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ДЛЯ МАГИСТРАНТОВ

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НАУЧНАЯ КОНФЕРЕНЦИЯ

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FOR MASTER STUDENTS

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ACADEMIC CONFERENCE

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Данное учебное пособие предназначено для магистрантов технических направлений. Пособие направлено на развитие умений в письме, говорении и восприятии иноязычной речи на слух. В рамках учебного пособия рассматриваются темы «Научная конференция», «Научная публикация», «Доклад на конференции». В зависимости от поставленной задачи данное пособие может быть использовано для контактной работы с обучающимися и во время самостоятельной работы магистрантов.

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# UNIT 1

## ACADEMIC CONFERENCE

### Text 1

#### Academic conference: why go?

#### 60-Second Listening

Task 1.1. a) Answer the questions: What is social networking? What is the role of it in modern society?

b) Listen to the text about social networking. What is bad and what is good about social networking according to the speaker?

#### Before you Read

Task 1.2. Answer the questions:

1. Have you ever attended academic conferences?
2. Are there any obvious benefits of attending conferences?
3. Can you name any advantages of participating in academic events?

#### Vocabulary

- |                         |                                   |
|-------------------------|-----------------------------------|
| 1. overwhelming         | ошеломляющий, потрясающий         |
| 2. to deter             | сдерживать, отпугивать            |
| 3. tempted              | искушенный                        |
| 4. preliminary          | предварительный                   |
| 5. to get a peek of sth | получить представление о чем-либо |
| 6. inspiration          | вдохновение                       |
| 7. rehearsing           | репетиция                         |
| 8. to hone              | оттачивать                        |
| 9. unequivocally        | однозначно, определенно           |
| 10. to flaunt           | бравировать, хвастаться           |

Task 1.3. Read the words and word combinations and guess their meaning

nerve-wracking

feedback

version

audience

soft skills

job hunting

institution

findings

poster presentation

social functions

Task 1.4. Read the text and name the advantages of participating in academic conferences.

Conferences are an essential part of academic life, but with all of **the focus on getting papers accepted** and **the stress of presenting or giving talks**, they can sometimes feel like an overwhelming or even scary experience. This, however, should not deter you, there are countless great reasons to attend a conference! Here are 8 ways conferences can change your life.

1. Presenting at a conference can be nerve-wracking, and you might be tempted to fall back on the same presentation that you always give because you know that it's safe. But if you do this, you'll be missing out on one great benefit of conferences: the chance to get feedback from experts on early versions of your work. You can use your presentation time to talk about preliminary results from your most recent experiment, and the feedback you get from your audience can help you to anticipate reviewers' comments when you try to get it published. Alternatively, you could present your well-established work, and then at the end, you could throw out some ideas you have for future experiments and get feedback on these. A conference presents the chance to see a whole room full of world experts in your particular field, so there's no better chance to get your work in front of these people and have them candidly discuss its strengths and weaknesses.

2. One of the biggest benefits of attending a conference is getting to know other people in your field. Conferences are a key opportunity for networking. Networking is very important for job hunting, obviously, but having a big network benefits you in other ways too. Maybe you will need advice from an expert in another field, or you will want to ask someone to come and give a talk at your institution, and this is easier when you have a network to reach out to. It's also helpful to have support from people who are at a similar stage in their careers to you and can empathise with the problems and struggles which you go through at work.

3. If you want to know about the very latest findings in your field before they are even published in journals, then a conference is the place to be. Many researchers will present preliminary findings or work which has not yet been published at a conference. Of course, you should not take every claim you hear at a conference to be accurate until you are able to look through the methodology and findings for yourself, but this is a great chance to get a peek of what other people are working on. These ideas can be great inspiration for your own research.

4. Soft skills are important for every career, and in academia or research then your skills in presentation and communication are particularly important. Fortunately, conferences give you the chance to practice these skills. **Rehearsing and giving your talk** or poster presentation will make you more comfortable in front of an audience, and you'll learn things like the speed at which you should talk and the amount of detail which you need to give in your explanations. **Answering questions** after your presentation and chatting with other attendees will help to hone your communications skills.

5. Finally, it shouldn't be overlooked that attending a conference is good fun! Although a conference is unequivocally a work event more than a leisure one, it can still be enjoyable. **Travelling** to a new place is a big part of the appeal of a conference, meaning that you get to see a different city, eat new food, and see some local landmarks or tourist attractions. You might even try out learning a little bit of a new language. You'll also have the chance to attend social functions as part of a conference, such as dinners, trips, or parties. Sometimes these events can be formal or dull, but very often they're relaxed, friendly affairs. With the opportunity to meet other academics with similar interests to you, you can enjoy the company of others and you might even make some good friends.

6. If there's a researcher whose work you admire, it can be both inspiring and educational to meet them and to talk to them directly. If one of your academic heroes is speaking at a conference, this could be the perfect chance for you to meet them. Who knows, maybe a little chat could lead to future collaboration!

7. There are few things better for developing your ideas than a good spirited debate. **Listening to and participating** in lively discussions at conferences can give you new ideas, help refine your existing concepts, and maybe even change your mind about some key issues in your field.

8. **Attending** a conference is definitely something that should go on your CV, especially if you have given a talk or poster presentation. It shows potential employers or grant-awarding bodies that you're engaged with your field and are taking an active part in communicating with other academics. If you have done it, flaunt it!

### **Developing Academic Vocabulary**

Task 1.5. For each word below, read the sentence it occurs in the text above and answer the questions:

*essential recent benefit attendee overlook*

- Is the word positive, negative or neutral?
- Is it a noun, adjective, adverb or verb?
- Can you think of a word with a similar meaning (synonym) and one with an opposite meaning (antonym)?

Task 1.6. Find synonyms to the words given.

- audience: a) assembly; b) classroom; c) meeting; d) spectators
- anticipate: a) prevent; b) await; c) expect; d) foresee
- candidly: a) directly; b) frankly; c) insincerely; d) honestly
- lively: a) intense; b) open; c) stimulating; d) animated

Task 1.7. Give the English equivalents of the following words and word combinations

- получить обратную связь
- пугающий опыт
- предварительные результаты
- огромное вдохновение
- последние открытия
- репетиция
- будущее сотрудничество
- изменить свое мнение
- потенциальный работодатель
- организация, присуждающая гранты

Task 1.8. Translate into English.

1. Одним значительным преимуществом участия в конференции является возможность получить от специалистов вашей области отзыв относительно первоначального варианта работы.

2. Новые идеи могут послужить огромным вдохновением для ваших исследований.

3. Молодым ученым важно делиться опытом и получать обратную связь от коллег.

4. В своей презентации вы можете рассказать о предварительных результатах, полученных в ходе последнего эксперимента.

5. Другим преимуществом участия в конференции может быть получение информации о самых новейших открытиях в вашей области, до того, как они будут опубликованы в журналах.

6. Репетиция и выступление с устным или стендовым докладом в дальнейшем помогут вам чувствовать себя более комфортно перед аудиторией.

7. Слушая и участвуя в оживленных дискуссиях на конференциях, вы можете почерпнуть новые идеи, усовершенствовать существующие концепции.

8. Ваши выступления на конференциях могут продемонстрировать потенциальным работодателям и организациям, присуждающим гранты, вашу вовлеченность в исследование.

## **Reading Comprehension**

Task 1.9. What is the main purpose of the text? Is it to offer...

- a) a detailed description of academic conferences?
- b) a list of benefits of attending scientific events?
- c) a comparison between academic events in Russia and abroad?

Task 1.10. Choose the correct titles a-h to paragraphs 1-8 of the text in Task 1.4.

- a) Improve your presentation and communication skills
- b) Adding to your CV
- c) Meet your academic heroes
- d) Hear about the latest research
- e) Get to know other people in your field
- f) Engage in high-level debates and refine your ideas
- g) Get feedback on an early version of your latest work
- h) Visit a new place and have fun

Task 1.11. Read the text again and answer the following questions:

1. Why is presenting the preliminary results from your most recent experiments at the conference so useful?



2. Can you explain why networking is important?
3. What is the best way to know about the very latest findings in your field of study?
4. What soft skills do you need to improve to give successful presentations?
5. What social opportunities do conferences give to participants?
6. Can the meeting with the researchers you admire be possible at a conference?
7. What can listening to and participating in lively discussions at conferences give you?
8. Why is attending a conference good for your CV?

## Grammar Focus

### Verb patterns

A verb can be followed by several major types of clause. One of them is -ing clause.

e.g. Edward Kennedy ***delayed reporting*** the car crash that led to the death of Mary Jo Kopechne.

These verbs can all be followed by -ing forms:

*acknowledge, admit, deny, carry on, keep on, detest, dislike, resent, enjoy, feel like, end up, finish, give up, postpone, put off, anticipate, appreciate, avoid, consider, describe, discuss, imagine, involve, justify, mention, (not) mind, practice, propose, resist, risk, suggest.*

Prepositional phrases below are usually followed by -ing forms:

*be tired of, be good at, be responsible for, benefit by, get used to, be interested in, suspect smb. of, accuse smb. of, approve of, apologize for, be engaged in, object to, the use of, the probability of, the aim of, the way of, the necessity of, the intention of, the reason for.*

An -ing form can be a subject in a sentence:

e.g. ***Smoking*** so much is bad for you.

Task 1.12. Translate into Russian paying attention to -ing forms.

1. The laboratory admitted storing hazardous substances.
2. Staff induction normally involves meeting colleagues, touring the premises and receiving an ID card.

3. In his autobiography, the scientist describes leaving the field of molecular biology for neuroscience.

4. Avoid making such remarks.

5. Do you mind our being present?

6. The students went on asking questions.

7. They gave up smoking.

8. Nobody risked raising this issue.

9. He mentioned visiting them from time to time.

10. They deny knowing these people.

11. We do not mind cooperating with that organization.

12. He apologized for having caused trouble.

13. We got used to living in this country.

14. Everybody congratulated Professor Anderson on having carried out the experiment successfully.

15. She was disappointed at not being invited to the conference.

16. The lecturer was surprised at not having been asked anything.

17. My son was proud of having won the scholarship.

18. They insist on your making a report on Tuesday.

19. She hates preparing for presentations.

20. I have never thought of going to this seminar.

Task 1.13. Correct each sentence by adding one of the following words. Translate the sentences into Russian.

***not      offering      on      being      losing      launching***

1. Fundraiser fear that if the scientific project carries ... making a loss, it will be closed by the end of the year.

2. Zantec plc delayed .... their new smartphone when rumours circulated that it has a serious design fault.

3. Most companies must anticipate ... money in their first year of business.

4. Some local authorities acknowledge ... having the funding capacity to offer help to young scientists.

5. Companies which do not innovate risk ... overtaken by their competitors.

6. Dyson has proposed ... research and development tax credits to technology smart-ups.

Task 1.14. Find the sentences with -ing forms in bold in the text above in Task 1.4 and translate them into Russian.

## Speaking

Task 1.15. Speak about the benefits of attending academic conferences. Use the questions in Task 1.11 as a plan.

Task 1.16. Find and study the site of upcoming international academic conference you could attend in the future. Answer the questions on the conference using information from the site.

1. What is the name of the conference?
2. What is the venue of the conference?
3. What are the dates of the conference?
4. What is the goal /aim of the conference?
5. Who organizes the conference?
6. What are the topics of the conference? Which one would you choose?

Why?

7. What forms of participation are there?
8. What are the forms of submission? What are the requirements to an abstract?
9. What is the procedure of submission like?
10. What are the abstract review criteria?
11. Where will the manuscripts be published?
12. What are the key dates?
13. What is registration fee for students?
14. What does registration fee include?
15. When and where will the upcoming conferences be organized?
16. What opportunities for young researchers does the conference provide. How can they benefit from participating in the conference?

Task 1.17. Share the information about the upcoming conference with your groupmate and discuss it. Asking for information try to use indirect questions, for example:

Do you know ....	... when the conference is organized?
Could you tell me ...	... if there is registration fee for students?
Can you tell me ...	...what the requirements to an abstract are?

(Role-play: student1- a person who has learnt a lot about the upcoming conference; student 2 – a potential participant of the conference).

## Conference correspondence

Task 1.18. Study Appendix I “Guidelines for writing a letter of invitation” and answer the questions

1. What is a Conference Invitation Letter written for?
2. What is a Conference Invitation Letter like to motivate the prospective chief guest or speaker to make a quick and favorable decision about attending the conference?
3. What sort of information should a Conference Invitation Letter include?
4. What sections should a Conference Invitation Letter include?

Task 1.19. Study the following extracts from the letters of invitation paying attention to the use of useful language in italics and translate them.

1. *On behalf of the Organizing Committee let me invite you to participate in the work of the International Symposium on Nanotechnologies to be held in Paris, France, 15–19 November, 2024.*

2. *We would be most grateful if you could take a little time to complete the attached Registration Form.*

3. *I hope you will wish to be among the scientific elite at our Conference.*

4. Please let me know *if you require further information*. I would be glad to assist!

5. Your participation in the Organizing Committee is critical to the success of the Conference itself, and *we have made it convenient and easy for you to take part!*

6. *We look forward to cooperating with you in the very near future.*

7. We are anxious to draw up the Program of the Conference as complete as possible, therefore, *do not hesitate to express your critical remarks or other proposals.*

8. *We are delighted to correspond with you again and urge you to register for the 25th Silver Jubilee International Congress on Control Theory to be held in Lisbon, Portugal, from 30th August to 6th September, 2024.*

9. *As soon as your Registration Form is received, you will be sent more details about the Congress, including information on the fabulous tours we have planned for the week.*

10. *We are arranging some excellent seminars and plenary sessions based on suggestions from delegates.*

Task 1.20. Read the invitation letter and fill in the gaps with the proper verb forms and the prepositions required.

Dear Colleagues,

The Italian Power Center (to delight) 1) \_\_\_\_\_ to announce that the 7th International Congress (organize ) 2) \_\_\_\_\_ European Fuel-and-Energy Complex in the 21st Century (to hold) 3) \_\_\_\_\_ 4) \_\_\_\_\_ Milan 5) \_\_\_\_\_ 15<sup>th</sup> 6) \_\_\_\_\_ 17th September, 2022. The Congress (to provide) 7) \_\_\_\_\_ a forum 8) \_\_\_\_\_ legislators, power engineers, consultants, service providers, and researchers 9) \_\_\_\_\_ the world to exchange views 10) \_\_\_\_\_ how best to ensure the future development 11) \_\_\_\_\_ European power infrastructure.

The Congress (to intend) 12) \_\_\_\_\_ to:

- discuss the urgent problems 13) \_\_\_\_\_ power industry;
- facilitate the exchange 14) \_\_\_\_\_ views 15) \_\_\_\_\_ the use 16) \_\_\_\_\_ exhaustible resources, harmful impact 17) \_\_\_\_\_ environment, and development of alternative renewable power sources;
- highlight new technologies and equipment that can (to use) 18) \_\_\_\_\_ to implement successfully power generation.

This Congress (to give) 19) \_\_\_\_\_ you a unique opportunity to learn 20) \_\_\_\_\_ a range 21) \_\_\_\_\_ national and international experts 22) \_\_\_\_\_ the rapidly developing and expanding field 23) \_\_\_\_\_ power industry. It (to present) 24) \_\_\_\_\_ a forum 25) \_\_\_\_\_ you to express your views 26) \_\_\_\_\_ aspects 27) \_\_\_\_\_ the issue 28) \_\_\_\_\_ submitting a paper 29) \_\_\_\_\_ the Congress.

We look forward 30) \_\_\_\_\_ welcoming you in Milan.

Yours sincerely,

Dr. Andy Tibbett

Director of the Italian Power Center

European Fuel-and-Energy Complex in the 21st Century 2022

Co-Chairman

Task 1.21. Imagine you are a member of the organizing committee of the upcoming conference. Write a letter of invitation to a potential keynote speaker. Consult Appendix I and Appendix IV.

Task\* 1.22. Imagine you are a person who has received an official invitation letter to the event, respond to accept / decline the invitation to the event. Consult Appendix II, III and Appendix IV

## Text 2

### What's the difference between a conference, a seminar, a workshop and a symposium?

#### 60-Second Listening

Task 2.1. a) Answer the questions: What is the role of language for a human? What language is a working one at many international academic conferences?

b) Listen to the text about language. What is the role of language according to the text?

#### Before you Read

Task 2.2. Answer the questions:

1. Do you see any difference between a conference and a seminar?
2. What is a workshop?
3. Can you give the definition to the word 'symposium'?

#### Vocabulary

- |                            |   |
|----------------------------|---|
| 1. slant                   | уклон, направленность                             |
| 2. hands-on                | практической направленности                       |
| 3. to involve              | охватывать, включать. затрагивать                 |
| 4. concurrent              | одновременный, совпадающий по времени             |
| 5. to make good use of sth | эффективно использовать что-либо                  |
| 6. issue                   | 1. вопрос, проблема<br>2. выпуск журнала, издание |
| 7. to chime in             | присоединиться к обсуждению                       |
| 8. diverse                 | различный, разнообразный                          |
| 9. emphasis                | акцент, упор. важность                            |
| 10. suggestion             | предложение                                       |

Task 2.3. Read the words and word combinations and guess their meaning

theme	formal
diverse	locations
prestigious	department
primarily	outside visitor
to familiarize	non-academic

Task 2.4. Read the text and find the answers to the questions from Task 2.2.

There are lots of different types of academic event that you might want to attend, such as conferences, seminars, workshops and symposiums. Each has its own benefits and drawbacks, and generally they have a different slant. Size, for instance, is usually a big factor in whether something is regarded as a conference or a symposium. Usually the difference between a conference and a symposium is that a conference will be a larger event and a symposium a smaller one.

Moreover, the difference between a conference and a seminar may be that a conference has a more general theme with a focus on presentations and lectures, whereas a workshop is usually more specific and hands-on, so to speak.

However, as we'll see there are grey areas between these types of events, and the line isn't always clear. Really, what's important is that everyone has a good time and learns something.

Nonetheless, it's good to know exactly what you're getting into, especially if you're actually presenting a paper or giving a lecture. So, let's dive into the specific differences between a conference, a seminar, a workshop, and a symposium.

### WHAT'S A CONFERENCE?

Conferences tend to be the largest events vs. smaller workshops and seminars. They can number anywhere between fifty attendees to thousands of attendees, and the largest may host even more visitors than that. You'll come across both national and international conferences – national conferences are typically attended primarily by people living within the country which is hosting the event, while international conferences can attract visitors from all over the world.

Conferences tend to be the most prestigious forms of events as well, so they are the place where you most want the opportunity to present your work as a talk or as a poster. Speaking of which, conferences will usually involve a number of talks by prominent speakers in addition to poster sessions where researchers present their ideas and data in a visual format. When you attend a poster session, you can walk around and look at each of the different posters and stop to chat or to ask questions to the presenter as well. Presenters will stand next to their poster and will often have a short 5-10 minute explanation of the poster which they will give to anyone who asks.

If the conference is a large one, you will find concurrent events. This means that there might be two, four, or even more talks happening at the same time in different locations. You need to be organized to find out when and where the talks you want to see are being held, and you should make good use of your conference timetable which will hold all of this information.

### WHAT'S A SEMINAR?

The difference between a seminar and a workshop is that a seminar tends to be held within one institution or university, and often a seminar will be a small group of people – say, between five and ten attendees – who come together to focus on a particular issue. Often seminars will be less formally structured than conferences, so one person might give a presentation but it will probably be brief. There is more of a focus on discussion at these events, so do feel free to chime in with your thoughts on the topic at hand.

Another difference between a seminar and a conference is that while conferences usually last for between a few days and a week, seminars will be much shorter. They may be for an hour or two in the afternoon rather than lasting all day. Some departments will organize regular seminars, so for example you might meet on the first Monday of every month.

Seminars are a great place to test out some new ideas or theories that you've been thinking about but aren't 100% confident with yet. If you're working on a concept or an idea for an experiment but you want to hear some feedback on it before you develop it further, offer to present it at a seminar. This kind of small group is perfect for getting honest feedback and you might even get some suggestions for improvements to your ideas.



## WHAT'S A WORKSHOP?

The difference between a workshop and a conference is that workshops are generally smaller than conferences, and are usually only a day or two long and are dedicated to discussing a specific topic. Although these events are held as part of a department, you will often find outside visitors who attend them too.

The atmosphere is somewhere between a seminar and a conference, meaning it is less structured than a conference but more formal than a seminar. Workshops are also sometimes more diverse in terms of attendees than other events. You'll find people from different departments and fields attending workshops together, and you may find non-academics such as journalists or people in business will attend too. The best workshops have a specific, action-oriented purpose, and aim to generate some concrete answers to current problems in the field. Workshops are a good opportunity to learn new skills and to familiarize yourself with a topic you don't know well.

## WHAT'S A SYMPOSIUM?

The main difference between a symposium and a conference is that a symposium tends to be similar to a conference, but smaller. The definition of a symposium isn't completely clear – the Oxford Advanced Learner's Dictionary describes it simply as 'a small conference'. However, similarly to a workshop, a symposium tends to focus on a particular issue rather than a more general theme. Generally, a number of experts will come together in order to present their ideas and papers to one another.

Similar to a conference in that the focus is on presentations and lectures, and less hands-on than a workshop, a symposium is typically completed in a single day. Symposiums may be more prestigious than a conference, with an emphasis on experts presenting their work and occasionally discussing it afterwards (though not to the extent of a seminar). Finally, symposiums will generally be smaller than a conference.

Saying all this, it's likely you'll visit a symposium that seems more like conference and a workshop that could easily be called a seminar. The difference isn't always clear, and there's usually some grey area. What's important is that you learn something while you are there, and get to listen to some of the leading experts in their fields and discuss their work.

## Developing Academic Vocabulary

Task 2.5. For each word below, read the sentence it occurs in the text above and answer the questions:

*feedback prominent occasionally issue emphasis*

- Is the word positive, negative or neutral?;
- Is it a noun, adjective, adverb or verb?;
- Can you think of a word with a similar meaning (synonym) and one with an opposite meaning (antonym)?

Task 2.6. Fill in the gaps with the following words. Make up 2 sentences with any of these word combinations.

*Experts, poster, speaker, concurrent, outside, visual, different, timetable, problems, honest.*

- |                    |                     |
|--------------------|---------------------|
| 1. .... events     | 6. conference ..... |
| 2. .... slant      | 7. .... feedback    |
| 3. prominent ..... | 8. .... visitors    |
| 4. .... session    | 9. current .....    |
| 5. .... format     | 10. leading .....   |

Task 2.7. Translate into English.

1. Разница между конференцией и семинаром может заключаться в том, что конференция имеет более общую тему.

2. Количество участников конференции может составлять от пятидесяти до тысячи человек.

3. Когда вы участвуете в секции стендовых докладов как слушатель, вы можете ходить и рассматривать каждый постер, останавливаться и задавать вопросы докладчику.

4. Если в расписание конференции включены мероприятия, проходящие одновременно, вам нужно быть очень организованным, чтобы узнать, когда и где делаются доклады, которые вы хотите услышать.

5. На семинарах больше внимания уделяется обсуждению какой-то темы, поэтому не стесняйтесь и присоединяйтесь к обсуждению.

6. На мастер-классе вы можете встретить людей с разных кафедр и занимающихся исследованиями в разных областях.

7. Обычно семинары нацелены на разработку конкретных решений актуальных проблем в данной области.

8. Симпозиум, как и семинар, как правило сосредоточен на конкретном вопросе.

Task 2.8. Read the following definitions of 'a conference' and decide which one you prefer, and why.

1. A conference is a large formal meeting at which there are groups of talks on a particular subject, or a small private meeting for discussion of a particular matter.

2. A conference is a meeting of two or more people for discussing matters of common concern.

3. A conference is a meeting for consultation or discussion, an exchange of views.

Task 2.9. Decide which of the following words to characterize a conference you would include in your own definition of 'a conference'. Add any further characteristics. Give your own definition of 'a conference'.

<i>language</i>	<i>behavior</i>	<i>duration</i>	<i>soft skills</i>	<i>organize</i>
<i>academic</i>	<i>research</i>	<i>common interest</i>	<i>particular subject</i>	<i>formal</i>
<i>agenda</i>	<i>serious matter</i>	<i>scientific</i>	<i>participate</i>	<i>feedback</i>
<i>experts</i>	<i>exchange of ideas</i>	<i>methodology</i>	<i>findings</i>	
	<i>presentation</i>			

## Reading Comprehension

Task 2.10. What is the main purpose of the text? Is it to offer...

- a) a detailed description of a conference as an academic event?
- b) a list of benefits of attending a seminar?
- c) a comparison between academic events?

Task 2.11. Read the text again and answer the questions.

1. How many different types of academic events do you know? Can you name them?

2. Is the line between these types of events always clear?

3. What is the difference between national and international conferences?

4. What can you do when you participate in a poster session as an attendee / a presenter?

5. What should you do to make good use of a conference timetable?
6. What is the difference between a seminar and a workshop?
7. What opportunities do workshops usually give?
8. What does a symposium tend to focus on?

Task 2.12. Read the text again and complete the table of differences and similarities between a conference, a symposium, a seminar and a workshop.

	size/ status	theme	duration	atmosphere	attendees	opportunities
conference						
seminar						
workshop						
symposium						

## Speaking

Task 2.13. Tell about different academic events comparing their differences and similarities. Use the information from the table from Task 2.12

Task 2.14. Share the information about any conference / seminar / workshop / symposium you attended/ participated in last with your group mate and discuss it. Answering the questions about the event use the phrases from the table below and pay attention to the characteristics of the event (size, theme, duration, atmosphere, attendees, opportunities.) (Role-play: student 1- a person who participated in an academic event; student 2 – a person who wants to get some information about the academic event).

Size	<p>The conference was national / international.</p> <p>The conference numbered between ... to .... attendees.</p> <p>The seminar hosted .... visitors.</p> <p>It was a small group of people between five and ten attendees.</p> <p>It was a national/an international event.</p>
Theme / aim	<p>The conference was dedicated to discussing ... .</p> <p>The symposium focused on ... .</p> <p>The event aimed to generate some concrete answers to current problems in the field of ... .</p> <p>The workshop had a specific, action-oriented purpose and aimed V.</p>

Duration	The conference lasted for two days / a week. The seminar was for an hour. The workshop was two days long.
Atmosphere	The atmosphere was formal / less formal than a conference. It was less formally structured than a conference.
Attendees	You could find people from different departments / fields. You might find non-academics such as ... A number of experts came together in order to V. The conference attracted visitors from all over the world. You might find outside visitors who attended the seminar.
Opportunities	The conference was the place where you could V. At the conference you could V. The seminar was a great place to V. This small group was perfect for V-ing. The workshop was a good opportunity to V.

## Grammar Focus

### The Infinitive

Form	Active	Passive
Indefinite	to send	to be sent
Continuous	to be sending	–
Perfect	to have sent	to have been sent
Perfect Continuous	to have been sending	–

#### 1. *The Infinitive can be active or passive.*

e.g. He does not like to ask questions.- Он не любит задавать вопросов

e.g. He does not like to be asked questions. - Он не любил когда ему задают вопросы

e.g. I am glad to have invited them. - Я рад что пригласил их

e.g. I am glad to have been invited. - Я рад что меня пригласили

#### 2. *The Indefinite Infinitive shows the action that can be simultaneous with the predicate or can express a future action.*

e.g. I am sorry to trouble you. Мне жаль вас беспокоить.

e.g. We expect you to meet us. Мы ожидаем, что вы встретите нас.

3. *The Continuous Infinitive expresses the action that is simultaneous with the predicate.*

e.g. They seem to be working on the report. Кажется, что они работают над докладом.

4. *The Perfect Infinitive can demonstrate the action that is previous to the predicate.*

e.g. I am sorry to have troubled you. Мне жаль, что я побеспокоил вас.

5. *The Perfect Continuous Infinitive shows the action that started before the predicate and is still going on.*

e.g. I am happy to have been working with you all these years. Я счастлив, что работаю с вами все эти годы.

6. The verbs listed here are normally followed by the Infinitive with **to**, with or without an object.

a) Usually without an object:

*appear seem tend agree promise refuse plan prepare  
(can) afford aim arrange attempt choose claim decide demand  
deserve fail hope learn manage need offer pretend threaten  
wait wish*

e.g. No scientist can afford to ignore the mistakes made by his or her predecessors.

b) Usually with an object:

*allow permit advise enable encourage force invite  
order persuade remind teach tell warn expect*

e.g. The guards allowed photographers to enter the campus territory.

Task 2.15. Translate the sentences into Russian, paying attention to the Infinitive

1. We need to consider first of all the various types of materials used.
2. They expect you to meet the delegates of the conference at the airport.
3. She pretended not to understand us.
4. Ben does not allow anybody to use his computer.
5. My friend seems to forget the question.

6. The colleagues advised me not to interfere.
7. They hope to take part in the seminar next week.
8. Professor Green reminded her team not to talk to journalists.
9. He finally agreed to help us.
10. They invited us to join them in their research.

Task 2.16. Translate the sentences paying attention to the forms of the Infinitive.

1. They want to teach you Chemistry.
2. He wants to be taught Chemistry
3. The students like to read.
4. The students liked to be explained the rules.
5. I am sorry to disturb you.
6. She was sorry not to have prepared for the exam.
7. She is happy to have been invited to the conference.
8. He was glad to have been given permission to speak in public.
9. We are happy to be working with a man like Mr. Jones.
10. We are happy to have been offered a good job.
11. We are proud to be introduced to this professor.
12. We are proud to have been introduced to Professor Green.
13. James was sorry to have accepted the invitation.
14. He was sorry not to have taken the chance.

7. Complex Object consists of a noun or a pronoun plus the Infinitive. It is used after the following verbs: *want, wish, would like, would love, would hate, ask, allow, tell, order, expect, think, consider, believe, suppose.*

*After make, let, have, see, hear, notice we use bare Infinitive (without to).*

e.g. We want him to attend the conference. Мы хотим, чтобы он посетил конференцию.

e.g. We told him to check the facts. Мы велели ему проверить факты.

e.g. They let him speak. Они позволили ему говорить.

e.g. He does not allow anybody to use his computer. Он не позволяет никому пользоваться своим компьютером.

e.g. We expect him to arrive tomorrow. Мы ожидаем, что он придет завтра.

e.g. We consider her to be a good scientist. Мы считаем ее хорошим ученым.

Task 2.17. Translate into Russian

1. I want you to hurry.
2. He wants you to forget it.
3. Do you want me to sign the paper?
4. Which do you wish your son to do, go into business or become an engineer?
5. They want their chief to be removed from office.
6. They want the installation to be dismantled.
7. We want the proposal to be adopted.
8. They would like the problem to be solved.
9. We expect the facts to be proved.
10. My colleagues expect the review to be published.
11. He ordered everything to be arranged.
12. We want the job to be done right away.
13. He heard the telephone ring.
14. We watched the planes take off.
15. I saw him get on the bus.
16. Have you ever heard him speak English?
17. Did any of you see him enter the bank?
18. None of us noticed him put the paper in his case.

8. Complex Subject consists of a noun and the Infinitive (with to). This construction is always accompanied by the predicate in the passive. It is used after certain verbs, such as see, hear, notice, suppose, expect, think, believe, know, consider, say, report, declare, make.

e.g. The student was heard to quote I. Newton. Слышали, как студент цитировал Ньютона.

Task 2.18 Translate into Russian

1. He was made to agree.
2. He was expected to speak on TV.
3. She is known to speak three languages.
4. He is considered to be a good teacher.
5. She is believed to have lived in Vienna for a long time.
6. He is said to be working on his report.
7. The plane was reported to have landed safely.



8. He was declared to have taken first place.
9. The conference was supposed to be making good progress.
10. The conference is said to have been going on since Saturday.

9. The Infinitive construction with the preposition *for* consists of a noun or a pronoun , the preposition *for* and the Infinitive.

e.g. It is for her to answer. Это она должна ответить.

Task 2.19. Translate into Russian.

1. It is necessary for a doctor to be patient.
2. He stepped aside for me to pass.
3. The first thing for him to do is to report everything to the chief.
4. That magazine was for Sammy to read
5. There's nothing for me to read.
6. The sentence was easy for everybody to translate

# UNIT 2

## SCIENTIFIC PUBLICATION

### Text 1

#### Conference circular letter

#### 60-Second Listening

Task 1.1. a) Answer the questions: Do you agree that we are living in the age of information? If, yes, why?

b) Listen to the text about information. What helps put information at our fingertips according to the text?

#### Before you Read

Task 1.2. Answer the questions:

1. How can you get information about a conference?
2. What is a conference circular letter?
3. What sort of information does a conference circular letter provide?

#### Vocabulary

1. abstracts	тезисы конференции
2. proceedings	труды/ материалы конференции
3. Russian Science Citation Index (RSCI)	Российский индекс научного цитирования (РИНЦ)
4. submission	представление доклада/тезисов
5. representative	представитель
6. to confirm	подтверждать
7. permission	разрешение
8. template	шаблон, заготовка
9. manuscript	рукопись
10. International Standard Book Number (ISBN)	Международный стандартный книжный номер

Task 1.3. Read the words and word combinations and guess their meaning

graduate student

post-graduate student

conference hall

committee

deadline

conference application form

organization authorities

validity

novelty

relevant

Task 1.4. Read the conference circular letter (part 1) of the upcoming conference «Progress through Innovations» below and check up your answers to the questions from Task 1.2

### **Circular Letter Part 1**

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MINISTRY OF SCIENCE AND HIGHER EDUCATION OF THE RUSSIAN FEDERATION

NOVOSIBIRSK STATE TECHNICAL UNIVERSITY

**DEPARTMENT OF FOREIGN LANGUAGES FOR  
TECHNICAL FACULTIES**



Novosibirsk State  
Technical University  
**NETI**

**XI International Graduate and Postgraduate Students Conference**  
**«Progress through Innovations»**

**Date: March 30, 2023**

**Venue: Conference Hall, Novosibirsk State Technical University,  
Novosibirsk, Russia**

We warmly invite Bachelor and Master of Science students, postgraduates and young scientists to participate in the conference **«Progress through Innovations»**.

The working languages of the conference: English, German and French.

Following the results of the conference the Committee plans to publish a collection of abstracts (Proceedings) in English, German and French that is included in the Russian Science Citation Index (RSCI) base with the ISBN assigned.

**IMPORTANT DATES**

- Registration deadline – **March 9, 2023.**
- Abstracts submission deadline– **March 30, 2023.**
- Conference events – **March 30, 2023.**

**CONFERENCE SESSIONS**

1. COMPUTER ENGINEERING AND AUTOMATION
  2. RADIO ENGINEERING AND ELECTRONICS
  3. POWER ENGINEERING
  4. ECONOMICS AND BUSINESS
  5. PHYSICAL ENGINEERING
  6. MECHATRONICS AND AUTOMATION
  7. AIRCRAFT ENGINEERING
  8. APPLIED MATHEMATICS
  9. MECHANICAL ENGINEERING
- OTHER SESSIONS MAY BE ADDED

**CONFERENCE TERMS**

We will appreciate the completed scientific and research works of theoretical and practical value which are relevant to the topic of the conference.

The participants are to submit the following documents in one archived file (PetrovAV-1, where 1 means the number of the session) sending them to the address [conference.pti@mail.ru](mailto:conference.pti@mail.ru) Deadline: **March 9, 2023**):

1. Conference application form (Appendix 1)
2. Abstract in the conference working language (Appendix 2)
3. Abstract in Russian (only for representatives of Novosibirsk State Technical University (NSTU))
4. document, confirming the permission of the participant's organization authorities for open publication (only for all those participants who do not represent NSTU) in the working language of conference (or in Russian) and in the form, accepted by the participants' organization.

Registration form, abstract template and other submission documents are available through the site [https://ciu.nstu.ru/kaf/iya\\_tf/about](https://ciu.nstu.ru/kaf/iya_tf/about) under the heading 'The News'. At the beginning of the conference, the program will be available in electronic form.

The collection of works of the conference in the languages of the conference will be available in electronic (PDF) and hard copy form on the 30 of April, 2023.

The organizing committee reviews the manuscripts submitted in the author's edition, and recommends them for publication. The authors and their scientific advisors are responsible for validity and novelty of the results presented.

**The organizing committee reserves the right to reject manuscripts that are not relevant to the topic of the conference, or are not in line with the submission guidelines.**

## CONTACTS

**Address:** Novosibirsk State Technical University, 20, Prospekt K. Marksa, Novosibirsk, off. 503a, 630073. [www.nstu.ru](http://www.nstu.ru)

**Telephone:** (+7 383) 346-0323, 79134827846

**Fax number:** (+7 383) 346-03-23.

**Web site:** [https://ciu.nstu.ru/kaf/iya\\_tf/about](https://ciu.nstu.ru/kaf/iya_tf/about)

**Address for submitting works:** [conference.pti@mail.ru](mailto:conference.pti@mail.ru)

**Contact person:** Alexandra Alyabieva [alyabeve@corp.nstu.ru](mailto:alyabeve@corp.nstu.ru)

**CONFERENCE APPLICATION FORM**

*(to be filled out by each author)*

**XI International scientific conference**

**«Progress through Innovations»**

1. Full Name and Family name (as appears in passport) \_\_\_\_\_
  2. Name of the abstract \_\_\_\_\_
  3. Session \_\_\_\_\_
  4. Institution and its address \_\_\_\_\_
  5. Faculty \_\_\_\_\_
  6. Department \_\_\_\_\_
  7. Group \_\_\_\_\_
  8. Research adviser \_\_\_\_\_
  9. Language adviser \_\_\_\_\_
  10. Address for sending conference materials (with Zip Code) \_\_\_\_\_
  11. Telephone number (work/home/mobile) \_\_\_\_\_
  - Fax \_\_\_\_\_
  - E-mail \_\_\_\_\_
  12. Hotel accommodation (yes/ no) from \_\_\_\_\_ till \_\_\_\_\_
  13. I need a paper version of the collection of papers (please, underline, if necessary)
  14. I do not need a paper version of the collection of papers (please, underline, if necessary)
- 

**Developing Academic Vocabulary**

Task 1.5. For each word below, read the sentence it occurs in the text above and answer the questions:

***assign   value   appreciate   available   review***

- a) Is the word positive, negative or neutral?;
- b) Is it a noun, adjective, adverb or verb?;
- c) Can you think of a word with a similar meaning (synonym) and one with an opposite meaning (antonym)?

Task 1.6. Find synonyms to the words given.

1. confirm: a) prove; b) affirm; c) validate; d) agree
2. permission: a) approval; b) allowance; c) authorization; d) right
3. reject: a) accept; b) decline; c) refuse; d) disapprove
4. responsible: a) reliable; b) in charge of; c) accountable; d) obliged

Task 1.7. Give the English equivalents of the following words and word combinations

1. рабочий язык конференции
2. сборник материалов конференции
3. крайний срок подачи тезисов
4. разрешение о возможности открытого опубликования
5. организационный комитет
6. рекомендовать к публикации
7. ответственный за актуальность и новизну результатов
8. сохранять за собой право отклонить публикацию рукописи

## **Reading Comprehension**

Task 1.8. What is the main purpose of the text? Is it to offer...

- a) a detailed information about format of publication?
- b) a detailed information about the upcoming scientific events?
- c) information about key dates of the conference?

Task 1.9. Read the conference circular letter again and answer the questions.

1. What is the name of the conference?
2. What is the venue and dates of the conference?
3. Who is invited to participate in the conference?
4. Who organizes the conference?
5. What are the conference sessions? Which one would you choose?

Why?

6. What forms of participation are there?
7. What are the deadlines of registration and abstract submission?
8. What documents are the participants to submit?
9. Where and when will the manuscripts be published?
10. Who is a contact person of the conference?

## Academic reading and writing

Task 1.10. Read and fill in the Conference Application Form of the upcoming conference «Progress through Innovations» above (Appendix 1 to Circular Letter. Part 1.)

### Grammar Focus

#### The Participle

Form	Active	Passive
Present	sending	being sent
Perfect	having sent	having been sent
Past	–	sent

*1. English verbs have two participles: the present participle (e.g. typing, writing) and the past participle (e.g. typed, written).*

*2. Participles have some qualities of verbs and are used in the formation of the continuous, perfect and perfect continuous tenses.*

e.g. He is typing. – Он печатает.

e.g. He has written a letter. – Он написал письмо

*3. Participles have some qualities of adjectives and are used as attributes in a sentence*

e.g. a smiling girl – улыбающаяся девочка

e.g. surprised faces – удивленные лица

*4. Participles are also used in the function of adverbial modifiers*

e.g. He opened the door, smiling. – Он открыл дверь улыбаясь.

e.g. Surprised, he didn't know what to say. – Удивленный, он не знал.

Что сказать

*5. Depending on the function in the sentence, on the context and meaning, English participles are translated into Russian as participles, as adjectives, as adverbial participles, as verbs:*

e.g. I saw a running boy. – Я увидел бегущего мальчика

e.g. He was running very fast. – Он бежал очень быстро.



e.g. He ran shouting something. – Он бежал, крича что-то. (Он бежал и кричал что-то.)

e.g. Running past the bakery, the boy stopped abruptly. – Пробегая мимо булочной, мальчик внезапно остановился.

e.g. Having found the door locked, the boy left. – Найдя дверь запертой, мальчик ушёл.

6. *The absolute participle construction has its own subject (to which the action expressed by the participle refers) and can stand at the beginning or at the end of the sentence. Sometimes the preposition "with" introduces an absolute participle clause.*

e.g. The weather being nice and warm, we went for a walk. (As the weather was nice and warm, we went for a walk.) – Поскольку погода была хорошая и тёплая, мы пошли на прогулку.

e.g. Sydney is the largest city in Australia, with Melbourne being the second largest. – Сидней – самый большой город в Австралии, а Мельбурн – второй по величине.

7. *In sentences like "I saw him crossing the street. I found him sleeping. I had my car washed.", the constructions "him crossing; him sleeping; car washed" are often called "complex object"*

e.g. She felt him looking at her. She noticed him smiling at something. – Она чувствовала, что он смотрит на неё. Она заметила, как/что он улыбается чему-то

8. *In constructions like "I had it done", the past participle is used after the verb "have" (or after "get" in informal speech) to show that the action is performed for you by someone, usually at your request.*

e.g. I had my car washed. – Мне вымыли машину

e.g. She got her TV repaired. – Ей починили телевизор.

Task 1.11 Translate into Russian

1. Everybody looked at the dancing girl.
2. The little plump woman standing at the window is my grandmother.
3. The man playing the piano is Kate's uncle.
4. Entering the room, she turned on the light.
5. Coming to the theatre, she saw that the performance had already begun.

6. Looking out of the window, he saw his mother watering the flowers.
7. Hearing the sounds of music we stopped talking.
8. She went into the room, leaving the door open.

Task 1.12. Translate into Russian

1. My sister likes roasted chicken.
2. We stopped before a shut door.
3. Tied to the tree, the goat could not run away.
4. They saw overturned tables and chairs and pieces of broken glass all over the room.
5. This is a church built many years ago.
6. The books written by Dickens give us a realistic picture of the 19th century England.
7. She put a plate of fried fish in front of me.
8. The coat bought last year is too small for me now.
9. Nobody saw the things kept in that box.

Task 1.13. Choose an appropriate form of the participle.

1. The girl (writing, written) on the blackboard is our best pupil. b) Everything (writing, written) here is quite right.
2. a) The house (surrounding, surrounded) by tall trees is very beautiful.  
b) The wall (surrounding, surrounded) the house was very high.
3. a) Who is that boy (doing, done) his homework at that table?  
b) The exercises (doing, done) by the pupils were easy.
4. a) The girl (washing, washed) the floor is my sister.  
b) The floor (washing, washed) by Helen looked very clean.
5. a) We listened to the girls (singing, sung) Russian folk songs.  
b) We listened to the Russian folk songs (singing, sung) by the girls.
6. Do you know the girl (playing, played) in the garden?
7. The book (writing, written) by this scientist is very interesting.
8. Translate the words (writing, written) on the blackboard.

Task 1.14. Fill in Present Participle or Perfect Participle form.

1. (to do) his homework, he was thinking hard.
2. (to do) his homework, he went for a walk.
- 3 (to sell) fruit, he looked back from time to time, hoping to see his friends.
4. (to sell) all the fruit, he went to see. his friends.

5. (to eat) all the potatoes, she drank a cup of tea.
6. (to drink) tea, she scalded her lips.
7. (to run) in the yard, I fell and hurt my Knee.
8. (to look) through some magazines, I came across an interesting article about UFOs.
9. (to write) out and (to learn) all the new words, he was able to translate the text easily.
10. (to live) in the south of our country, he cannot enjoy the beauty of St. Petersburg's White Nights in summer.
11. (to talk) to her neighbour in the street, she did not notice how a thief stole her money.
12. (to read) the story, she closed the book and put it on the shelf.
13. (to buy) some juice and cakes, we went home.
14. (to sit) near the fire, he felt very warm.

Task 1.15. Translate into Russian paying attention to the absolute participle construction in bold.

1. **This being understood**, the conference was over.
2. **The constraint caused by the old man's presence having worn off a little**, the conversation became more lively.
3. **This done, and Sikes having satisfied his appetite**, the two men lay down on chairs for a short nap.
4. **The concert being over**, the lottery came next.
5. **Dinner being over**, the old lady asked Barbara to come and sit on the sofa near her.
6. Then, **the house search proving** that she was not there, Asa went outside to look up and down the street.
7. **All the necessary preparations having been made with utmost secrecy**, the army launched an attack.
8. **The treaty having been signed**, trade was at once resumed.

## Text 2

### Guidelines for Submitting an Abstract to the Proceedings of the Conference

#### 60-Second Listening

Task 2.1. a) Answer the questions: What date is it today? What time is it? What is your telephone number? How often do you use numbers?

b) Listen to the text about numbers. What is the role of numbers in our lives according to the speaker?

#### Before you Read

Task 2.2. Answer the questions:

1. Have you ever submitted an abstract or an article for publication?
2. How many published abstracts/ articles do you have?
3. What aspects do you have to take into account preparing for publication?

#### Vocabulary

1. font	шрифт
2. line spacing	межстрочный интервал
3. margins	поля
4. references	список используемой литературы
5. upper-case	верхний регистр
6. parentheses	скобки
7. to quote	цитировать
8. to justify right/left	выравнивать текст по правому/левому краю
9. pt (point)	аббревиатура, используемая для обозначения размера шрифта, 1pt равен 1 / 72 дюйма.
10. caption	подпись к рисунку

Task 2.3. Read the words and word combinations and guess their meaning

patronymic	squire brackets
article	footnotes
techniques	respectively
paragraph	figure
page orientation	table

Task 2.4. Read the Circular Letter (Part 2) of the upcoming conference «Progress through Innovations» quickly and say what these numbers refer to: 3, 5, 300-700, 148, 210, 0.5, 1.45, 100-150, 10, 11, 9.

Task 2.5. Read the text again and check up your answers to the questions in Task 2.2

## Circular Letter

### Part 2

The working languages of the conference: English, German and French.

The abstract should be one – three pages (A5, 300 – 700 words) long. The number of authors is restricted to three. Each author can publish only two abstracts in one issue.

The file name should consist of the last name, the initial letters of the first name and the patronymic of the author, the dash (–) and the number of the session, e.g. (PetrovAG-1.doc).

The abstract should contain the problem statement, the object studied, methods and techniques used and results achieved, the novelty and the application field of the results.

The text of every abstract submitted electronically should be prepared according to the guidelines applied:

**length of the manuscript** – 1-3 full pages;

**format** – A5 (148 mm x 210 mm);

**font** – Times New Roman, Size 11, Colour Black

**line spacing** – single with automatic hyphenation;

**paragraph**: indent – 0.5 cm, spacing before – 0, after – 0;

**margins**: top – 2.0 cm, bottom – 3.0 cm, left/right – 1.45 cm.;

**page orientation** – portrait.

These requirements are applied to such items of the abstract as text, figures, formulas, tables, except the key words and 100-150 symbol abstract in the beginning, which are to be written in Italics, font – Times New Roman, Size 10, Colour Black

Numbers of the references should be given in square brackets in the text of the article.

**Do not position the references as footnotes, please!**

### ***Text Layout***

*The first line* – “the name of the abstract” – upper-case first letters of meaningful words (in bold type) centered, single-spaced – 11pt;

*the second line* – the first co-author’s name centered, single-spaced, positioned below the name of the abstract, in bold; the name of the organization, city, country, and the author’s e-mail, *in italics* – 10pt;

*the third line (if necessary)* – “the second co-author’s name centered, single-spaced, in bold; the name of the organization, city, country, and the author’s e-mail, *in italics* – 10pt;

*the fourth line (if necessary)* - the third co-authors’ name, centered, single-spaced, in bold; the name of the organization, city, country, and the author’s e-mail, *in italics* – 10pt;

The number of contributing authors should be restricted to three, the name of the presenter should be underlined.

*the fifth line* – the abstract – single spaced, (the font is Times New Roman, the font size is 10pt)

*References* should be positioned at the end of the article (the font is Times New Roman, the font size is 10pt).

### ***Figures and Tables***

The figures and tables should be referred to in the text as, for example, the figure (Fig. 1) or the table (Table 1) respectively. Try to lay out the text in such a way, that caption is positioned below the illustration, and, if possible, on one page. Each table should have a heading, which is placed above the table and justified right.

*Table 1* – The heading of the table font: Times New Roman, Size 9, ColourBlack

The content of the table – font: Times New Roman, Size 9, Colour Black

Each figure should have a caption that is placed below the figure and centered. All figures will be black and white in the printed version of the collection of papers.

*Figure 1* The caption – font: Times New Roman, Size 9, Colour Black

The template of the abstract is given in Appendix 2.

The names of scientific and language advisers, if they are not in the list of contributing authors, should be written after the abstract (the font is Times New Roman, the font size is 10 pt).

## APPENDIX 2

**Abstract Title – Use Capital Letters, Line Spacing Single,**

**Center, Bold, Times New Roman, Size 11**

**Name Surname<sup>1</sup>, University, City, Country, e-mail–**

*Times New Roman, size 10*

**Name Surname<sup>2</sup>, University, city, country, e-mail –**

*Times New Roman, size 10*

*Abstract: This electronic document is a “live” template and already defines the components of your paper [title, text, heads, etc.] in its style sheet.*

*Keywords: component, formatting, style, styling, insert (key words)*

This template, modified in MS Word 2007 and saved as a “Word 97-2003 Document” for the PC, provides authors with most of the formatting specifications needed for preparing electronic versions of their papers.

Abstracts should be written in English, German or French. The abstract is limited to 3 pages (A5, 300 – 700 words, Portrait). The text is limited to no more than 700 words. Fonts should be Times New Roman 11, margins: Left/Right 1.45 cm, Top 2 cm, Bottom 3 cm, Alignment: Justify, Line Spacing Single, Paragraph 0.5cm. Before/After Opt. Make sure that all figures and photos are with captions in Times New Roman 9 *Italic* and are clearly visible.

The purpose of an abstract submitted to Progress through Innovations 2023 is to tell the Program Committee what new results you will present. It is important within the first few sentences to state what your primary results are. It is also important to identify how the new work differs from previous work of your own group and of other groups. After introduction of basic ideas and information, how the work relates to other works, present detailed descriptions of methods, devices, and results, specifically stating whether they are experimental or theoretical. After the presentation of results, it is useful to compare them with other work, discuss discrepancies or agreement, and comment on the broader impact.

Abstracts will be reproduced exactly as submitted and will not be edited in any way. Abbreviations should be kept to a minimum. Use of standard abbreviations is acceptable. Place special or unusual abbreviations in parentheses after the full term for the first time it appears. Linguistic accuracy is the responsibility of the authors.

All abstracts are to be submitted in Word 97-2003 to the address [conference.pti@mail.ru](mailto:conference.pti@mail.ru) in one archived file with the application, a document, confirming the permission of the participant's organization authorities for

open publication (for participants who do not represent NSTU) & a Russian version of the abstract ( for those participants who represent NSTU). The contact person is Alexandra Alyabieva: [alyabeva@corp.nstu.ru](mailto:alyabeva@corp.nstu.ru). The deadline to submit your abstract is **March 30, 2023**

Every text citation must be listed under the heading **References** (Align Left, Bold), at the end of the text. In the text, every reference should be quoted at least once with indices in the form: [1] or [2, p 10]. The title of the paper, book/scientific journal/name of the conference of a resource published not in English should be in Latin letters (use: <http://translit.net/ru/?account=lc>) and accompanied by English (German, French) variant in square brackets.

Do not include more than two references.

After References put the name and scientific degree of your **research adviser** and **language adviser**.

#### **References**

1. Brown, H.D. Principles of language learning and teaching, 4th ed., White Plains, NY, Addison Wesley Longman, USA, 2000.
2. Korotkina I.B. Ot lingvisticheskogo tsentra – k tsentru akademicheskogo pis'ma. [From linguistic center to academic writing center] / Vysshee obrazovanie v Rossii. [Higher education in Russia], Russia, 2013, No. 8-9, pp 121-124.

**Research adviser:** M.E. Royak, D.Sc. (Eng).

**Language adviser:** A.U. Alyabieva

## **Developing Academic Vocabulary**

Task 2.6. For each word below, read the sentence it occurs in the text above and answer the questions:

***initial    result    application    refer    adviser***

- a) Is the word positive, negative or neutral?
- b) Is it a noun, adjective, adverb or verb?
- c) Can you think of a word with a similar meaning (synonym) and one with an opposite meaning (antonym)?

Task 2.7. Fill in the gaps with the following words. Make up 2 sentences with any of these word combinations.

*Description, abbreviation, electronic, open, text, committee, contact, accuracy, problem, application.*

- |                     |                     |
|---------------------|---------------------|
| 1. .... version     | 6. .... field       |
| 2. .... statement   | 7. .... publication |
| 3. program .....    | 8. .... person      |
| 4. detailed .....   | 9. standard .....   |
| 5. linguistic ..... | 10. .... citation   |



Task 2.8. Match the words with their definitions.

- |                |   |
|----------------|---|
| 1. manuscript  | A. a list of references at the end of the article/ paper                              |
| 2. to reject   | B. an assortment or set of type or characters all of one style and sometimes one size |
| 3. to restrict | C. a writer's original pages of a book, article, or document before it is published   |
| 4. font        | D. to refuse to accept  |
| 5. margins     | E. the plan or design or arrangement of something laid out                            |
| 6. figure      | F. capital  |
| 7. italic      | G. a diagram or pictorial illustration of textual matter                              |
| 8. references  | H. to keep something within strict limits   |
| 9. layout      | I. a phrase or sentence taken from a piece of writing or speech                       |
| 10. upper-case | J. the explanatory comment or designation accompanying a pictorial illustration       |
| 11. citation   | K. of or relating to a type style with characters that slant upward to the right      |
| 12. caption    | L. the part of a page or sheet outside the main body of printed or written matter     |

Task 2.9. Translate into Russian.

1. Тезисы должны содержать объект исследования, постановку проблемы, используемые методы, полученные результаты и область их применения.

2. Номера ссылок должны быть указаны в тексте статьи в квадратных скобках.

3. Постарайтесь расположить текст таким образом, чтобы подпись к рисунку располагалась под рисунком.

4. Шаблон тезисов представлен в Приложении 2.

5. Цель тезисов заключается в том, чтобы сообщить Программному комитету, какие новые результаты вы представите на конференции.

6. Важно определить, чем новая работа отличается от предыдущих работ вашей команды и других групп исследователей.

7. После представления результатов необходимо сравнить их с результатами других исследователей в этой области, обсудить чем они отличаются и что общее между ними.

8. Допускается использование стандартных сокращений.

Task 2.10. Read the following definitions of ‘a conference abstract’ and decide which one you prefer, and why.

1. A conference abstract is a concise summary of a proposed conference presentation to catch the attention of the conference organizers.

2. An abstract for a conference is a summary of a scientific paper to be presented at a conference.

3. An abstract for conferences is a piece of writing that describes the topic you would like to present at the conference, highlighting your argument, evidence and contribution to the literature.

Task 2.11. Decide which of the following words to characterize abstract for a conference you would include in your own definition of ‘a conference abstract’. Add any further characteristics. Give your own definition of ‘a conference abstract’.

*new results background program committee organized  
academic research description brief particular subject formal  
report solution scientific participate feedback experts  
methodology findings short version main presentation*

## **Reading Comprehension**

Task 2.12. What is the main purpose of the text? Is it to offer...

- a) information about visual format of publication?
- b) a detailed information about the requirements to a manuscript submitted?
- c) guidelines how to lay out figures and tables?

Task 2.13. Read the text “Circular Letter. Part 2” and answer the questions.

- 1. How many pages (words) should the abstract be?
- 2. How many co-authors can be?
- 3. What is the purpose of the abstract submitted to the conference?
- 4. What sort of information should the abstract include?
- 5. Will the abstract be edited during review process by the Committee?
- 6. Should every reference be in square or round brackets in the text of the abstract?
- 7. Can an author locate the references as footnotes?
- 8. What is the maximum number of references?

9. Can an author use bibliographical information of references in a language except English?

10. What sort of information should be put after Reference section?

### **Academic reading and writing**

Task 2.14. Imagine you are planning to give an oral presentation and submit an abstract for a conference. Think about your research project and the topic of your abstract (paper). In pairs, take turns to summarize the information from the abstract (paper) following the instructions (1-7) below.

1. Explain why your topic is worth researching.
2. Outline the previous works on the topic.
3. Name the problem that has not been solved as the result of the previous studies.
4. State the aim of your study.
5. Describe the methodology used.
6. Describe your results.
7. Outline the application of your results.

Task 2.15. Read the abstract sample below, find and match sentences in the abstract to the correct points (1-7) from the list in Task 2.14

### **Influence of particles size of power on sinterability of boron carbide**

Boron carbide ( $B_4C$ ) is one of the most promising ceramic materials which has already found wide application in different fields of industry. It is known thanks to its high hardness, high melting point and low density. Due to its unique properties it is used for producing the following workpieces: armored plates (high hardness and low density), refractory materials (high melting point), wear materials, for example for cutting tools and frictional applications (resistance to the abrasive wear), automatic control rods of reactors (high cross section of neutron absorption).

The traditional production technology for bulk products from boron carbide is hot pressing. The quality of obtained products depends on the sinterability of the initial powder. It is known that the main factors affecting the powders sinterability are initial size of particle, purity of powder and presence of special additives.

There are works which indicate that a decrease in particles size causes an increases in their sinterability [1, 2]. However, there is little data on hot pressing  $B_4C$  of different fractions in the literature. Thus, the purpose of this

study is the investigation of the effect of particles size of powders on the ability of obtaining of bulk materials at lower pressing temperatures.

Boron carbide powders ( $B_4C$ ) of various dispersity  $60 \pm 2 \mu m$  (F220),  $29.2 \pm 1.5 \mu m$  (F320),  $17.3 \pm 1 \mu m$  (F400) produced by Zaporozhabrasive were used as initial materials for pressing.

Powders were sintered using an automated laboratory hot press produced by Technological Design Institute of Scientific Instrument Engineering of SB RAS. Cylindrical samples with 2g weight and 16 mm diameter were received. The sintering regime temperature is 1950 K and force is 5000 N.

The structure of the samples was studied using CarlZeiss EVOMA 15 scanning electron microscope on microsections prepared using a standard procedure.

The image of sintered powders is shown in Fig. 1. It is known that with a decrease in the dispersion of the original powder, the contact surface between the particles increases. Scanning electron microscopy shows that the compact density obtained from the F400 powder (Fig. 1, c) has the maximum density. In samples from this powder (Fig. 1, c) there are no separate particles observed. However, there is a fairly high porosity. The surfaces of the samples particles from the F220 powders (Fig. 1, a) and F320 (Fig. 1, b), sintered at the same temperature, have practically no contact areas. It is seen that the particles are not deformed and retain their original dimensions and geometry. Hence, for obtaining a favorable microstructure of samples, it is necessary to use powders with a smaller particle size.

Task 2.16. Read the abstract sample below and fill in the gaps (1-8) with the phrases (A-H).

**Algorithm for processing signal of the Super  $c$ - $\tau$   
factory electromagnetic calorimeter**

- A) *a computer model of the data collecting module*
- B) *it was proposed to use fast scintillation crystals*
- C) *to develop a signal processing algorithm for the data collecting module of the Super  $c$ - $\tau$  factory electromagnetic calorimeter*
- D) *It can be seen that inaccuracies for both histograms*
- E) *The study has shown that*
- F) *The latter is mainly used for correlated signals.*

*G) However, the experiments carried out on the Belle II and SND detectors have shown the disadvantages of using*

*H) The aim of the experiment*

Studies of elementary particles play an important role in understanding the world around us. The collider is the instrument for conducting experiments in the field of elementary particle physics. One of the main systems of the collider is a universal magnetic detector. The detector uses electromagnetic calorimeter to measure the energy of charged particles inside. Using scintillation counters, the energy of particles is converted into electrical signals, which are then processed by readout electronics.

There is a large volume of published studies describing the transmission of particles through scintillation counters. 1) \_\_\_\_\_ slow scintillation crystals for particle registration [1]. Their main drawback is the overlap of background and information signals at high detector load. Under these conditions, the selection of information signals becomes impossible.

To prevent the overlaps in the Super c- $\tau$  factory collider, 2) \_\_\_\_\_. New data acquisition system is being developed to work with such crystals [2]. It consists of data collecting modules and collectors. Data collecting modules provide the formation and digitization of signals and the calculation of their main characteristics.

The specific objective of this study is 3) \_\_\_\_\_. One of two methods, the least squares method or the method of minimizing  $\chi^2$  function, is commonly used to process digitized signals. The former is especially useful for approximating uncorrelated signals. 4) \_\_\_\_\_. To study the accuracy of calculating the characteristics of signals, the mathematical experiment was carried out using the MATLAB software. 5) \_\_\_\_\_ is to evaluate the accuracy of calculating the signal amplitude by two methods mentioned above. Data for this study were collected using 6) \_\_\_\_\_.

Fig. 1 shows histograms of the sample distribution for the amplitude calculation inaccuracy of one hundred noisy signals. 7) \_\_\_\_\_ have a normal distribution. The maximum inaccuracy value for the first histogram a) is 0.06 V, and for histogram b) is 0.041 V. The results of this investigation show that the method of minimizing  $\chi^2$  function gives more accurate value of the amplitude in comparison with the least squares method. 8) \_\_\_\_\_ both methods give good calculation accuracy, but for real signals it is better to use the method of minimizing  $\chi^2$

function. This research has several practical applications. Firstly, based on the results of the study, the signal processing algorithm for the data collecting module was written. Secondly, programs were written to check the results generated in a data collecting module.

Task 2.17. Replace the Russian words given in brackets with the following English equivalents: *study, research, ongoing, consider, disadvantages, preliminary, approach, modeling, consists, accuracy*.

1. We (рассматриваем) the common problem of many variables but relatively few observations.

2. A traditional (подход/ метод) has been dimension reduction.

3. Recently, methods have been proposed to avoid some of these (недостатки).

4. We (изучаем/ исследуем) extension of the concept of optimality of experimental designs from univariate to multivariate linear models.

5. The technical part (состоит) basically of three units.

6. Mathematical (моделирование) faces various kinds of uncertainty in applications, like economy or ecology, data, knowledge, or/ and formalizations.

7. The motivation for the (исследовательский) project is to develop system reduction methods and algorithms for linear and nonlinear positive systems arising in the life sciences.

8. The current (предварительные) results include an algorithm and examples.

9. This is a report on an (текущий, происходящий в настоящее время) research project.

10. (Точность) of the present numerical scheme is demonstrated by the validation results for a unit circle.

Task 2.18. Fill in the blanks with the following words: *paper, online, achieve, solves, method, devised, joint, proposed, concerning, sensitive, compare*.

1. We present a divide and conquer algorithm \_\_\_\_\_ for the extraction of the real or imaginary eigenvalues of a matrix.

2. The \_\_\_\_\_ discusses a method that is \_\_\_\_\_ in engineering for solving vibration problems.

3. The method \_\_\_\_\_ a system of differential equations.

4. In this talk we will report on recent \_\_\_\_\_ work with an international team of researchers.

5. This is a review of results \_\_\_\_\_ the theoretical analysis made.
6. We present a new iterative \_\_\_\_\_ for probabilistic clustering.
7. The method performs well and is not \_\_\_\_\_ to outliers (постороннее значение, выброс).
8. We \_\_\_\_\_ our approach and results with these methods.
9. These results are available \_\_\_\_\_ .
10. In order to \_\_\_\_\_ feasible computation times and robust results it is usual to perform some sort of dimension reduction of the variables.

Task 2.19. Write an abstract in accordance with the requirements to submission of the conference «Progress through Innovations» and using Useful language for writing a conference abstract. Consult Appendix V.

# UNIT 3

## ORAL PRESENTATION

### Text 1

#### What makes a good presentation?

#### 60-Second Listening

Task 1.1. a) Answer the questions: What is an oral presentation. Is pronunciation important for oral presentation? What makes a good pronunciation?;

b) Listen to the text about pronunciation. What is the most important thing about pronunciation?

#### Before you Read

Task 1.2. Answer the questions:

1. Have you ever given a presentation?
2. What was difficult for you?
3. What makes a good/bad presentation?

#### Vocabulary

1. to come through	проникать, проявляться
2. to read over	перечитывать
3. to make sure	убедиться
4. to settle back	устроиться поудобнее, откинуться на спинку стула
5. to deliver	сообщать, представлять информацию
6. to come into play	проявляться, возникать
7. to trim	отредактировать
8. motto	девиз, лозунг, эпиграф
9. plausible	убедительный, правдоподобный
10. cluttered	загроможденный



Task 1.3. Read the words and word combinations and guess their meaning

accumulate	order
statistics	material
satisfaction	clichés
message	essence
position	technique

Task 1.4. Read the text and say what makes a good presentation.

1. The best presentations seem effortless, but a lot of hard work goes into making them appear so simple. To produce a clear and concise presentation, you must write, rewrite, edit and polish your work extensively. When you begin to write a speech, it is easiest to choose a subject of personal meaning to you. Our appreciation of the material we are presenting comes through in a convincing presentation.

2. First of all, we have to research the chosen topic thoroughly. We accumulate all the information we can (much more than we will need), including facts, statistics, quotes, etc. We usually write the information in no particular order, until we feel you have covered the topic to your satisfaction. Read it over and decide what your message will be.

3. A good speech has a single theme, a clear and consistent point of view that is supported with logically presented facts and information. This gives us the speech structure – a route to follow to a particular destination. We should make sure to tell the audience what the plan is by informing them early in the speech what our message will be. They can then settle back comfortably and wait for our supporting documentation.

4. The material must be organized into three or four points that factually support the message you plan to deliver. You should present a logical case for your point of view. This is when the information you have researched comes into play. Use definitions, quotes, specific examples or other means to explain your position. Order the points from least important to most important – building to a strong climax. Sum up with a restatement of the theme.

5. You should remember that rewriting is the essence of preparing an effective presentation speech. You have to clean up your prose. You should give as much information as is needed to make your point. It is difficult to

cut out your favorite words or phrases (they sound so good!), but it is always necessary to trim your talk. A good motto is, if in doubt, cut it out. Use active verbs, short words and sentences to get the message across neatly. Your ideas should ring with common sense and sound plausible. Do not write phrases you would not normally say. Avoid clichés and cluttered language.

6. Statistics claim that only 0.8 percent of the human race is capable of writing something that is instantly comprehensible. Writing and structuring help you think clearly. We constantly have to ask ourselves, “Am I saying what I want to say?” The answer is often “No”. It is a struggle to decide which words are best suited for a particular purpose: which ones to include and exclude, and then to arrange them in the best possible form to achieve clarity in the most economical way.

7. You should not try to do it all in one sitting. Put your work away for a day and then look at it again with a fresh perspective. Edit it again for clarity, simplicity and brevity. It is the successful rewriting and rethinking that molds your writing into the sharpest declaration of your views. All you need to write a speech is something specific you want to say. The challenge is to say it well.

8. Thus, a lot of things contribute to the success of a presentation - new and unusual content, a clear structure, a good sense of timing, imaginative use of visual aids, ability to make people think. But above and beyond all of these is your ability to be comprehensible.

## **Developing Academic Vocabulary**

Task 1.5. For each word below, read the sentence it occurs in the text above and answer the questions:

***effortless   consistent   destination   perspective   brevity***

d) Is the word positive, negative or neutral?

e) Is it a noun, adjective, adverb or verb?

f) Can you think of a word with a similar meaning (synonym) and one with an opposite meaning (antonym)?

Task 1.6. Fill in the gaps with the following words. Make up 2 sentences with any of these word combinations.

*Particular, fresh, language, presentation, documentation, human, common, strong, suited, content.*

- |                     |                     |
|---------------------|---------------------|
| 1. .... climax      | 6. cluttered .....  |
| 2. .... destination | 7. .... race        |
| 3. supporting ..... | 8. .... perspective |
| 4. .... speech      | 9. best .....       |
| 5. .... sense       | 10. unusual .....   |

Task 1.7. Give the English equivalents of the following words and word combinations.

1. тщательно отредактируйте и отшлифуйте свою работу
2. логично представлены факты и информация
3. стремиться к определенной цели
4. точно донести информацию
5. избегать клише
6. понятный сразу
7. для достижения ясности
8. в один присест
9. чувство времени
10. превыше всего

Task 1.8. Translate into English.

1. Когда вы начинаете писать речь, проще всего выбрать тему, имеющую значение лично для Вас.
2. Записываете информацию пока не почувствуете, что тема раскрыта в полной мере.
3. Материал должен быть разделен на три или четыре части, которые содержат факты, подтверждающие информацию, которое вы планируете представить.
4. Используйте определения, цитаты, конкретные примеры или другие средства, чтобы выразить свою точку зрения.
5. Ваши идеи должны звучать разумно и правдоподобно.
6. Трудной задачей является принять решение, о том какие слова лучше всего подходят для той или иной цели.
7. Именно успешное переписывание и процесс переосмысления преобразуют процесс письма в демонстрацию ваших взглядов.
8. Многие вещи способствуют созданию успешной презентации.

## Reading Comprehension

Task 1.9. What is the main purpose of the text? Is it to offer...

- a) a detailed description of an oral presentation structure?
- b) recommendations how to make a good presentation?
- c) characteristics of a good presentation speech?

Task 1.10. Choose the correct titles a-h to paragraphs 1-8 of the text in Task 1.4.

- a) Importance of being comprehensive
- b) Means to get the message across clearly
- c) Organization of material
- d) Speech structure
- e) Two things for sharpest declaration of your views
- f) Collecting information and data
- g) Choice of a theme
- h) The challenge to achieve clarity in the most economical way

Task 1.11. Read the text again and answer the following questions:

- 1. What activities does writing presentation speech involve?
- 2. Why is it important to choose a subject of personal meaning to you?
- 3. How to research the chosen topic?
- 4. What does a good speech include?
- 5. Why is it necessary to tell the audience what the plan of your presentation is?
- 6. How to organize the material?
- 7. What means can you use to get the message across neatly?
- 8. What is the main problem while writing a speech?
- 9. Why are rewriting and rethinking important for a successful presentation?
- 10. What presentation skill is above and beyond all of others?

## Grammar Focus

### Clauses of purpose

1. You use a purpose clause when you want to state the purpose of the action in the independent clause. The most common type of purpose clause is a *to-infinitive clause*.

e.g. Sarah went to the computer lab to print out her research report.

In formal writing, *in order to* and *so as to* are often used.

e.g. The company conducted a detailed survey in order to gauge its clients' views.

In formal writing, you can also introduce a purpose clause with *so that* or *in order that*. These finite purpose clauses usually contain a modal.

e.g. Dr Chan adjusted the overhead projector so that the students would be able to see the chart more clearly.

e.g. The lecturer finished his lecture five minutes early so that the students could come and ask him questions.

The difference between *so* and *so that* is that *so that* implies that the cause was deliberately done by someone in order to get a specific result.

2. There are a number of other ways of expressing purpose in English. These are some of the most common ones:

*with a view to, with the intention of, with the object/aim of, for the purpose of*

If you use these phrases, make sure that the verb is in the -ing form.

e.g. The university introduced two new English courses with a view to enhancing students' proficiency in the language.

Task 1.12. Study the examples with clauses of purpose, pay attention to the translation on the sentences into Russian.

1. You study English every day in order to speak it fluently. – Вы изучаете английский язык каждый день, чтобы свободно на нем говорить.

2. You do your morning exercises to be healthy. – Вы делаете зарядку утром, чтобы быть здоровыми.

3. You go outside with your friends so as to have fun. – Вы идете гулять со своими друзьями, чтобы развлечься.

4. You buy new clothing so that you can look nice. – Вы покупаете новую одежду, чтобы хорошо выглядеть.

Task 1.13. Translate into Russian

1. Tom learns Chinese to work in China.

2. You can take this medicine in order to feel better.

3. The pupils must learn this poem by heart so as to get an excellent mark.

4. Take your umbrella in order not to get wet.
5. You have to be hurry so as not to be late.
6. Tim gave his girlfriend red roses so that she would forgive him.
7. Dan gave his sister some money so that she could buy a new dress.
8. I have given Alice a book so that she can be ready for the lesson.
9. He will study hard so that his teacher will give him a good mark.

Task 1.14. Make up a sentence of the two sentences using *so as / so that / to / in order to*

1. Ann is putting on her warm jacket. She doesn't want to catch a cold. (so as not to)
2. Alex is borrowing some English books. He wants to learn more of this language. (to)
3. Sandy has lent her brother some money. He wants to buy a new CD. (so that)
4. They are going on holiday soon. They want to have a rest. (so as to)
5. He spoke in a low voice. He didn't want to wake her up. (in order not to)
6. Mother packed her camera. She wanted her son to take photos. (so that)

Task 1.15. Fill in the gaps with *in order to, so as to, so that* or *to*:

1. They went to the hospital \_\_\_\_\_ see their friend.
2. The car stopped \_\_\_\_\_ a woman could walk.
3. My father turned on the television \_\_\_\_\_ watch the latest news.
4. My sister is going to study French \_\_\_\_\_ leave London for Paris.
5. We bought a laptop \_\_\_\_\_ our son could work anywhere.
6. Our teacher asks simple questions \_\_\_\_\_ all the pupils can answer them.

## Speaking

Task 1. 16 Make up a list of 10 tips for a successful presentation and share your ideas with a partner. To express the purpose of the required actions use the clauses of purpose.

## Text 2

### Giving a Conference Talk

#### 60-Second Listening

Task 2.1. a) Answer the questions: What software do you use for study? What software do you use for preparing presentations? What software can be used for writing speech of oral presentation;

b) Listen to the text about software. What is the great thing about software according to the speaker?

#### Before you Read

Task 2.2. Answer the questions:

1. What is the difference between an article and oral presentation?
2. What do you think is an average duration of oral presentation?
3. Should your oral presentation be similar to your written paper.

#### Vocabulary

1. to average	усреднять
2. to be confused	быть сбитым с толку, быть растерянным
3. insight	идея, знание
4. forecast	прогноз
5. layer	слой, уровень
6. to pitch	подать, преподнести
7. gist	суть, смысл
8. whet	возбудить аппетит
9. to allude	ссылаться, упоминать
10. to gloss over	замалчивать, не упоминать

Task 2.3. Read the words and word combinations and guess their meaning

rhetorical	background
adequately	slide
radically	motivation
public	attack
distill	interpret

Task 2.4. Read the text and find the answers to the questions in Task 2.2

## Text 2

By Mike Dahlin

Below are points to consider and an outline for a conference talk. The outline is a starting point, not as a rigid template. Most good speakers average two minutes per slide (not counting title and outline slides), and thus use about a dozen slides for a twenty-minute presentation.

### *Points to Consider*

1. Oral communication is different from written communication. Listeners have one chance to hear your talk and can't "re-read" when they are confused. Often, they have or will hear many talks on the same day. There are two well-known ways to communicate your point effectively. The first is to K.I.S.S. (keep it simple stupid). Second, repeat key insights: tell them what you're going to tell them (Forecast), tell them, and tell them what you told them (Summary).

2. Think about your audience. Most audiences should be addressed in layers: some are experts in your sub-area, some are experts in the general area, and others know little or nothing. Who is most important to you? Can you still leave others with something? For example, pitch the body to experts, but make the forecast and summary accessible to all.

3. Think about your rhetorical goals. I recommend two goals for conference talks: leave your audience with a clear picture of the gist of your contribution, and make them want to read your paper. Your presentation should not replace your paper, but rather whet the audience appetite for it. Thus, it is commonly useful to allude to information in it. Thus, it is commonly useful to allude to information in the paper that can't be covered adequately in the presentation. (The goals for an interview talk, for example, are radically different.)

4. Practice in public. Prepare. It is hard distilling work down to 20 minutes. *A Generic Outline*

- Title/author/affiliation (1 slide)
- Forecast (1 slide) – Give gist of problem attacked and insight found (What is the one idea you want people to leave with? This is the "abstract" of an oral presentation.)
- Outline (1 slide) – Give talk structure. Some speakers prefer to put this at the bottom of their title slide. (Audience like predictability.)



- Background: Motivation and Problem Statement (1-2 slides) (Why should anyone care? Most researchers overestimate how much the audience knows about the problem they are attacking.)
- Related Work (0-1 slides) – Cover superficially or omit; refer people to your paper.
- Methods (1 slide) – Cover quickly in short talks; refer people to your paper.
- Results (4-6 slides) – Present key results and key insights. This is main body of the talk. Its internal structure varies greatly as a function of the researcher's contribution. (Do not superficially cover all results; cover key result well. Do not just present numbers; interpret them to give insights. Do not put up large tables of numbers.)
- Summary (1 slide)
- Future Work (0-1 slides) – superficial
- give problems this research opens up.
- Backup Slides (0-3 slides) – Optionally have a few slides ready (not counted in your talk total) to answer expected questions. (Likely question areas: ideas glossed over, shortcomings of methods or results, and future work.)

## Developing Academic Vocabulary

Task 2.5. For each word below, read the sentence it occurs in the text above and answer the questions:

*forecast   cover   superficial   omit   overestimate*

- Is the word positive, negative or neutral?
- Is it a noun, adjective, adverb or verb?
- Can you think of a word with a similar meaning (synonym) and one with an opposite meaning (antonym)?

Task 2.6. Find synonyms to the words given.

- outline: a) write; b) summarize; c) sum up; d) present
- talk: a) speech; b) report; c) paper; d) text
- gist: a) idea; b) essence; c) meaning; d) plot
- key: a) core; b) main; c) important; d) essential

Task 2.7. Give the English equivalents of the following words and word combinations

1. доходчиво донести свою точку зрения
2. повторить основные идеи
3. учитывать разнородность аудитории
4. дать четкое представление
5. внизу первого слайда
6. ссылаться на статью
7. раскрыть основные результаты
8. бороться с проблемой и находить решение
9. ожидаемые вопросы

### **Reading Comprehension**

Task 2.8. What is the main purpose of the text? Is it to offer...

- a) structure of an article?
- b) recommendations on number of slides to be used in presentation?
- c) content and structure of an oral paper?

Task 2.9. Read the text again and answer the following questions:

1. What is the difference between oral and written communication?
2. What are two ways to communicate your point effectively?
3. How should a speaker address the audience?
4. What two rhetorical goals does the author of the text recommend?
5. What sort of information in the article is it useful to allude to?
6. What should be on the second slide of your presentation?
7. What does "Background" include?
8. What point precedes the "Results"?
9. How to present the results of research?
10. What is the final slide about?

### **Academic Reading and Writing**

Task 2.10. Read the extracts of the sample of presentation speech (A-C) and give the headings to them:

1. INTRODUCTION
2. MAIN BODY
3. CONCLUSION

## A

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Experimental results agree with this theory and show that in the heterojunction investigated approximately one-third of the scattering is intersubband. In contrast with a previous interpretation, we attribute the phenomenon to oscillations in the Fermi energy rather than to the acoustic phonons. Our explanation is supported by a model calculation. With this I would like to finish. If there are questions I'll be glad to answer them. Thank you.

## B

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I am happy to have this opportunity to present my paper at this working group session. The purpose of this study was to understand the mechanism of intersubband scattering in two dimensional electron gas in heterostructures. It is well known that some interesting research has been done in this field in recent years. Yet, it is not clear why interband scattering rate does not increase with temperature. So the aim of this work was to find an explanation for the temperature – dependent intermodulation. We suggest an explanation in terms of oscillations in the Fermi level, which is confirmed by a model calculation. Now let me discuss in some detail the data we have obtained and the conclusions we have drawn.

## C

---

I would like to start by showing some slides. (To the projectionist.) The first slide, please. Here we see the intermodulation as a function of temperature. The data have been multiplied by a factor of 2.5 to better display the low-field region. Let's have a look at this plot. Next slide, please. This is a Dingle plot for a sample with only one subband occupied. I would like to stress that the amplitude of the resistance oscillations has been corrected for temperature. Full circles are for a temperature of 4.10 Kelvin. (To the projectionist.) Next slide, please. Could me make the picture, a bit brighter? Thank you. Here we see Dingle plots for the data when two subbands are occupied. Full circles are for the low frequency, that is for the upper subband. The open circles are for the high frequency, or the lower subband. Please, note the difference between the two lines which are least-square fits to the data. I'm afraid we'll have to skip the next two slides, because we're short of time. (To the projectionist.) Can we see the last slide, please? This slide demonstrates the relationship between the experimental data and the

model calculations, and you can see a good agreement. This enabled us to make the following conclusion. When a semiclassical treatment of the amplitude of the low-field oscillations in two-dimensional systems is extended to the case of the two occupied subbands, the intercept of the Dingle plots depends on the inter-subband scattering. In particular, in some cases the intercept depends on the intersubband fraction of scattering for most of the carriers.

Task 2.11. Sort out the phrases according to the sections of oral presentation speech:

- A) Introduction and welcome
- B) Explaining the purpose of your presentation
- C) Giving an overview of the presentation
- D) Starting a new section
- E) Analysing a point in your presentation
- F) Giving examples
- G) Referring to photos, graphs or tables
- H) Summarising the content of your presentation
- I) Closing the presentation
- J) Invitation to ask questions

1. *Let's turn now to ...*
2. *Finally, let me remind you of some of the issues we've covered.*
3. *A good example of this is...*
4. *I'm going to divide this talk into four parts.*
5. *I would like to thank you for inviting me here today to talk about...*
6. *Take a look at this table. Here, we can see quite clearly that...*
7. *Please feel free to ask questions.*
8. *In conclusion,...*
9. *Let's consider this in more detail...*
10. *I'm going to talk about...*
11. *Let's begin by...*
12. *Now, we'll move on to...*
13. *Why is this important?*
14. *I'd now like to recap on the points I've mentioned.*
15. *Any questions?*

Task 2.12. Write a speech of your oral presentation on the results of your research work and give a talk.

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# AUDIOSCRIPT

## Unit 1

### 60-Second Listening

#### Task 1.1 (p. 4)

### **Social Networking**

What is the big deal with social networking? I don't understand it. I know a lot about computers. I spend a long time every day on computers. I also have a lot of friends. But I don't see the point of social networks. I joined Facebook but couldn't be bothered to make my profile. I can't see a single use of this site. Most of what I've heard about it isn't so good. Putting too much personal information on this site isn't a wise idea. I've also experimented with Twitter, but again, I don't really see what use it has. I suppose it's good to tell the world what's happening in countries that take away people's freedom. My idea of social networking is meeting people face to face and talking to them.

## Unit 1

### 60-Second Listening

#### Task 2.1 (p. 14)

### **Language**

Where would we be without language? We'd all be in our own worlds and we'd never really have a life. Can you imagine never talking to anyone? Of course if there was no language, we wouldn't be able to use body language or sign language. The fact that we do have languages means we have gone to the moon and built things like the Internet – which also needs a special computer language to work properly. I think language is amazing. It means we can tell anyone anything. I often think it's a shame there are so many languages in the world. If there was only one language, we could all communicate better. Perhaps that way, we'd all understand one another better. What would the world language be? At the moment, English.

Unit 2  
60-Second Listening  
Task 1.1 (p. 26)

### **Information**

We are living in an age of information. That's what I keep hearing on TV and reading in newspapers. We are surrounded by information technology that puts information at our fingertips. To get ahead, you need the latest information. I'm not really sure how much information we need. Our brains can only handle a certain amount of information at a time. I reckon a lot of us have information overload. I'm sure before computers came along this didn't happen. One problem with computers is the amount of personal information online. I worry about putting confidential info on different websites. Of course, the great thing about computers is that we have so much information at our disposal. That's pretty useful.

Unit 2  
60-Second Listening  
Task 2.1 (p. 36)

### **Numbers**

Just stop and think how important numbers are to our lives. Numbers control us. In fact, we are numbers. We have passport numbers, social security numbers, ID numbers, and more. We live in a house and a street that has a number. We communicate with each other using telephone numbers. We worry about how small or big the numbers are on our bank statements. We can't survive without numbers. Most of the world cannot function without the numbers zero and one. These are the two numbers computers use to run their programs. I don't think numbers were always so important. Maybe 500 years ago, we only had to remember the number of sheep, goats or children we had. I wonder how many numbers we need today!

Unit 3  
60-Second Listening  
Task 1.1 (p. 48)

### **Pronunciation**

Pronunciation is a funny thing. What pronunciation do you study? In England there are a hundred different accents but textbooks only teach one. What use is that? Actually, English teaching textbooks are pretty bad at teaching pronunciation. Look how many exercises there are – very few. And most of the exercises only teach one tiny point of pronunciation – word stress. And they don't even show that the stress on a word changes in different sentences. I think pronunciation is very interesting. I wish all teachers used the phonemic symbols in every class. At least students could then improve their pronunciation with their dictionary. The most important thing about pronunciation is intonation, but few teachers teach this.

Unit 3  
60-Second Listening  
Task 2.1 (p. 55)

### **Software**

When I was a kid, I had never heard of software. If someone showed me this word, I would have no idea what it meant. Today, of course, it's probably one of our most commonly used words. We can't live nowadays without software. We need an operating system to run our computers. Then we need software to make documents, store our music and photos, play games, surf the Internet, and a million other things. Without software, the world would probably stop. The great thing about software is that it gets better and better. A few years ago, software didn't do much. It was very simple. Today, there's very little software cannot do. I'm not sure what my favourite software is. There's too much to choose from.



### Guidelines for Writing a Letter of Invitation

#### Conference Invitation Letter

A conference is a formal meeting of people who “confer” about an issue or a topic. The practicality of the discussion vary concerning the domain of their occurrence, but regardless, conference meetings have multi-dimensional merits. Conference meetings bring together specialists, and staff who are adept in their positions, for planning, networking, and educational opportunities, which meets the organization’s needs.

A Conference Invitation Letter is written to send an invitation to special guests and participants to an organized conference. The letter ought to be formal, explanatory, and factual about the upcoming conference that will motivate the prospective chief guest or speaker to make a quick and favorable decision about attending the conference.

These letters ought to be detailed with well-structured layouts and should include every relevant section (sort of information), like the venue of the meeting, the date, the time of the meeting, and the company’s name. You can add the directions of the conference in a separate section. Most importantly, the invitation letter should mention the theme/topic of the conference that is being held.

#### *Tips for writing a Conference Invitation Letter*

- The letter should mention the details of the conference clearly and correctly.
  - The letter should be concise and comprehensive.
  - The letter should mention the purpose of the conference and the theme of the meeting.
  - Sometimes, such letters are addressed personally to individual prominent personalities.
  - Avoid any grammatical or spelling mistakes.

## **Samples of a Conference Invitation Letter.**

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### **Sample 1**

#### **Sender's name / addresser**

From,  
Cecil Dawson,  
Conference Representative,  
Motivate Tech Growth Conference  
1234-Sylvia Street, NE 02939  
Date- March 20, 2021

#### **Receiver's name / addressee**

To,  
Drake Wingly,  
1722 Lincoln Drive  
Rose Park, FL 07662  
Subject: Invitation to Motivate Tech Growth Conference  
Dear Mr. Wingly,

As a representative of the Motivate Tech Growth Conference, I am pleased to invite you to our inaugural technology conference that will be taking place on August 30, 2022.

This conference brings together the 5 top Technology firms in the country to bring in light the best of Technological nerds for some discussions on the direction and growth of technology for the nation and the world in the upcoming two decades.

We would be thrilled to have you present at this conference and to hear from you about a few new technology advancements and their impact on different business markets and daily lives. We would also love to hear your thoughts and opinions in this direction.

Please respond to our invitation to you before July 1, 2022, to secure a place before passes are open to the public by July 10, 2022.

We look forward to your positive response to the Motivate Tech Growth Conference.

Regards,  
Cecil Dawson  
Conference Representative,  
Motivate Tech Growth Conference.

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## **Email Format of a Conference Invitation Letter**

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### **Sample 2**

To: AllColleaguesGroup@email.com  
From: Martin@email.com  
SUBJECT: Invitation to Conference  
Dear \_\_\_\_\_(Sir or Madam),

We cordially invite you to our business conference meeting that will take place at \_\_\_\_\_(venue) on \_\_\_\_\_(date) at \_\_\_\_\_(time).

The \_\_\_\_\_ conference will \_\_\_\_\_ include, \_\_\_\_\_(purpose of the conference) . But this is not it. You will also be directed as for how to \_\_\_\_\_(beneficial teachings), thus helping you grow economically. Apart from this, you will be given the chance to learn \_\_\_\_\_.

By taking a prominent part in this conference, you will \_\_\_\_\_(mention the merits of attending this conference). Your presence at this conference will be highly appreciated.

Our best regards,  
Name \_\_\_\_\_

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## Appendix II

### **Guidelines for Writing a Letter to Accept an Invitation to Speak or Perform**

#### **Formal Acceptance letter**

A Letter to Accept an Invitation to Speak or Perform is a Formal Acceptance letter that is written in reply to an Invite Letter from an organization or a foundation. It is written by someone having a superior authority who could be responding to accept an invitation to an Event or a Function. The letter should contain the relevant and essential information which the recipient has to respond. It should be written in a formal tone when you are mentioning a formal function. It should convey the acceptance respectfully and politely.

The letter should also mention the details, i.e., the Date of the Event, the timing of the Event, the Venue of the Function, and the Theme of the Event. By doing so, no misunderstandings will occur on the day of the event. The Letter to Accept an Invitation to Speak or Perform should also mention that the guest is willing to give a speech on which topic. Also if you require any electrical or computer related assistance from the organizers of the event, then you should mention the same in this type of letter.

#### *Tips to write a Letter to Accept an Invitation to Speak or Perform*

- Make sure the letter doesn't come across as an essay or merely a note. Try to maintain the balance. Follow the basic format of three paragraphs: The introduction, appropriate and relevant details and conclusion.
- The tone of the Letter should be courteous and thankful.
- Ask for more information regarding the event to facilitate your planning.
- The demanding fee to speak or perform at an event is optional.
- Make sure that you do not make any grammatical mistakes in your sentence formation. Also, avoid spelling mistakes

## **Email Format to be followed for A Letter to Accept an Invitation to Speak or Perform.**

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### **Sample 1**

To: name@email.com

From: name@email.com

SUBJECT: A Letter to Accept an Invitation to Speak (or Perform) at \_\_\_\_\_(name of the event)

Dear \_\_\_\_\_(Sir or Madam),

I want to thank you for your gracious invitation to be a guest speaker at your \_\_\_\_\_(name of the event) in \_\_\_\_\_(name of the place). I am very pleased and delighted to accept this invitation.

I would like to offer the topic “\_\_\_\_\_” (name of the topic) on which I would love to speak. This is a subject which I am fluent in from learning about it my whole life. The proposal of a laptop and Power-Point projector is accepted. I would also like to have someone usher me to the main function auditorium and a helper to direct me in setting up of this equipment.

Concerning your polite proffer to provide a car ride from my office to the event, I would like to kindly decline as I have to go directly to my house after the event. I would like to ask if your assistant could mail me the directions to the event.

I am eagerly waiting to get a reply from you soon.

Yours Sincerely,

\_\_\_\_\_  
Name and Signature.

## Sample 2

To: name@email.com

From: name@email.com

Subject: Acceptance of Invitation to Speak at \_\_\_\_\_ (event)

Dear Sir,

Thank you for your invitation to be the chief guest and speak at \_\_\_\_\_ (event), scheduled on \_\_\_\_\_ (date, month), \_\_\_\_\_ (year) , at \_\_\_\_\_ (place).

I have reviewed the recent issues that need to be discussed at this conference. I am happy to inform you that I shall be pleased to accept your invitation to speak at the allocated slot of the conference.

Please provide me with further information regarding the conference to facilitate my schedule. I shall be submitting a paper to you by the end of this week which would include all the major topics of which I have immense knowledge. I would be more than happy to share my knowledge.

I look forward to your approving response.

Thank you.

Yours truly,

\_\_\_\_\_(name),  
\_\_\_\_\_(position),  
\_\_\_\_\_(organization).

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### **Guidelines for Writing a Letter to Decline an Invitation to Speak or Perform**

#### **Decline letters**

Decline letters are formal letters which are usually sent by an individual to another in order to decline an invitation, an offer and so on. They can also be extended by a company to another, declining or refusing to participate in a business deal or to enter into any agreement.

Whatever be the cause, decline letters must be formal in tone and extremely courteous. Decline letters can be more personal in case for familiar recipients. However, even in the case of decline letters to close associates and near and dear ones, the reasons for declining the invitation or offer must be politely stated.

Such letters should be kept short and professional. The recipient must be thanked courteously for extending the invitation or offer at the first place. Decline letters can end with the sender expressing sorrow for not being able to accept whatever it is that was offered.

#### *Tips to write a Letter to Decline an Invitation to Speak or Perform*

- Express appreciation for the invitation, mentioning specifically what you were invited to do in a specific event on a specific day
- Express regret that you are unable to accept the invitation, briefly mentioning the reason without elaboration
- If appropriate, suggest a qualified replacement
- Express wishes for the event's success
- This letter must carry a tone of appreciation while expressing regret.

**Email Format to be followed for a letter to decline an Invitation to  
speak or perform**

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To: name@email.com

From: name@email.com

SUBJECT: A Letter to decline an Invitation to International Conference  
Power-en Europe 2022.

Dear Professor Potvin,

Let me express my sincere gratitude to you for your kind invitation to participate in the International Conference Power-Gen Europe 2022 on Power Generation and Information Technologies to be held in Barcelona, Spain, 25–27 September, 2022.

Much to my regret, I have to decline your invitation since I can't cancel my commitment to deliver a course of lectures at Wisconsin University. My best wishes for a successful Conference and apologies for any inconvenience I may have caused.

Best regards,

Ray Robinson

Professor

New York University

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## Appendix IV

### Useful Language for Writing A Letter of Invitation to Speak or Perform and A Letter to Accept/Decline an Invitation to Speak or Perform

<i>Section of a letter</i>	<i>Phrase / Speech patterns</i>
The salutation	Dear Sir, Dear Madam, Dear Sirs, Dear Mr. Wilson, Dear Dr. Hastings, Dear prof. Winston, Dear Colleagues,
<b>A letter of Invitation to Speak or Perform</b>	
<i>Function of a section of the body of the letter</i>	<i>Phrases / Speech patterns</i>
Extend the invitation, naming the event and including the date, time, and place. Explain the purpose of the event and mention other persons who will be speaking or performing.	In connection with our annual symposium in which students present their own papers, we invite an expert in the field to address us. Since our emphasis this year is on dialects, we would be honored if you could speak to us on your recent field work. The event will take place on our campus on May 22, and your presentation will be from 10:00 to 11:00 a.m. Professor Doe, from Springfield College, will also be on the program.
Explain what the program will consist of, including other speakers or performers, topics to be covered, background and interests of the audience, possible interaction with the audience, and time constraints. Mention what you can offer in terms of physical facilities, equipment, and materials.	<p>The symposium will last two days and will cover a wide range of language topics. We will have a question and answer period after each main speaker.</p> <p>We truly <i>want you to join us for</i> the 25th Anniversary Celebration of the Congress since <i>we are sure this will be a remarkable opportunity for you</i> to be with the elite group of scientists who enjoy making friends and professional contacts, who appreciate scientific discussions and presentations, and who relish new cultural experiences.</p> <p>Please let us know if we can help you with any special equipment or materials.</p> <p>We expect to have approximately 75 members in attendance. We will be happy to handle the details regarding equipment, materials, or the arrangement of the room.</p>

Explain what you can offer in terms of an honorarium, payment of travel and lodging expenses, or opportunities to meet other professionals.	<p>Since we are a volunteer organization, we are unable to offer you an honorarium; however, we can cover your cost of transportation and lodging.</p> <p>We are pleased to be able to pay your travel and lodging costs and to offer you a modest honorarium of one hundred dollars.</p> <p>We are unable to offer you payment for your performance, but we hope that this opportunity to meet with other professionals will be rewarding.</p>
Request a reply within a reasonable but specific time.	<p>We hope you will be able to give us an answer by June 15.</p> <p>Since we will be mailing announcements soon, we would appreciate your response by June 15.</p> <p>Please let us know by June 15 whether you will be able to accept our invitation.</p>
Express your sincere hope that the reader will accept the invitation.	<p>We will look forward to your address.</p> <p>We sincerely hope you will be able to speak</p> <p>Everyone is excited about the possibility of seeing you give a talk</p> <p>Your reputation as a speaker has preceded you, and we are eager to hear you.</p> <p>We look forward to your reply...</p>
<b>A letter to accept an Invitation to Speak or Perform</b>	
Express your pleasure in accepting the invitation. Restate the date, time, and location, if necessary.	<p>I am delighted to accept your invitation to address the graduates.</p> <p>We are pleased and honored that you would invite us to be part of commencement service and gratefully accept the invitation.</p> <p>I am honored to accept your invitation to be one of the judges.</p> <p>I was pleased to receive your letter asking me to be one of the speakers at the congress. I will be happy to do so.</p> <p>Thank you for your invitation. It will be my pleasure to present my report at the conference</p> <p>I am honored to accept your invitation to speak at the seminar next Tuesday at 3:00 p.m.</p> <p>I gladly accept your invitation to deliver the keynote address for the participants of the conference.</p>
Confirm other specific details, including needs for special equipment.	<p>Since my presentation uses multimedia, I will need three projectors.</p> <p>In addition to a microphone, I will need an overhead projector.</p>

	<p>Because the audience will be so large, could you arrange for additional TV monitors?</p> <p>I will bring my own instruments, but will need the services of a sound technician.</p> <p>I will need four assistants to hand out materials.</p> <p>To enhance our interaction, could you arrange the seating in a circle?</p> <p>I wonder if you would supply the room where I will be speaking with a podium, a chalkboard, some chalk, and an eraser?</p> <p>I will use the following materials in my speech: a VCR, a television, an overhead projector, and a podium. Will you please supply these items for me?</p>
Inquire about the makeup, interests, and attitudes of the audience.	<p>It would be helpful to know how familiar the audience is with the topic.</p> <p>Will the group have read my previous work on this topic?</p> <p>What is the general attitude of the audience toward the topic?</p>
If appropriate, discuss your fee.	<p>I need to know whether you will offer an honorarium.</p> <p>I would like to arrange a meeting to determine my fee for this appearance.</p> <p>Since you have asked me to speak for an additional amount of time, I will need to adjust my fee accordingly.</p> <p>I appreciate your offer of a \$300 honorarium plus travel expenses.</p> <p>I would normally charge \$500 to speak to an audience this large; however, since it is for charity, I will expect only the cost of my transportation and overnight accommodations.</p>
Confirm travel details such as itinerary or housing arrangements.	<p>Thank you for offering to meet me at the D concourse at 7:30 p.m.</p> <p>I will arrive at 3:35 p.m. on Delta flight 245 from Springfield.</p> <p>Could you please make a reservation for me at the Doe Inn?</p> <p>Thank you for offering to pay my travel expenses.</p> <p>I sincerely appreciate the honorarium.</p> <p>My return flight departs at 8:00 p.m. on Saturday.</p>
Express your expectations for the event.	<p>I look forward to being a part of the program.</p> <p>I hope my contribution will add to your program.</p> <p>I hope my performance will add to the pleasant evening.</p> <p>It sounds as if it will be a delightful event.</p>

	<p>Thank you for thinking of me. It sounds like it will be a very worthwhile meeting.</p>
<b>A letter to decline an Invitation to Speak or Perform</b>	
Express appreciation for the invitation, mentioning specifically what you were invited to do in a specific event on a specific day	<p>Thank you very much for asking me to speak at your meeting on October 24 I am honored that you would consider me in your plans for your Labor Day festivities. Thank you very much for inviting me to perform at the convocation on May 28. I am flattered that you would ask me to give the opening address at our June 4 meeting. I was surprised and honored to receive your invitation to speak to your society on December 7. I am pleased that you would include me on your Easter program next Sunday.</p>
Express regret that you are unable to accept the invitation, briefly mentioning the reason without elaboration.	<p>I am very sorry that I have to decline the invitation, since I am scheduled to participate in a conference in Springfield on that day. Unfortunately, your invitation was misssent, so I didn't receive it until yesterday. I am sorry, but I simply cannot rearrange my schedule at this late date. I wish I could be with you on this occasion, but we will be attending our daughter's graduation on that day. Please accept my apologies. I have already accepted another invitation to perform that evening. I regret that I will not be able to speak on October 24, since that is the day we leave for our European tour.</p>
If appropriate, suggest a qualified replacement.	<p>May I suggest that you consider Jane Doe to take my place? However, you may wish to approach my colleague, John Doe, who also performs with my group. You may wish to consider Jane Doe, who is rapidly becoming a popular speaker on this topic. If you would like, I could suggest several names of persons who I believe you would enjoy hearing from.</p>
Express wishes for the event's success.	<p>My sincere wishes for an enjoyable and informative evening. Thanks again and have a wonderful evening. Best wishes for success. I hope I can attend next time. I am sure the conference will be rewarding for all. I hope everything turns out well at your meeting. Best wishes to you all. Please let me know how things turn out.</p>

The closing salutation	Yours faithfully, Yours truly, Very truly yours, Yours sincerely, Cordially yours, Yours cordially,
The signature	Prof. PhD M.S. B.S. Conference Committee Member

## Appendix V

### Useful Language for Writing an Abstract for a Conference

1. Topic of Paper. Importance of Study/ Paper	<i>In recent years, there has been an increasing interest in ... An interest in...has increased significantly in the last few years. Recent developments in X have heightened the need for ... .... plays a vital role in the ... of... .... ... is of interest because ...</i>
2. Background of Study	<i>A great deal of previous research into X [...] has focused on ... There is a large volume of published studies describing the role of ... Previous studies have reported ... Several studies have documented ... Surveys such as that conducted by Z [...] showed that ...</i>
3. Lack of Knowledge	<i>However, very little is known about ... in ... ...is one of the most frequently stated problems with ..... Previous studies of ... have not dealt with ... Most studies in the field of... have only focused on ... One of the greatest challenges ... The main disadvantage of .... is that ...</i>
4. Focus/Purpose of Study/Paper	<i>The study aims to contribute to .... The aim of this study is to investigate ... The aim of this study is to clarify several aspects of .... The specific objective of this study is to ... The aim of this research project is therefore to try and establish what ...</i>
5. Description of Methods and Techniques, Equip- ment and Materials, Ex- perimental Conditions and Procedure	<i>Data for this study were collected using ... This study uses a ..... approach to investigate ... The methodological approach taken in this study is a mixed methodology based on ... X based methods provide a means of ... This method is particularly useful in studying ... The semi-structured approach was chosen because ...</i>
6. Results	<i>The results, as shown in Table I, indicate that ... There was a significant positive correlation between ... This study has found that generally ... The research has also shown that What is interesting in this data is that ...</i>

	<i>The results of this investigation show that ...</i> <i>The most obvious finding to emerge from this study is that ...</i>
7. Significance of Results/ Study	<i>This technology will make ...</i> <i>This should produce ...</i> <i>The results will indicate ...</i> <i>We expect ...to be ...</i> <i>This research will serve as ...</i> <i>This research has several practical applications. Firstly, it points to ...</i>

## Appendix VI

### Useful Language for Writing Speech of Oral Presentation

<b>INTRODUCTION</b> <p>This is the most important part of your presentation because the audience will make judgements about you. They will decide in the first few minutes what you are like. They will also decide whether you deserve their attention. Therefore, it is very important that you plan carefully what you want to say in the introduction.</p> <p><b>Try to do these things in your introduction</b></p> <p>Get the audience's attention.          Introduce yourself.          Explain why you are there.          Explain what you hope to achieve.          Build a good relationship with the audience.</p>	
Introduction and welcome	<i>Good morning, ladies and gentleman. My name's John Jones. I'm head of sales at Acme Services.</i> <i>I would like to thank you for inviting me here today to talk about...</i> <i>I would like to thank you all for attending this presentation. I plan to be brief.</i> <i>I will only take about fifteen minutes of your time. If you have any questions, I'd be very happy to answer them at the end.</i> <i>Feel free to interrupt me if you have any questions during my presentation. (Not recommended unless your English level is good.)</i>
Explaining the purpose of your presentation	<i>I'd like to give you a brief presentation about...</i> <i>The subject of my talk is...</i> <i>I'm going to talk about...</i> <i>My topic today is...</i> <i>My talk is concerned with...</i> <i>The purpose of my talk is to...</i>
Giving an overview of the presentation	<i>I'm going to divide this talk into four parts.</i> <i>There are a number of points I'd like to make.</i> <i>Basically, I have three things to say.</i> <i>This talk is designed to be a springboard for discussion on the topic of...</i> <i>I'd like to begin by...</i>



	<i>Let's begin by...</i> <i>First of all, I'll discuss...</i> <i>and then I'll go on to talk about</i> <i>Then... / Next,... Secondly,... / Thirdly,... Finally,... /</i> <i>Lastly,...</i>
<b>MAIN BODY</b> You should use this part of the presentation to explain key information. Explain your points clearly one at a time so your audience can follow what you are saying. Remember to keep your points simple and short. Try not to give too much information, otherwise the audience will not remember your message.	
Starting a new section.	<i>Moving on now to</i> <i>Turning now to...</i> <i>Let's turn now to</i> <i>So that brings me now to the topic of...</i> <i>The next area I'd like to focus on next is</i> <i>Now, we'll move on to...</i> <i>I'd now like to discuss...</i> <i>Let's now look at...</i>
Finishing a section.	<i>That's all I have to say about...</i> <i>So, in this section, we've looked at...</i> <i>Well, I think I've said enough about.</i>
Analysing a point in your presentation	<i>Where does that lead us?</i> <i>Let's consider this in more detail...</i> <i>I'd like to elaborate on what I said earlier about</i> <i>What does this mean for...?</i> <i>Translated into real terms, this means that...</i> <i>Why is this important?</i> <i>The significance of this is...</i> <i>On the one hand,...</i> <i>...on the other hand,...</i>
Giving examples	<i>For example,...</i> <i>A good example of this is...</i> <i>As an illustration, I'd like to mention...</i> <i>To give you an example,...</i> <i>To illustrate this point,...</i>
Paraphrasing and clarifying	<i>Simply put,...</i> <i>In other words,...</i> <i>So what I'm saying is..</i> <i>To put it more simply...</i> <i>To put it another way,...</i>

## VISUAL AIDS

These are things (resources) you could use to present your message. It is important to use visual aids because they can: help the audience focus on what you are saying, make the presentation more interesting, help to explain the points you make more clearly, provide variety.

### Preparing your visual aids

When preparing your visual aids make sure you do these things:

1. Check that the size of the print is large enough for the audience to see.
2. Don't type all your text in capital letters as this makes it more difficult to read.
3. Don't use long sentences – use bullet points and numbers to organize your key points.
4. Use a type of text that is easy to read (e.g. Arial)
5. Add pictures, illustrations, diagrams to make it more interesting and use colour.

Referring to photos,  
graphs or tables

*If you'd like to look at this graph, you'll see...*  
*Take a look at this table. Here, we can see quite clearly that...*  
*This chart illustrates...*  
*Let me show you a pie-chart that will make everything much clearer.*

## CONCLUSION

It is important to create a lasting impression in your conclusion. Use the last couple of minutes to repeat important points and key information. Leave some time for discussion, questions and answers at the end of the presentation. Don't forget to thank your audience for attending and listening.

Summarising the content  
of your presentation

*To sum up,...*  
*To summarise,...*  
*In short,...*  
*Right then, let's sum up, shall we?*  
*Let's summarise briefly what we've looked at...*  
*If I can just sum up the main points,...*  
*Finally, let me remind you of some of the issues we've covered.*  
*So, to remind you of what I've covered in this talk,...*  
*Unfortunately, I seem to have run out of time, so I'll conclude very briefly by saying that...*  
*I'd now like to recap on the points I've mentioned.*

Closing the presentation

*To conclude...*  
*In conclusion,...*

	<p><i>Well, that covers all I wanted to say today. Before I finish let me say just one last thing. That brings me to the end of my presentation. It just remains for me to say, thank you very much for coming and I hope you have found this presentation useful.</i></p>
Invitation to ask questions	<p><i>Does anyone have any questions or comments? Please feel free to ask questions. If you would like me to elaborate on any point I've made today, please ask. Would you like to ask any questions? Any questions?</i></p>
Checking comprehension	<p><i>Does that answer your question? Is that clear? May we go on then to the next question? I hope I've made that clear. So what you're saying is,... ...is that right? It seems I don't have time to answer any more of your questions now. But please feel free to come and talk to me later on today.</i></p>

**Ридная Юлия Викторовна  
Никрошкина Софья Васильевна**

**АНГЛИЙСКИЙ ЯЗЫК ДЛЯ МАГИСТРАНТОВ  
МЕЖДУНАРОДНАЯ НАУЧНАЯ КОНФЕРЕНЦИЯ**

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INTERNATIONAL ACADEMIC CONFERENCE**

**Учебное пособие**

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