to do the same with any evolving teaching interests.

Highlight any grants and funding you have received to undertake your research activities.

Incorporate any awards or recognition which you have received for your teaching or research activities. Some text should also be devoted to other contributions to the college communities where you worked such as committee work, advising, and collaborations with other departments.

Cover Letter Format

Your cover letter should be written in the same basic format as a business cover letter.

An academic cover letter is typically two pages compared to a single page for

non-academic letters.

Abstract for a conference

Abstract for a conference is a matter of following a

simple formula for success. Here it is.

Learning how to write an abstract for a conference is a critical skill for early-career

researchers. The purpose of an abstract is to summarise – in a single paragraph – the

major aspects of the paper you want to present, so it's important you learn to write a

complete but concise abstract that does your

conference paper justice.

Your conference abstract is often the only piece of your work that conference organisers

will see, so it needs to be strong enough to stand alone. And

once your work is accepted or published,

So learning how to write an abstract well is pretty important. Happily, while every

research discipline varies, most successful abstracts follow a similar

formula.

The formula for how to write an abstract

When considering how to write an abstract, follow this formula: topic + title + motivation

+ problem statement + approach + results + conclusions =

conference abstract

Here's the formula in more detail. Adapt it as you

need to fit your research discipline.

1. Abstract topic

How will your abstract convince the conference

organisers that

you'll add to the discussion on a particular topic at their event? Your conference

presentation will have limited scope, so choose an angle that fits the conference topics

and consider your abstract

through that lens.

2. Abstract title

researchers will only consider attending your presentation or reading the rest of your paper if

your abstract compels them to.

3. Motivation

4. The problem

Why should your readers care about the problem and your results? This section should include the background to your research, the importance of it,

and the difficulty of the area.

What problem are you trying to solve? Are you using a generalised approach, or is it for a specific situation? (If the problem your research addresses is widely recognised, include this section before motivation.) Clearly state the topic of your paper

and your research question in this section.

5. Study design

6. Predictions and results

How did you approach solving the problem or making progress on it? How did you design your

study? What was the extent of your research?

What findings or trends did your analysis uncover?

Were they as

What is your conference paper about and what makes it interesting? A good rule of thumb is to

give your abstract a title of 12 words or less.

you expected, or not? 7. Conclusions

What do your results mean? How will they contribute to your field? Will they shake things up, speed things up, or simply show other researchers that this specific area may be a dead end. Are your results general (or generalisable) or highly

specific?

Tips for writing a successful conference abstract

Follow the conference abstract guidelines

Conference organisers usually have more submissions than presentation slots, so use these tips to improve the chances your abstract is

successful.

Screenshot of Ex Ordo abstract management software showing guide for authors showing abstract submission guidelines on

Submission guidelines on Ex Ordo abstract

management software

Double-check the conference guidelines for abstract style and spacing. You'll usually find these in a guide for authors on the conference's

abstract management software or on the

Carefully select your abstract keywords

Abstract keywords help other researchers find your work once it's published, and lots of conferences request that authors provide these when they submit. These should be the words that most

accurately reflect the content of your paper.

Find example abstracts

Familiarise yourself with conference abstracts in the wild. Get your hands on the conference book of abstracts from previous years – if you can't find it online, your supervisor may have a copy lying about. Look for examples of abstracts submitted by early-career researchers especially, and try to

pinpoint what made each one successful.

Edit with fresh eyes

Once you've written your abstract, give yourself at least a day away from it. Editing it with fresh eyes can help you be more objective in deciding what's

essential.

conference website. Although they're usually pretty standard, some conferences have specific formatting guidelines. And you need to follow

them to a T.

Cut filler and jargon

Space is limited, so be as concise as you can by cutting words or phrases that aren't necessary. Keep sentences short enough that you can read them aloud without having to pause for breath. And steer clear of jargon that's specific to one field – especially if you're submitting to an

interdisciplinary conference.

Submit early

Conferences organisers often begin reviewing abstracts before the submissions deadline arrives, and they're often swamped with submissions right before the deadline. Submit your abstract well before the deadline and you may help your chances

of being accepted.

Submit often

As an early-career researcher, conferences are often the first place you'll have your work published, so conference abstracts are a great place to learn. The more abstracts you write and submit, the better you'll get at writing them. So keep trying. Subscribe to PaperCrowd to find suitable

conferences to submit to.

Sources on how to write an abstract for specific

fields

How to write an abstract for humanities or social

sciences conference

Catherine Baker has written a great piece about

answering a conference call for papers.

Helen Kara on the LSE Blog writes about the differences between conference abstracts and

abstracts for journals.

How to write an abstract for a scientific conference

Chittaranjan Andrade writes in the Indian Journal of Psychiatry on how to write a good scientific

abstract for a conference presentation.

This piece from BioScience Writers gives some good tips on writing about scientific research.

How to write a computer architecture abstract

The "how to write an abstract" formula above was adapted from this excellent piece by Phillip Koopman.

How to write an abstract when you're an early-career researcher

This post from Ruth Fillery-Travis gives the perspective of writing an abstract when you're an early-career researcher.

This post from Kristina Kasparian gives some great pointers on how NOT to write an abstract.

Dear RECIPIENT NAME, Greetings!

Letter

I am very interested in the position of POSITION at COMPANY, as posted on the New York Gazette. I am currently employed as a DETAIL. I am willing to take on bigger responsibilities and I believe that I have the required skills and experience that makes me an ideal candidate for the position of POSITION at COMPANY NAME.

As a Marketing Assistant, I have developed strong communication and organisation skills, which I believe prepares me for the role of a marketing specialist in your company.

I am confident that I am more than competent at my job, and that I will be a good addition to your team. Attached is a copy of my resume and portfolio. I can also provide you with a list of my references if you wish. I can be reached at YOUR PHONE NUMBER or YOUR EMAIL ID. I look forward to hearing from you soon.

Regards,

your name

Periphrasis

Figure Name   periphrasis   Source   Ad Herennium 4.32.43 ("circumitio"); Quintilian 8.6.29-30 ("antonomasia");

Earliest Source   None   Synonyms   perifrasis, antonomasia, circumlocutio, circumitio, the figure of

ambage, pronominatio, circuitio, circumlocution, definition Etymology   from Gk. peri, "around" or "about" and phrazein "to declare" or "to speak"   Type   Trope   Linguistic Domain   Lexicographic

Semantic

Definition

1. The substitution of a descriptive word or phrase for a proper name (a species of circumlocution); or, conversely, the use of a proper name as a shorthand to stand for qualities associated with it. (Silva Rhetoricae)   2. Antonomasia: a putting of one name for another: a figure when another name, a common name, or a nick name is put instead of the proper name.; Antonomasia, nominis unius pro alio positio, A putting of one name for another, or the exchanging or a name; derived from pro, for, and [onomazo] nomino, to name: Antonomasia is a form of speech, whereby the oratour or speaker, for a proper name putteth another, and some name of dignity, office, profession, science, or trade. It is a kinde of a Metonymie and Synecdoche Generis, and is when another name, a nickname or common name is put instead of the proper name, or when a word being put without a name, supplies the place of the name. (JG Smith)

3. Antonomasia or Pronomination designates by a   kind of adventitious epithet a thing that cannot be called by its proper name (Ad Herennium)   3. Periphrasis is a manner of speech used to express a simple idea by means of a circumlocution (Ad Herennium)   4. Designating a person or thing by means of an epithet in place of the proper name. (Garrett Epp)   4. Expressing a simple idea by means of a circumlocution. (Garrett Epp)

   5. Periphrasis, Circumlocution, or speaking of one word by many; a figure when we shadow out a thing by some equivalent expressions, &c.; PERIPHRASIS, Circumlocutio, a long circumstance, or a speaking of many words, when few may suffice; derived from

[periphrazo] circumloquor, to utter that in many words which might be spoken in few. (Note in marg: Whatsoever may be more briefly signified, & is with eloquence more amply manifested,...) It is the using of many words for one thing. Periphasis is a figure when a short ordinary sense is odly exprest by more words; or when a thing is shadowed out by some equivalent expressions. This figure is made principally four wayes, viz.   (1) When some notable enterprise, ones native countrey, or a sect, or strange opinion is put in stead of the proper name, &c.   (2) When by the Etymologie, to wit, when the cause or reason of a name is unfolded.

(3) When by Annotation, that is, by certain marks or tokens something is described.   (4) When by Definition a thing is described (JG Smith)   6. "...a Trope by which we put a proper name for a common name, or a common name for a proper." (?)

7. Since a word, a short sound, passes swiftly through the ears, a step onward is taken when an expression made up of a long and leisurely sequence of sounds is substituted for the a word. In order to amplify the poem, avoid calling things by their names; use other designations for them. Do not unveil the things fully but suggest it by hints. Do not let your words move straight onward through the subject, but, circling it, take a long and winding path around what you were going to say briefly. Retard the tempo by thus increasing the number of words. This device lengthens brief forms of expression, since a short word abdicates in order that an extended sequence may be its heir. Since a concept is confined in one of three strongholds - in a noun, or a verb, or a combination of both - do not let the noun or verb or combination of both render the concept explicit, but let an amplified form stand in place of verb or noun or both. (Vinsauf)

7. antonomasia (pronominatio): If the noun is proper, it is transposed either with a view to praising or censuring by the name alone (you may praise with such names as this: He is a Paris, or you may censure in a similar way: He is a Thersites), or with a view to suggesting some analogy, as for instance in an expression of this kind: That captain rules the ship and is our Tiphys, or: That country fellow rules the chariot, our guide and our Automedon. (Vinsauf)

8. Periphrasis, is a forme of speech wherby that which might be said with one word, or at the least with verie few, is declared and expounded with many, and that sundrie waies.

First by explication of the name which the Grecians do call Etimologia: As when for this word Philosopher, we say a man studious of wisedome, for Parasite a flatter for gaines sake: for Christian a worshipper of Christ.

Secondly by Annotation: that is, when by certaine markes or tokens we describe any thing, as understanding what anger is, we say it is a vehement heat of the mind, which bringeth palenesse to the countenance, burning to the eyes, & trembling to the parts of the bodie.

Thirdly by definition: For man, a living creature endued with reason, for a tyrant, an oppresor of the lawes and liberties of the common wealth. (Peacham)   9. Antonomasia proper names imparts, From kindred, country, epithets, or arts. (Holmes)

10. "a Figure in which we use more words than what are absolutely necessary, and sometimes less plain words, either to avoid some inconvenience and ill effect which might proceed from expressing ourselves in fewer or clearer words, or in order to give a variety and elegance to our discourses, and multiple the graces of our composition." (Gibbons)   11 a) Periphrasis, or Circumlocution, than which few figures are more common or more important, is the naming of a person or thing, not directly, but in a roundabout way. (Macbeth)   11 b) Antonomasia is our next: the using a proper name for a common name, as when an orator is called a Demosthenes; a traitor an Arnold; a calm, disinterested patriot a Washington. (Macbeth)   12. Periphrasis of words doth use a train, Intending one thing only to explain. (Holmes)   13. 132. PERIPHRASIS.   Periphrasis is also known as circumlocution; but the term periphrasis generally refers to those cases where the figure is used with effect, while "circumlocution" refers to its faulty use. Periphrasis may be defined as naming a thing indirectly by means of some well- known attribute, or characteristic, or attendant circumstance. (De Mille)   14. L'antonomase est une espèce de synecdoque,   par laquelle on met un nom comun pour un nom propre, ou bien un nom propre pour un nom   comun. Dans le premier cas, on veut faire entendre que la persone ou la chose dont on parle excèle sur toutes celles qui peuvent etre comprises sous le nom comun : et   dans le second cas, on fait entendre que celui   dont on parle ressemble à ceux dont le nom   propre est célcbre par quelque vice ou par

quelque vertu.   Antonomasia is a species of synecdoche by which we put a common name for a proper name or even a proper name for a common name. In the first case, we want to express that the person or thing about which we are speaking excels over all the others which could be comprised under a common name: and in the second case, we express that he about whom we are speaking resembles those for whom the name is famous and by which vice or virtue. (Du Marsais [trans. Abbott])   15. "Though all the words of it by themselves are most known and familiar; yet the ordering and fetch of it is strange and admirable to the ignorant; We therefore call it Periphrasis or Circumlocution" (Blount)   16. When a Description is used instead of the Name... The figure is so called because more words than are necessary are used to describe anything: as when a thing is spoken of by a description of it, instead of simply using its name: and this for the sake of calling attention to it; and in order to emphasize and increase the effect. Or, when a person or thing is spoken of by some attribute, instead of by its proper simple name: as when, instead of saying Luther, we say "the monk that shook the world," or "the miner's son." (Bullinger, 445)   17. PERIPHRASIS. Periphrasis, circumlocutio. This Figure describes a thing in more words than are necessary, for the sake of illustration, or to avoid some ideas not so pleasing to the mind. (Norwood, 111)   18. Periphrasis (or circumlocutio), the use of a number of words to describe at greater length and with fuller emphasis something which could be stated much more briefly. (Vickers 497)   **Example**

   1. In the TV show "Dinosaurs" the infant dino called his father, "Not-the-   Mama." (Silva Rhetoricae)   1. He's no Fabio to look at; but then, he's no Woody Allen, either. (Silva Rhetoricae)

1. Said of Aristotle: "The prince of Peripatetics" —Angel Day (Silva Rhetoricae) 3. " Surely the grandsons of Africanus did not behave like this I " (Ad Herennium)   3. " See now, men of the jury, how your Sir Swashbuckler there has treated me." (Ad Herennium) 3. " The foresight of Scipio crushed the power of Carthage." (Ad Herennium) 4. You come with letters against the King, and take Vanity the puppet's part against the royalty of her father. (Lear 2.2 qtd. in Garrett Epp)   4. Madam, an hour before the worshipped sun

Peered forth the golden window of the east .... (R&J 1.1 qtd. in Garrett Epp) 2. The Author by the name of his profession or science, as when we say, the Philosopher for Aristotle: The Roman Orator for Cicero: The Psalmograph for David. (JG Smith)

6. "Thus, that man is a Hercules, that is, an uncommonly strong man. Or he is a Job, that is a remarkably patient man. Or he is a Nero, that is, a monstrously cruel man. Or he is a Croesus, that is, an immensely rich man."   5. So in stead of Mopsa wept ill-favouredly, Mopsa disgraced weeping with her countenance. (JG Smith)

9. There goes Irue, i.e. a poor Man. Eacides, i.e. Achilles, conquered. The Carthaginian, i.e. Hannibal, won the Field. Cytherea, i.e. Venus, worshipped in the island so called. The Philosopher, i.e. Aristotle, asserted so. The Poet, i.e. Virgil, sings Eneas. (Holmes)   10. "Cicero, by making use of a circumlocution, mentions nothing of the killing Clodius, though that event seems to be in his view: 'The servants of milo, says he, for I do not speak with a design to throw off the crime from them to others, but according as the event really happened, did that without the order, knowledge, or presence of their master, which every one would be willing his own servancts should do in the like circumstances.'" (Gibbons)   10. "Virgil, instead of saying it is near sun-set, thus describes that season of the day, 'See from the villas tops the smoke ascend, / And broader shadows from the hills extend!'" (Gibbons)   11 a) In "Hiawatha," Longfellow gives us the Indian name for September-   "The moon of the falling leaves." (Macbeth) 11 b) A renowned example of this occurs when Shylock, the case being at first decided in his favor in Shakespeare's drama, cries delighted: "A Daniel come to judgment; yea, a Daniel." (Macbeth)   12. The writer of the trojan war, for Homer. (Holmes)   13. "It is the hour when from the boughs   The nightingale's high note is heard." -BYRON (De Mille)   14. Philosophe, orateur, poète, roi, vile,   monsieur , sont des noms comuns ; cependant   l'antonomase en fait des noms particuliers   qui équivalent à des noms propres.   Quand les anciens disent le philosophe , ils   entendent Aristote.   Quand les latins disent l'orateur, ils entendent Cicéron.   Quand ils disent le poète, ils entendent Virgile.

Philosopher, orator, poet, king, city, sir, are all common names; meanwhile, antonomasia

can make particular names equivalent to proper names. When the ancients say philosopher, they hear Aristotle. When the Latins say orator, they hear Cicero. When they say poet, they hear Virgil. (Du Marsais [trans. Abbott]) 15. "Instead of saying they that guarded Amphialus, were killed themselves; its said, seeking to save him, they lost the fortresses, which nature had planted them in" (Blount)

16. Gen. 20:16. -Abimelech said unto Sarah concerning Abraham, "Behold, I have given thy brother a thousand pieces of silver; behold, he is to thee a covering of the eyes unto all that are with thee, and with all other: thus she was reproved." (Bullinger, 455)

17. Job. 18. 14. Death is called the king of terrors. (Norwood, 111)   17. John 21. 20. The disciple whom Jesus loved: which modest circumlocution St. John often useth, to signify himself, who was the beloved disciple of his dear Saviour. (Norwood, 111)   18. . . . when that fell arrest   Without all bail shall carry me away . . .   --Shakespeare, "Sonnet 74" (Vickers 497)