## Communication Skills for International Conferences and Meetings

### 80002, Workshop

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<th>Day</th>
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<tr>
<td>Sa</td>
<td>Einzel</td>
<td>09:00 - 16:15</td>
<td>14.11.2015 - 28.11.2015</td>
<td>4104 - 063</td>
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**Comment**

Mrs. Conny Helbling-Roberts [MSc, BA (Hons), CELTA – UK] - Coach for International and Intercultural Communication - will provide an intensive coaching workshop (4 participants, 24 hours, 3 dates) for young natural scientists who have solid experience in the delivery of scientific presentations.

With the increasing application of English as the lingua franca of international conferences and congresses, the scientific community is now expected to communicate in English with a degree of eloquence and sophistication. This workshop is designed for those who wish to polish their oral communication skills (presentations, discussions, meetings) encompassing cultural and linguistic idiosyncrasies. The objective of the workshop is to increase the spontaneity and naturalness of scientific discourse in academia.

The workshop focuses on practical rehearsals which are accompanied by purposeful and constructive feedback from the coach and the peer group.

**Central issues:**

- Principles of presentation techniques and conventions (overview)
- Language and strategies for international meetings and discussions (diplomatic language, conventions, communication patterns)

**Highlights:**

- Individual research presentations (20 min/participant)
- Discussing scientific results (10 min / presentation)
- Simulations (e.g. meeting role plays, group discussions)
- Continuous performance assessment and comprehensive feedback (inclusively: 30 min coach and peer feedback for each research presentation)
- Analysis and evaluation of content and delivery, intonation, body language, pace, visual aids and language performance

**Please note:**

Participants are required to prepare their presentations before the workshop commences and are expected to attend all workshop sessions. The presentations should be relevant to the scientific work of the participants and portrait recent or future research projects or research papers.

## One-To-One-Tutoring: Strategies for Writing Scientific Papers (C1)

### 80004, Seminar/Sprachpraxis/Sprachpraktische Übung

Reid, Joy
One-to-one- tutoring provides an opportunity for doctoral students to individually assess and improve their English writing skills under the guidance of a qualified teacher.

Improving your scientific writing skills is a process that begins with establishing first of all where you are. This "diagnosis" of your skills, with the help of a tutor, is the first step on an individually-determined but supported path to writing good, authentic English. A subject specific corpus is created for each student to allow an analysis of the English usage in their specific field.

The tutoring program aims to achieve the following:
Raise your awareness of your skills in English scientific writing
Re-establish (where necessary) the basic rules of English scientific writing
Examine the linearity of written communication and the structure of English texts
Examine the conventions of subject-specific publications: the prerequisites of "IMRAD"
Investigate (where necessary) citation conventions and plagiarism

PLEASE BRING YOUR OWN LAPTOP!

Please note: In order to complete your scientific publication, you are required to draft your paper both during the One-To-One-Tutoring, and in your own time. To gain the maximum benefit from the tutoring, it is highly recommended to attend ten sessions.

Three weekly 1 hour appointment slots with an English language expert is available for doctoral students of the natural sciences who are preparing their own scientific papers (recommended attendance 30 hours, 10 dates).

Appointment slots: Tuesdays, Wednesdays and Fridays from 8am to 4pm and Thursdays from 1pm to 4pm

(Throughout the year, 1 slot = 60mins, flexible attendance).

Contact Tobias Gärtner directly to make your first appointment: tobias.gaertner@fsz.uni-hannover.de