

<<学术英语口语教程>>

图书基本信息

书名：<<学术英语口语教程>>

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内容概要

本书主要供已经完成大学英语基础阶段学习的本科生使用，同时也适用于研究生和具有相当英语水平的人士。

通过学习可进一步提高学习者的学术英语表达能力，特别是提高学习者在校园、国际会议和其他公开场合进行演讲、宣读论文、即席答辩和交谈讨论等方面的能力。

本教程以学术交流为主线，内容主要分为三个部分，每个部分设立一个主题，每个主题由若干章节展开，围绕学术报告、论文宣读、学术讨论、会议主持、辅导咨询、论文答辩等学术交流活动展开听说技能训练，使学生通过本教程的学习在口语能力方面达到《大学英语课程教学要求》较高层次的要求。

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Part One Presentation

Unit One Planning Your Presentation

- 1.1 Definition of presentation
- 1.2 Differences between conversation and presentation
- 1.3 The presentation process
- 1.4 Coping effectively with presentation anxiety
- 1.5 Speaking in an appropriate style
- 1.6 Principles of an effective presentation

Unit Two Structuring Your Presentation

- 2.1 Focusing on your topic
- 2.2 Outlining your presentation
- 2.3 Introduction——starting a presentation
- 2.4 Body——giving the subject in detail
- 2.5 Conclusion——summarizing and concluding

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- 3.2 Non-verbal communication
- 3.3 Voice elements
- 3.4 Performance elements

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- 4.1 Knowing about thesis defense
 - 4.2 Preparing for a thesis defense
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- 5.4 Follow-up work
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- 1.2 Professional journals
- 1.3 Membership of professional organizations
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- 2.1 Different meetings
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- 3.1 Call for conference papers
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- 4.1 Letter of invitation
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Unit Five Conference Presentation and Chairing

- 5.1 Preparing and delivering presentation
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- 5.3 Talking with professionals
- 5.4 Cultural consideration
- 5.5 Participating in other activities

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章节摘录

Prior to giving your speech , imagine the execution of your speech in its entirety : Envision yourself exuding complete confidence as you walk to the podium and initiate your delivery. See yourself speaking slowly and concisely , making eye contact with individuals as you move from one audience member to another. Picture your audience to be warm and receptive. Anticipate problem areas and/or mistakes and imagine yourself moving through them gracefully and without incident. If you close your eyes and visualize yourself successfully delivering the speech , you will literally trick your brain into believing you've done it and you won't feel as nervous. Utilize notes/outline Well designed outlines and/or notes are acceptable and expected. However , notes should not be read verbatim , and should only be used as reference. Many people suffering from public speaking anxiety (stage fright) will use notes as a distraction from making eye contact with their audience. This makes them look unprepared. Rather , design your outline/notes as such : Write out your introduction in full , because this is when your public speaking anxiety will be at its peak. Use symbols for key points. Write out transitional sentences in full to avoid abrupt transitions and/or uncomfortable pauses (this will also avoid the "umms" and "ahhs" you might feel compelled to use while you are gathering your wits) . Write your conclusion in full as well , as this will be the summary , of your message , and should be communicated clearly. This does not mean reading directly from your notes , but rather , acts as the insurance against forgetting valuable information.

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