

# 江苏大学环境科学与工程专业博士生课程《论文开题与报告》 (Academic Proposal and Presentation) 教学大纲 (2021 春季)

## I. 总目标:

根据多数国外著名大学和研究机构研究生培养计划, Academic Proposal and Presentation 课程是硕士、博士研究生非常重要的必修课, 一般是 2 个学分, 该课程要求能结合硕士或博士论文的研究内容, 一是重点聚焦在研究生如何学习、如何思维的知识与方法论方面的引导和启发; 二是结合研究生科研工作的实际需要, 聚焦环境科学与工程领域的热点问题, 共性技术问题, 注重培养研究生解决复杂环境问题或完成多因素环境治理复杂任务的创造性能力。因此, 该课程的总目标是在系统培养研究生撰写论文开题、模拟训练学术演讲基础上, 全面提高研究生在较高认知水平上的科学心智活动及较高层次的科研实践能力。

## II. 课程目的:

一是培养中国及国际留学研究生能够系统掌握研究生论文开题的基本要求与系统知识, 能够撰写出符合要求的开题报告(包括立项依据论证、文献引用与综述、研究方法、创新点凝练等)。

二是培养研究生能够掌握参加国际学术会议学术演讲的系统知识, 有能力参与国际交流与竞争(包括 PPT 设计与制作, 实验结果分析, 演讲中的科学语言使用与规范、问题回答与学术答辩等)。

三是培养和提高研究生的文献阅读与综述概括能力。通过参与指定的 2 个研究专题的研究开题撰写和实例多媒体 PPT 演讲练习, 系统地掌握科学研究中的基本方法与途径。

## III. 教学理念

一是在教学内容上, 重点聚焦科学研究方法论基本概念及系统知识的教学, 包括科学研究开题所需要的完整分析方法、逻辑论证过程及规范的科学写作与学术演讲表述;

二是在教学方案设置上, 将课堂理论教学与研究生的科研工作密切结合, 注重研究生解决复杂问题或完成复杂任务的科研创造性能力的培养, 撰写出高水平、规范的学位论文开题报告, 并具有出色的国际学术交流能力;

三是在教学模式及考试方式上, 借助多媒体、智慧教室及先进的网络技术, 通过引导/启发与案例教学、师生互动与问题导向教学、实战训练与课堂点评分析相结合的综合教学方法, 强化学生对课堂教学内容的消化与理解, 对研究生从事科学研究内涵与规则的理解及尊重, 系统提高学生提出问题、分析问题及解决问题的综合创新能力。

## IV. 内容简介:

该课程的设计为全程英文教学, 学时为 24 个学时, 2 个学分。结合每个研究生不同研究领域, 选定相关的几个重要研究方向或热点科学问题, 通过系统查阅文献和科学的数据分析, 撰写开题报告, 提出新颖、创新的学术观点和科学结论。同时根据报告内容制作并提交高质量的 PPT 多媒体, 通过 PPT 多媒体学术报告演讲的训练, 系统地掌握科学研究中的基本过程和方法, 提高 PPT 多媒体制作、学术报告演讲和学术交流的能力。课程设计将安排每个学生有两次撰写开题报告的作业和两次学术演讲与练习的机会, 具体的每个部分教学内容参见英文版介绍。

本课程力求既培养学生创新思维能力, 又培养研究生在所学学科领域的研究与解决问题的能力, 还能同时培养留学生结合各自国情, 解决在自己国家在相关领域所面临问题与挑战的实践能力; 即, 创新和创业的意识, 国际化视野, 以及团队合作精神。

## V. 课堂作业与考试计分方式:

- 论文开题报告的作业安排：这门课程要求每位学生提交两份不同的论文开题报告作业（英文），第一份开题报告作业将作为期中考试的成绩计分，第二份开题报告将作为期末的考试成绩计分。开题报告的研究主题或领域应该是与环境科学与工程相关的研究方向，每个研究生的论文选题需要得到老师审核后方可正式撰写。每个学生需要按照我们课程中提供的模板格式，独立完成各自的研究论文开题报告。第一份开题报告最迟要求在课程开始后的第三周上课之前提交。第二份开题报告最迟在开课后的第五周上课之前提交（详见后面的课程安排部分）。
- PPT 英文学术演讲的作业安排：结合两次提交的论文开题报告的选题，要求每位学生做两次相应的英文 PPT 演讲（不在中国的留学生无需进行现场演讲，只需要录制 PPT 演讲，并提交 2 份包含演讲录音的 PPT 文档）。第一次 PPT 演讲，是以第一份开题报告为选题作为学术报告的主要演讲内容，演讲成绩计入期中考试成绩；第二次 PPT 演讲，是以第二份开题报告为选题作为学术报告的主要演讲内容，演讲成绩计入期末的考试成绩。
- 考试方式：开卷考试（100 分制）；
- 考试的次数：每位学生需撰写 2 次英文版论文开题报告，并分别进行期中和期末 2 次 PPT 专题演讲。以 100 分计算，每次提交的论文开题报告占 30 分，相应的 PPT 演讲占 70 分。
- 期中与期末考试权重：期中考试成绩占总分的 40%，期末考试成绩占总分的 60%；
- 所有学生的 PPT 必须是用英文完成，演讲语言均要求用英文演讲。
- 我们的上课地点为三山楼 802 智慧教室进行（如有变动将另行通知），**在教室上课的学生需提前 10 分钟抵达教室（因为电梯有时比较拥挤，需要排队）。线上参与网课的学生需提前 10 分钟做好准备。**
- 上课考勤规定：如学生无故上课迟到（如迟到时间 < 5 分钟，需在**微信群**里做出说明，并请老师开门，如超过这个时间，学生将无法进入教室，将按缺席处理），如果一学期学生上课无故缺席一次、无故迟到情况累计超过两次，并没有事先得到任课老师的谅解或请假批准，该学生的课程将没有成绩。
- 所有学生请访问并关注本课程网站(电脑版本：<http://bijsu-app.com/>，手机版本：<http://bijsu-app.com/m>)，并按照网页要求注册加入课程。审核通过后可访问本课程相关教学内容，包括教学大纲、上课的时间安排、往年学生的部分作业，模板 PPT 等材料。
- **本学期所有作业文件均需以固定方式命名，例如第一次作业可命名为：“A2 吴迎城 Proposal1” 或者 “B11 CHUKWUEMEKA JOSEPH EZE Proposal1”，第一次 PPT 提交可命名为：“A2 吴迎城 PPT1” 或者 “B11 CHUKWUEMEKA JOSEPH EZE PPT1”，第二次作业提交可命名为：“A2 吴迎城 Proposal2” 或者 “B11 CHUKWUEMEKA JOSEPH EZE Proposal2”，第二次 PPT 提交可命名为：“A2 吴迎城 PPT2” 或者 “B11 CHUKWUEMEKA JOSEPH EZE PPT2”，特别注意的是，B 组线上学生提交 PPT 时，应该加入自己的演讲录音，PPT 演讲录音的方法详见文件说明。**
- 开题报告作业，该课程将安排两次练习，每位学生提交的开题报告必须按照老师的要求独立并按时完成，同时，很重要的一点需要注意，开题报告的写作不得大范围剽窃别人已经公开发表的内容，更不能大量抄写自己已经公开发表的文章，每一份提交开题报告，我们将进行严格的网络查重（采用国际查重标准），如果查重的结果是超过 30%内容来自某个或多个公开发表的内容，我们将认定是剽窃，学生提交的作业将没有得分。
- 所有作业只能提交一次，不能重复提交，请提交前检查好自己的作业，并在规定时间内提交至固定邮箱：[yongliw2021@163.com](mailto:yongliw2021@163.com)

主讲教师：孙建中教授， QQ: 2745983694, Tel: 0511-88796122;

刘俊教授: QQ: 47018794;

Sameh Samir Ali Atwa, 薩邁赫·阿里 教授, QQ: 2192795749.

教学助理: 王永丽博士, QQ: 385568209

## Course Syllabus (2021 Spring semester)

### I. General Goal

To enhance students' competence in writing a research proposal and the capability in coping with an effective scientific communication.

### II. Essential Objectives

1. Understand what differences between a scientific paper and a scientific oral presentation
2. Understand basic strategies, principles, and skills involved in writing a competitive proposal and making an effective presentation with a high quality of PPT slides
3. Understand the important tips of a qualified research proposal and an attractive presentation as well as its skills
4. Finally, to enlighten students' logical and hypothetic thinking for their innovation capability in degree study.

### III. Teaching Philosophy on the Course

The missing of two essential abilities/diathesis among most graduate students, i.e. scientific writing and talking, call for an interdisciplinary, comprehensive course aiming at improving students' quality in their scientific research. Herein, we opened a course, named as "Academic Writing and Presentation", for graduate students with our special design and teaching philosophy stated as follows:

1. On course content design, the basic knowledge and principles of scientific research methodology are especially provided and highlighted. The emphasized training efforts in this course are mainly put on the comprehensive analytic methods, logical justification for a proposed research topic, as well as its normalized scientific writing and an effective PPT presentation, which are uniquely strengthened in terms of a thesis research quality.
2. On course processing design, theory lecturing will be closely combined with students' scientific research needs, which is proposed to train students' scientific innovation capability during problem shooting of a complicate task, aiming to enhance students' power competent both in developing an academic research proposal and delivering an effective scientific talking in an international conference.
3. On teaching approaches and the ability evaluation, with the supporting of some advanced web or multimedia technologies, as well as the intelligent classroom equipped with some advanced display/communication system, some unique teaching approaches are accordingly developed and implemented, including inspiration/guidance teaching combined with case study, interaction between

instructor & students combined with question-oriented discussion, student practice project training combined with some key comments from professors, etc. Various teaching approaches and evaluations applied in this course are virtually designed to assist students at a better understanding on course contents for what's inside in a scientific research, as well as its logic steps required for a justification, and finally to build a powerful and competitive capability, in all possible ways, to solve a true scientific problem from an innovative solution.

#### **IV. Content Coverage (2 credit points with 24 teaching hours)**

1. What problems we are currently encountered for PPT presentation?
2. What differences between a scientific paper and a scientific oral talking?
3. Reasons for giving an effective seminar presentation
4. Suggestions for how to build a seminar (Tips for main skills involved)
5. Suggestions for visual aids (Tips for main techniques involved)
6. General hints for presenting (Tips for main strategies and skills in a presentation)
7. How to answer the question after a seminar (The strategies and the answering tips)
8. How to best use the transition words during the presentation (Tips and examples)
9. How to best deal with an international conference talking? (Common useful tips)
10. A sample scientific PPT presentation

#### **V. Evaluation and Examination (How to score your grade)**

- Open-book exam (100-point score system)
- Assignment-1 (serves as mid-term exam.), 40% of total, where it includes 30 points assigned for research proposal and 70 points applied for oral presentation
- Assignment-2 (serves as class final exam.), 60% of total, where it includes 30 points assigned for research proposal and 70 point applied for oral presentation
- The topic you selected for a field of the proposal should be pretty much related to environmental science and engineering. Each of your selected topics needs to be reviewed and approved by the teacher before it can be formally written. Each student needs to independently complete his/her own proposal in accordance with the template format provided in our course. The first proposal must be submitted by the third week of the course. The second opening report should be submitted no later than the fifth week of the course.
- Two PPT presentation assignments: each presentation topic should be kept in the same topic for the corresponding proposals you have submitted to; each onsite student is also required to make two

corresponding English PPT presentations in an arranged class time slot in our regular class time. The online students who are stayed in their home countries are not required to present their PPT online in the class due to the concerns for their WIFI speed, instead, they are required to submit their PPT homework with their presentation voice recorded in the file that has to be sent to the pointed Email address at yongliw2021@163.com by the due date we asked.

- If you missed one time of the class without getting permission ahead of time from your teacher for an excuse, you will have no score and credit for this course. If you are late to attend this class no more than 5 minutes, you can request an entry to the classroom after sending a message to our teaching assistant via Wechat platform, otherwise, you will not be allowed to come to classroom when you report to class late beyond 5 min. If you are late report to the classroom without excuse from your teacher for more than two times (each beyond 5 min), you may lose the opportunity to enter in the classroom, which will result in a serious consequence for losing your course credit completely. Onsite students who are in the campus are required to go to the classroom early, ahead of class time at least 10 min earlier, which will ensure that you can catch an elevator in time to approach the 8<sup>th</sup> floor of the San-Shan Building (三山楼) for your class room. Those online students are also required to get ready ahead of the class time (each Friday 4:00 PM, Beijing time) at least 10 min earlier and get on the board of the class meeting software app, “Voov”. We will send you the log in ID before 4:00 pm of the class time via Wechat communication platform that will allow you to log in this meeting APP platform.

**The most important notice for each student:**

1. Each onsite student who are stayed in campus is required to sign your name on the attendance sheet each time before the class in classroom to inform/justify us you attend the class without late. For those online students who are stayed in their home countries, it is also required to attend each class online via the Meeting platform, “Voov” and the teacher will check if each student present the class via our meeting platform. It is required to get an approval from Dr. Jianzhong Sun, the leader of this course, for your absence of the class for any coming case or reasons.
2. **Regarding student homework submission, each homework document should be named in a fixed format. For example, the first proposal homework should be named as “A2 吴迎城 Proposal1” OR “B11 CHUKWUEMEKA JOSEPH EZE Proposal1” (Assigned code + your name + proposal 1); the first PPT homework should be named: “A2 吴迎城 PPT1” OR “B11 CHUKWUEMEKA**

JOSEPH EZE PPT1 (Assigned code + your name + PPT 1)”; the second proposal homework should be named: “A2 吴迎城 Proposal2” OR “B11 CHUKWUEMEKA JOSEPH EZE Proposal2 (Assigned code + your name + proposal 2)”; the second PPT homework should be named: “A2 吴迎城 PPT2” OR “B11 CHUKWUEMEKA JOSEPH EZE PPT2 (Assigned code + your name + PPT2)”. Each student’s homework is required to submit to the pointed Email address at **yongliw2021@163.com** before the due date we have asked. Each homework assignment can only be submitted to teacher at one time and don’t submit your homework repeatedly for the reason of a revision. You need to finalize your document before submission. Particularly, we will not accept the over due homework from students and in that case, you will lose the whole score points. There are four homework assignments in total for each student who registered in this course, which include two research proposals and two PPT presentations. For each student assignment due date and time, please check the timetable of the course teaching section in this syllabus.

3. A special attention should be paid for those online participating students who are assigned into the “B” code group, each PPT assignment asked from this class is particularly required to add your own speech voice as a standard conference presentation and recorded your speech into your PPT file. We will soon send you an instruction reference for how to make a presentation voice into your PPT file. In addition, your speech time recorded in this PPT file should be controlled within the limited time we asked (10 min).
4. The classroom location is at 802, 8<sup>th</sup> floor of the San-Shan Building (三山楼), Jiangsu University. The class time has been set up at 4:00-6:00 pm, Beijing time, each Friday (started from April 16, 2021) for lasting 12 weeks. The scheduled teaching date and time will not allowed to change unless an official holiday approved by China government or other important issues approved by university, which may possibly conflict with our class date or time. Based on our university policy and regulations, students who participating this course will not allowed applying a change for the scheduled course date and time only based on their own personal reasons, or other unaccepted events (such as the religion pray time or other local holiday).
5. The homework assignments required from this class (particularly for two research proposals submission from each students) should be independently accomplished by each student in English version (following the teacher’s instruction) and submitted them to teachers before the due date/time. Plagiarizing some contents from those published materials or even from your own

published papers in a significant extent (>30% overlapped with those published materials) are not allowed, which will lead to a serious punishment at the zero score.

6. Each students is also required to visit our course website (For your computer terminal, please visit at <http://bijsu-app.com/>, for your cellphone terminal, please visit at <http://bijsu-app.com/m>) . Each student has to register the course website following the web instruction. After the authorization, each student will have a right to access to all resources available in this course website.

**Course teaching lecturers and assistant:**

1. **Dr./Prof.** Jianzhong Sun, Personal contact QQ account: 2745983694, Tel: 0511-88796122
2. **Dr./Prof.** Liu Jun: Personal contact QQ account: 47018794
3. **Dr./Prof.** Sameh Samir Ali Atwa, Personal contact QQ account: 2192795749
4. **Teaching Assistant:** Dr. Wang Yongli, Personal contact QQ account: 385568209

# 课程教学的时间安排 (2021)

第一阶段，前四周，任课老师讲解有关研究开题和 PPT 学术演讲的关键知识。

**第一周（4月16日）：**

孙教授介绍该课程的教学大纲、学习的要求以及考试的安排（第一节课）；

刘教授讲授开题报告撰写的基本要求与相关模式（第二节课）。

**课后作业：**每位学生需练习撰写两份开题报告，研究主题或领域由老师划定，请在规定研究范围内选题。作为学生的课后作业，每个学生需要按照模板格式，独立完成各自的研究开题报告。

**第一份开题报告最迟第三周 4月30日课前提交，学生每三人一组成一队准备 PPT 演讲，组队信息将在微信群中分享。PPT 主题将从三人的学术报告中选择得分最高的开题报告为参考，开题报告得分最高的人为组长负责安排组内人员角色，其中一位负责回答老师问题，另外两个人轮流讲解 PPT。无法成组的学生单独准备 10 分钟 PPT 和演讲。不在中国的留学生无需进行现场演讲，只需要录制 10 分钟 PPT 演讲，并提交包含演讲录音的 PPT 文件。**

**第二份开题报告最迟在第五周 5月7日课前提交。PPT 的制作和演讲需独立完成。**

**第 2 周（4月23日）：**

孙教授讲解常见的 PPT 学术演讲中存在的问题与挑战：明确学术报告 PPT 方式与学术论文方式的基本差别；介绍学术报告及 PPT 应用的重要性及其特征；将完整的论文形式转换成多媒体的 PPT 表达及其应该遵循的原则。

**第 3 周（4月30日）：**

**课前提交第一份开题报告（电子版与纸质版）。**

孙教授讲解多媒体 ppt 制作过程中的基本方法、原则、技巧和要领，包括掌握学术研究当中的科学选题、分析问题和解决问题的基本方法和途径，如何凝练科学问题和工程科学问题，如何认识学术论文的特点与学术演讲报告的特点与区别。

**第 4 周（5月7日）：**

**开题报告作业点评。**

Sameh Samir Ali 教授总结开题报告中的问题和分析学生比较集中的几个问题（第一节课）。

孙教授将主要讲解一些 PPT 制作中常常出现的几个主要问题（第二节课）。通过举例来说明如何避免这些问题：包括如何掌握 PPT 多媒体演讲中的技术要领，高质量学术演讲的能力如何形成？如何用英文正确地回答学术交流中的挑战性问题？如何正确使用英文过渡词与过渡句（transition words/sentences），通过典型范例 PPT 的实际演讲，明确参加国际会议所涉及的技巧与方法。

**每组学生（三人一组）根据组内三人中得分最高的开题报告来准备期中 PPT 和演讲，PPT 文件需要演讲前一天提交至邮箱 [yongliw2021@163.com](mailto:yongliw2021@163.com)。**

第二阶段，5周~7周，所有学生按照组队进行第一次 PPT 演讲，老师对其进行提问和考核。

**第 5 周（5月14日）：**

**课前提交第二次开题报告**

第 1-4 组学生进行 PPT 演讲，演讲成绩作为期中考试成绩，学生 A 和学生 B 分别做 PPT 学术演讲 5 分钟，学生 C 英文回答问题互动部分 5 分钟，老师点评 5 分钟，并给出平时成绩，每组共需 20 分钟。

**第 6 周（5月21日）：**

第 5-8 组学生进行 PPT 演讲，演讲成绩作为期中考试成绩，学生 A 和学生 B 分别做 PPT 学术演讲 5 分钟，学生 C 英文回答问题互动部分 5 分钟，老师点评 5 分钟，并给出平时成绩，每组共需 20 分钟。

**第 7 周（5月28日）：**

第 9-10 组学生及最后一位学生进行 PPT 演讲，演讲成绩作为期中考试成绩，学生 A 和学生 B 分别做 PPT

学术演讲 5 分钟，学生 C 英文回答问题互动部分 5 分钟，老师点评 5 分钟，并给出平时成绩，每组共需 20 分钟。另外三个无法成组的学生，每位进行单独演讲 5 分钟，老师点评 5 分钟，老师对所有学生的表现做总结性归纳，对学生期中 PPT 演讲的问题进行针对性点评，并针对学生问题进行详细的指导。

**第三阶段，8 周~考试周，所有学生按照顺序进行第二次 PPT 演讲，老师对其进行提问和考核。**

**第 8 周（6 月 4 日）：**

根据学生名单中的序号 A1-A6 的学生每位学生进行 10 分钟 PPT 演讲，老师点评 5 分钟。

**第 9 周（6 月 11 日）：**

根据学生名单中的序号 A7-A12 的学生每位学生进行 10 分钟 PPT 演讲，老师点评 5 分钟。

**第 10 周（6 月 18 日）**

根据学生名单中的序号 A13-A18 的学生每位学生进行 10 分钟 PPT 演讲，老师点评 5 分钟。  
老师点评总结学生 PPT 的存在的问题。

**第 11 周（6 月 25 日）：**

根据学生名单中的序号 A19-A24 的学生每位学生进行 10 分钟 PPT 演讲，老师点评 5 分钟。

**第 12 周（7 月 2 日）：**

根据学生名单中的序号 A25-A31 的学生每位学生进行 10 分钟 PPT 演讲，老师点评 5 分钟。  
老师点评总结学生 PPT 的存在的问题。

每个学生均要求对该课程提供一个个人的评价或你上完该课程后的感想或任何有益的课程教学建议，评价需要用 PPT 的组织方式，中文或英文均可（需要至少 5 张 PPT），你将有可能得到额外的课程加分（根据你的评价认真程度、价值、以及你编排的 PPT 质量，最低可以在你的总分中加 1 分，最高不超过 5 分）。

**老师联系信息：**

**Lecturer 1:** Prof. Jianzhong Sun, QQ:2745983694, Tel: [0511-88796122](tel:0511-88796122);

**Lecturer 2:** Dr./Prof. Jun liu, QQ:47018794;

**Lecturer 3:** Dr./Prof. Sameh Samir Ali Atwa, QQ:2192795749.

**Teaching assistant:** Dr. Yongli Wang, QQ:385568209

## Timetable of the course teaching (2021 spring semester)

### I. First Session: From week 1 to week 4. Lectures will be given about how to write a perfect research proposal and to provide an effective scientific PPT presentation.

#### Week 1 (April 16<sup>th</sup>):

Dr./Prof. Sun will introduce the syllabus of the course with its general requirements of the course, the arrangement of the course and its tests including midterm and final exam.

Dr./Prof. Liu will introduce the writing tips and requirements to develop a high quality of your academic research proposal. A proposal template will be then provided for you to follow the instruction.

**Student Homework:** Each student, including online students, in this class is required to work out a total of two research proposals in the required quality, format and length. The scope of the topic should be pretty much related to your major, environmental science and engineering. In addition, two PPT presentation performances are further designed in this class for each onsite student, the first one is designed for a group collaboration performance with three onsite students in PPT presentation, but, the second one is required individually in his/her presentation for onsite students only in our class time. **As for those online students assigned into “B” section, The PPT presentation assignments are not required to provide a PPT presentation during the class time via “Voov” platform due to the WIFI speed concerns, instead, they are required to add his/her own speech voice as a standard conference presentation within the 10 min presentation, which will record your speech voice into your PPT file and then submit it to class teachers for evaluation and scoring.**

- **The first research proposal for both onsite and online students has to be submitted electronically in a word file format to teachers for evaluation due by April 30<sup>th</sup>, 2021, at 10:00PM, Beijing time.**

Each onsite student in the class will be arranged to form a study group/team at a total of three people (onsite students), which will be announced/informed in our WeChat platform ahead of class for information sharing for which group you may belong to. A proposal topic from a group will be selected as a PPT presentation topic for a group performance in terms of the highest score submitted from a study group. The student who wins the highest scored for his/her research proposal will be automatically assigned as the group leader for arranging the role of a student in a group performance for PPT presentation. One of the students in a study group will be responsible for answering the teacher's question after PPT presentation for 5 min, and the other two students will serve as the presenters in PPT presentation and each at a 5 min talking in a collaborative way for presentation. Those students who will not be assigned to be a study group will be then asked to prepare a 10 min PPT and present individually. However, those online students in B code section who are not stayed in China are not required to present a class PPT presentation via “Voov” due to the WIFI technical concerns, and instead, each online student is required to record his/her 10-minute PPT presentation in its own PPT file and submit it before the due date we asked. Please be aware that, in general, the PPT topic for each student to prepare should be same as your submitted proposal topic (First PPT topic should go with your first proposal topic, the same requirement applied to your second PPT topic selection).

- **The second proposal has to be prepared individually and submitted to teachers electronically in**

a word file format for evaluation and scoring due by May 7<sup>th</sup>, 2021, at 10:00PM, Beijing time.

Be aware, the second PPT presentation topic is generally required to use a topic in terms of the second submitted proposal by each student, including onsite and online students. Please be noted that the PPT presentation is further required to be performed individually by each student as your final examination.

### **Week 2 (April 23<sup>th</sup>):**

Prof. Sun will address the problems and challenges in the regular PPT academic talking, clarify the differences between PPT academic talking and academic papers, emphasize the importance and characteristics of PPT academic talking, as well as explain principles of transferring the academic papers into multimedia PPT expression.

### **Week 3 (April 30<sup>th</sup>):**

**Please submit the first proposal before the class and bring a hardcopy to your teachers during the class time (Both electronic and paper versions). For online students, it is required for an electronic copy for submission before the due time**

Lecturing presented by Prof. Sun will be focused on some suggestions for how to build a formal seminar presentation (tips for main skills involved), suggestions for visual aids (tips for main techniques involved), as well as some general hints for presenting (Tips for main strategies and skills in a presentation).

### **Week 4 (May 7<sup>th</sup>):**

#### **Evaluation and comments on students' first proposals**

The first section: Prof. Sameh Samir Ali Atwa will provide a summary talk and comments for some common problems presented in student proposals and further offer some important useful tips.

The second section: Prof. Sun will also lecture about how to answer the questions from audience after a presentation (the strategies and the answering tips), how to best use the transition words during the presentation (tips and examples) and how to best deal with an international conference talking (common useful tips)? Explaining a typical scientific PPT presentation with an example.

**Class Homework: the first PPT file needs to be submitted via the appointed email address at [yongliw2021@163.com](mailto:yongliw2021@163.com) at least one day before your presentation by the onsite students.**

**II. Second Session: Week 5 to Week 11. Every student group for onsite students will be required to finish the first PPT presentation practice in a class time slot on a day assigned by teacher. After presentation, teachers will ask some questions to students in mimicking an international conference.**

### **Week 5 (May 14<sup>th</sup>):**

**Please submit the second proposal before class for each student, including onsite and online group.**

Students in Group 1 to Group 4 should conduct PPT speeches, and the scores of the speeches are used as the mid-term test scores. Student "A" and Student "B" in a group of onsite students will

function as two presenters who should collaborate together for a PPT academic speech at 5 minutes each in a total of 10 min talking. Student “C” will function as a question answer during the interactive part of the Q & A section for at least 5 minutes. The teachers’ comments will provide regarding a team performance for 5 minutes, and at the last, the scores will also be determined for all students in a group. Each group performance for PPT presentation will take no more than 20 minutes.

**Week 6 (May 21<sup>th</sup>):**

Students in Group 5 to Group 10 should conduct their PPT speeches, and the scores of the speeches are applied as the mid-term test scores. Student “A” and Student “B” in a group of onsite students will function as two presenters who should collaborate together for a PPT academic speech at 5 minutes each in a total of 10 min talking. Student “C” will function as a question answer during the interactive part of the Q & A section for at least 5 minutes. The teachers’ comments will provide regarding a team performance for 5 minutes, and at the last, the scores will also be determined for all students in a group. Each group performance for PPT presentation will take no more than 20 minutes.

**Week 7 (May 28<sup>th</sup>):**

**For those online students, it is a due time in today for submission of your PPT file, where your presentation speech is recorded with each single slide explanation within a total 10 min, prior to May 28<sup>th</sup>, 2021, 10:00PM, Beijing time. Over 10 min presentation PPT is not allowed, which will result in a loss of your points.**

Students in Group 9 to Group 10 and the last student should conduct PPT speeches, and the scores of the speeches are used as the mid-term test scores. Student “A” and Student “B” in a group of onsite students will function as two presenters who should collaborate together for a PPT academic speech at 5 minutes each in a total of 10 min talking. Student “C” will function as a question answer during the interactive part of the Q & A section for at least 5 minutes. The teachers’ comments will provide regarding a team performance for 5 minutes, and at the last, the scores will also be determined for all students in a group. Each group performance for PPT presentation will take no more than 20 minutes.

At last, Prof. Sun will sum up the performance for all groups, make some important comments on the students' PPT quality and remaining problems, and the detailed guidance on student issues will also be provided.

**III. Third Session: Week 7-12 will serve as the final exam weeks. Each of the onsite student will be required to give an academic presentation with his/her PPT independently in a time slot arranged by teacher for final exam (Accounting for 60% of the total scores). Questions and answering session after the presentation by a student is also designed to mimic the conference pattern.**

**Week 8 (June 4<sup>th</sup>):**

Each student from A1-A6 will be arranged to conduct a ten min PPT presentation, and the performance will be evaluated and scored as his/her final exam.

**Week 9 (June 11<sup>th</sup>)**

Each student from A7-A12 will be arranged to conduct a ten min PPT presentation, and the

performance will be evaluated and scored as his/her final exam.

**Week 10 (June 18<sup>th</sup>):**

Each student from A13-A18 will be arranged to conduct a ten min PPT presentation, and the performance will be evaluated and scored as his/her final exam.

**Week 11 (June 25<sup>th</sup>):**

Each student from A19-A24 will be arranged to conduct a ten min PPT presentation, and the performance will be evaluated and scored as his/her final exam.

**Week 12 (July 2<sup>th</sup>):**

**For those online students, it is a due time in today for submission of your PPT file (based on your second proposal), where your presentation speech is recorded with each single slide explanation within a total 10 min, prior to June 25<sup>th</sup>, 2021, 10:00PM, Beijing time. Over 10 min presentation PPT is not allowed, which will result in a loss of your points.**

Each student from A25-A31 will be arranged to conduct a ten min PPT presentation, and the performance will be evaluated and scored as his/her final exam.

The teachers will sum up the performance of all students on their PPT presentations.

At last, all students are required to evaluate this course with their comments via a PPT format file (at least 5 slides), which should be submitted to teachers before our last class date (July 2<sup>nd</sup>, 2021). We will post the student's comments on the course website for information sharing. The submitted comments from each student will potentially win an extra bonus point, at least 1, and up to the 5 points (adding to your overall final score) based on your comments and PPT quality.

## Part of the relevant references recommended for reading:

1. When the Scientist Presents: an audio and video guide to science talks (2010, Jean-Luc Lebrun, World Scientific CO. Pte. Ltd.).
2. Speaking and writing as a scientist (英文学术演讲与写作) (王景惠, 刘丽达等, 2012, 哈尔滨工业大学出版社)
3. Presentation Pattern: techniques for crafting better presentations (2012, Neal Ford, Matthew McCullough, Nathaniel Schutta, Addison-Wesley Professional) (中文翻译本: 演讲模式: 演讲的技巧与禁忌, 机械工业出版社)

## Useful websites for you to keeping and exploring:

### 1. Templates

- [http://www.brainybetty.com/K\\_to\\_12\\_powerpoint\\_templates.htm](http://www.brainybetty.com/K_to_12_powerpoint_templates.htm)
- <http://office.microsoft.com/en-us/templates/FX100595491033.aspx>
- <http://www.vickiblackwell.com/ppttemplates.html>

### 2. Interactive ideas

- [http://www.internet4classrooms.com/on-line\\_powerpoint.htm](http://www.internet4classrooms.com/on-line_powerpoint.htm)
- [http://www.saskschools.ca/~qvss/technology/powerpoint\\_module2.htm#Interactive%20Activities](http://www.saskschools.ca/~qvss/technology/powerpoint_module2.htm#Interactive%20Activities)

### 3. Images & multimedia clips

- <http://www.nettrekker.com>
- <http://streaming.discoveryeducation.com/index.cfm>