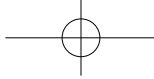
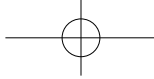


# Table of Contents

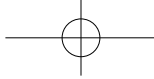
<b>Unit 1</b>	<b>Conference Information</b>	<b>1</b>
	<b>Unit Objectives</b>	<b>1</b>
	Various Kinds of Meetings	2
	Principal Conference Activities	4
	Different Conference Information	8
	Conference Information Sources	15
	<b>Unit Summary</b>	<b>17</b>
	<b>More About Conferences</b>	<b>18</b>
	<b>Reflections and Further Study</b>	<b>18</b>
	<b>Simulated Conference Preparation</b>	<b>19</b>
<b>Unit 2</b>	<b>Conference Correspondence</b>	<b>21</b>
	<b>Unit Objectives</b>	<b>21</b>
	General Knowledge of Conference Correspondence	22
	General Requirements for Writing Formal Letters and E-mails	23
	Letters and E-mails for Different Purposes	27
	Letters and E-mails for Financial Assistance	34
	Post-conference Correspondence	37
	<b>Unit Summary</b>	<b>39</b>
	<b>More About Conferences</b>	<b>40</b>
	<b>Reflections and Further Study</b>	<b>41</b>
	<b>Simulated Conference Preparation</b>	<b>41</b>
<b>Unit 3</b>	<b>Conference Paper Preparation (1): The Main Elements</b>	<b>43</b>
	<b>Unit Objectives</b>	<b>43</b>
	General Requirements of a Conference Paper	44
	Main Elements of a Conference Paper	46



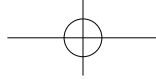
Unit Summary	60
More About Conferences	61
Reflections and Further Study	64
Simulated Conference Preparation	64
<b>Unit 4 Conference Paper Preparation (2): The Abstract</b>	<b>65</b>
Unit Objectives	65
Typical Features of Conference Paper Abstracts	66
Different Categories of Abstracts	68
General Structure of Abstracts	71
Likely Mistakes and Common Errors in Abstract Writing	74
Unit Summary	79
More About Conferences	80
Reflections and Further Study	81
Simulated Conference Preparation	82
<b>Unit 5 Oral Presentation (1): Reading the Manuscript</b>	<b>83</b>
Unit Objectives	83
Importance of Manuscript Reading	84
Chemical Formulae	84
Frequently-used Latin Abbreviations	86
Punctuation	88
Long Sentences	93
Pronunciation	96
Unit Summary	98
More About Conferences	99
Reflections and Further Study	100
Simulated Conference Preparation	100
<b>Unit 6 Oral Presentation (2): Preparing a Speech</b>	<b>101</b>
Unit Objectives	101
General Requirements for Preparing a Speech	102
Ways of Delivering a Speech	104
Use of Audiovisual Aids	109
Points for Attention in Delivering a Speech	111
Unit Summary	114
More About Conferences	115
Reflections and Further Study	117
Simulated Conference Preparation	117



<b>Unit 7 Oral Presentation (3): Beginning and Ending a Speech</b>	<b>119</b>
Unit Objectives	119
Stage Adaptation and Adjustment	120
Approaches to Opening a Speech	124
Approaches to Ending a Speech	129
Cross-cultural Awareness in Speechmaking	132
Unit Summary	134
More About Conferences	135
Reflections and Further Study	136
Simulated Conference Preparation	137
<b>Unit 8 Oral Presentation (4): Developing a Speech</b>	<b>139</b>
Unit Objectives	139
Developing a Speech in Chronological Sequence	140
Developing a Speech According to Spatial Relation	142
Developing a Speech by Induction / Deduction	143
Developing a Speech Using Other Approaches	146
Unit Summary	149
More About Conferences	149
Reflections and Further Study	151
Simulated Conference Preparation	152
<b>Unit 9 Oral Presentation (5): Practicing Skills and Tactics</b>	<b>153</b>
Unit Objectives	153
Initiating New Topics and Highlighting Ideas	154
Simplifying Long Terms and Shortening Utterances	157
Using Fuzzy Words and Amending a Slip of the Tongue	161
Filling the Silence	163
Unit Summary	166
More About Conferences	167
Reflections and Further Study	168
Simulated Conference Preparation	169
<b>Unit 10 Discussion Sessions (1): Asking Questions</b>	<b>171</b>
Unit Objectives	171
Functions of Asking Questions in Q & A Sessions	172
Features of Question-raisers	173



Features of On-the-spot Questions	174
Types of Questions in Q & A Sessions	175
<b>Unit Summary</b>	<b>181</b>
<b>More About Conferences</b>	<b>181</b>
<b>Reflections and Further Study</b>	<b>183</b>
<b>Simulated Conference Preparation</b>	<b>184</b>
<b>Unit 11 Discussion Sessions (2): Answering Questions</b>	<b>185</b>
<b>Unit Objectives</b>	<b>185</b>
General Techniques for Answering Questions	186
Different Answers to Different Types of Questions	190
Causes for Avoiding Direct Answers and Strategies for Avoidance	196
<b>Unit Summary</b>	<b>202</b>
<b>More About Conferences</b>	<b>203</b>
<b>Reflections and Further Study</b>	<b>205</b>
<b>Simulated Conference Preparation</b>	<b>206</b>
<b>Unit 12 Chairing Presentation and Q &amp; A Sessions</b>	<b>207</b>
<b>Unit Objectives</b>	<b>207</b>
Features of Professional Meetings	208
The Presider's General Qualities and Principal Duties	208
Language Skills for Chairing Meetings	210
<b>Unit Summary</b>	<b>222</b>
<b>More About Conferences</b>	<b>223</b>
<b>Reflections and Further Study</b>	<b>225</b>
<b>Simulated Conference Preparation</b>	<b>225</b>
<b>Unit 13 Conference Communication Between Sessions</b>	<b>227</b>
<b>Unit Objectives</b>	<b>227</b>
Importance of Communication Between Sessions	228
Obtaining Information from Conference Documents	229
Preparing a Talk with Participants	232
Starting a Talk with Participants	234
Deepening the Topic	237
Turning to a New Topic	241
Active Participation in Social Activities	243
<b>Unit Summary</b>	<b>245</b>
<b>More About Conferences</b>	<b>246</b>



Reflections and Further Study	247
Simulated Conference Preparation	248
<b>Course Project Organizing a Simulated International Conference on Interdisciplinary Sciences</b>	<b>249</b>
Preparations Prior to the Conference	250
Presentations During the Conference	252
Communication Between Sessions	254
Summary After the Conference	255
More About Conferences	257
<b>Appendix I Reference Key</b>	<b>261</b>
<b>Appendix II Some Mathematical Symbols</b>	<b>265</b>
<b>Bibliography</b>	<b>271</b>