

English For Academic Correspondence And Socializing

The best-selling workbook and grammar guide, revised and updated! Hailed as one of the best books around for teaching grammar, *The Blue Book of Grammar and Punctuation* includes easy-to-understand rules, abundant examples, dozens of reproducible exercises, and pre- and post-tests to help teach grammar to middle and high schoolers, college students, ESL students, homeschoolers, and more. This concise, entertaining workbook makes learning English grammar and usage simple and fun. This updated Twelfth Edition reflects the latest updates to English usage and grammar and features a two-color design and lay-flat binding for easy photocopying. Clear and concise, with easy-to-follow explanations, offering “just the facts” on English grammar, punctuation, and usage Fully updated to reflect the latest rules, along with quizzes and pre- and post-tests to help teach grammar Ideal for students from seventh grade through adulthood in the US and abroad For anyone who wants to understand the major rules and subtle guidelines of English grammar and usage, *The Blue Book of Grammar and Punctuation* offers comprehensive, straightforward instruction.

English in academic and professional settings has received great attention over the last 50 years, as its use has become a key asset for anyone interested in improving his/her chances of communicating internationally. However, it still offers rich opportunities for teachers and researchers working on English in specific settings. The aim of *English for Professional and Academic Purposes* is to offer an overview of several topics within the field of discourse analysis applied to English in academic and professional domains. The book compiles contributions from different origins, ranging from Japan to the USA and several European countries, and covers English as a native, second, foreign and international language. It also deals with various specialities, including academic writing, business discourse or English for medicine, nursing, maritime industry and science and engineering. This volume is divided into three sections: *Discourse Analysis of English for Academic Purposes*, *Professional English* and *EPAP Pedagogy*, since it was conceived as a contribution to the research on how English is analysed as both the discourse of and for effective communication in academic and professional settings, and how it can be applied to teaching. This manuscript offers some fresh insights for those involved or interested in this field of expertise, in an attempt to shed some light on its latest innovations.

For more than 15 years, *The Academic Job Search Handbook* has assisted job seekers in all academic disciplines in their search for faculty positions. The guide includes information on aspects of the search that are common to all levels, with invaluable tips for those seeking their first or second faculty position. This new edition provides updated advice and addresses hot topics in the competitive job market of today, including the challenges faced by dual-career couples, job search issues for pregnant candidates, and advice on how to deal with gaps in a CV. The chapter on alternatives to academic jobs has been expanded, and sample resumes from individuals seeking nonfaculty positions are included. The book begins with an overview of the hiring process and a timetable for applying for academic positions. It then gives detailed information on application materials, interviewing, negotiating job offers, and starting the new job. Guidance throughout is aimed at all candidates, with frequent reference to the specifics of job searches in scientific and technical fields as well as those in the

humanities and social sciences. Advice on seeking postdoctoral opportunities is also included. Perhaps the most significant contribution is the inclusion of sample vitas. The Academic Job Search Handbook describes the organization and content of the vita and includes samples from a variety of fields. In addition to CVs and research statements, new in this edition are a sample interview itinerary, a teaching portfolio, and a sample offer letter. The job search correspondence section has also been updated, and there is current information on Internet search methods and useful websites.

This book contains one hundred typical mistakes relating to papers, proposals, oral presentations, and correspondence with editors (e.g. journal submissions), reviewers (rebuttal letters), and editing agencies. The book is primarily intended for non-native English speaking researchers. However, it is also useful for editing agencies in order to help new or inexperienced editors spot the kinds of mistakes they need to correct in order to ensure their clients successfully have their papers published. Each section of a paper is covered separately: titles and abstracts; introduction and literature review; methods, results and tables; discussion and conclusions. Teachers of English for Academic Purposes (EAP) will learn which areas of writing and grammar to focus on including readability, word order, sentence length, paragraphing, ambiguity and punctuation. The last section in the book highlights the key areas where presenters make the most mistakes in terms of the use of English. Other books in this series: English for Writing Research Papers English for Presentations at International Conferences English for Academic Research: Grammar, Usage and Style English for Academic Correspondence English for Academic CVs, Resumes, and Online Profiles English for Academic Research: Writing Exercises English for Academic Research: Grammar Exercises English for Academic Research: Vocabulary Exercises English for Academic Research: A Guide for Teachers

Written specifically for researchers of all disciplines whose first language is not English, this guide presents easy-to-follow rules and tips, along with authentic examples taken from real emails, referees' reports and cover letters, will show you how to: write effective emails (subject lines, structure, requests, level of formality) review other people's manuscripts reply effectively and constructively to referees' reports correspond with editors write letters regarding summer schools, internships, and PhD and postdoc programs write reference letters This new edition contains over 40% new material, including stimulating factoids and discussion points both for self-study and in-class use, as well as suggestions for drafting proposals for research projects and writing research statements. EAP teachers will find this book to be a great source of tips for training students, and for providing both instructive and entertaining lessons. Other books in the series cover: writing research papers; presentations at international conferences; English grammar, usage and style; and interacting on campus; plus exercise books and a teacher's guide to the whole series. Please visit

<http://www.springer.com/series/13913> for a full list of titles in the series. Adrian Wallwork is the author of more than 30 ELT and EAP textbooks. He has trained several thousand PhD students and academics from 35 countries to write research papers, prepare presentations, and communicate with editors, referees and fellow researchers.

Good presentation skills are key to a successful career in academia. This guide provides examples taken from real presentations given both by native and non-native academics covering a wide variety of disciplines. The easy-to-follow guidelines and tips

will teach you how to: plan, prepare and practice a well-organized, interesting presentation avoid errors in English by using short easy-to-say sentences improve your English pronunciation and intonation gain confidence, and overcome nerves and embarrassment highlight the essential points you want your audience to remember attract and retain audience attention deal with questions from the audience This new edition contains several additional features, including stimulating factoids and discussion points both for self-study and in-class use. New chapters also cover: learning from talks on TED networking with potential collaborators, professors, fellow researchers interacting successfully with non-native audiences posters EAP teachers will find this book to be a great source of tips for training students, and for preparing both instructive and entertaining lessons. Other books in the series cover: writing research papers; English grammar, usage, and style; academic correspondence; interacting on campus; plus exercises books and a teacher's guide. Please visit <http://www.springer.com/series/13913> for a full list of titles in the series. Adrian Wallwork is the author of more than 30 ELT and EAP textbooks. He has trained several thousand PhD students and academics from 35 countries to write research papers, prepare presentations, and communicate with editors, referees and fellow researchers. Are you a graduate, postgraduate or PhD student? Building a CV or profile can be difficult for anyone, but especially for those whose first language is not English. This book is essential for those looking to promote themselves in the academic community, and can be used both for self-study, as well as in an English for Academic Purposes (EAP) course. The book contains tips, do's and don't's, and discussion points that can be used by instructors. Based on interviews with recruiters and an analysis of hundreds of CVs from around 40 different countries, the book is structured as a series of FAQs. Topics covered include: how recruiters and HR people analyse a CV whether using a template is a good idea how to present your personal details and whether to include a photo how to write an Objective and a personal profile what to write in each section (Education, Work Experience, Skills, Personal Interests) how to highlight your language, communication and team skills how to get and write references The last chapter of the book contains a simple template to help you get the job of your dreams! Other books in this series include: English for Writing Research Papers English for Research: Usage, Style, and Grammar English for Presentations at International Conferences English for Academic Research: Grammar / Vocabulary / Writing Exercises English for Academic Correspondence English for Interacting on Campus Adrian Wallwork is the author of over 40 books aimed at helping non-native English speakers to communicate more effectively in English. He has published with SpringerNature, Oxford University Press, Cambridge University Press, Scholastic, BEP and the BBC.

This book is based on a study of referees' reports and letters from journal editors on reasons why papers written by non-native researchers are rejected due to problems with English (long sentences, redundancy, poor structure etc). It draws on English-related errors from around 5000 papers written by non-native authors, around 3000 emails, 500 abstracts by PhD students, and over 1000 hours of teaching researchers how to write and present research papers. The exercises are organized into nine chapters on: - adjectives and adverbs (e.g. actual vs current, different vs several, continually vs continuously) - link words (e.g. on the contrary vs on the other hand,

despite vs nevertheless) · nouns (e.g. danger vs hazard, measure vs measurement) · prepositions (e.g. among vs between, in vs into, with vs within) · verbs (e.g. check vs control, compose vs comprise, arise vs raise, exclude vs rule out) · false friends and synonyms · spelling · useful phrases · emails Nearly all exercises require no actual writing but simply choosing between various options, thus facilitating self-study, e-reading and rapid progress. The exercises can also be integrated into English for Academic Purposes (EAP) and English for Special Purposes (ESP) courses at universities and research institutes. The book can be used in conjunction with the other exercise books in the series: English for Academic Research: Writing Exercises English for Academic Research: Grammar Exercises Adrian Wallwork is the author of around 30 ELT and EAP textbooks. He has trained several thousand PhD students from 35 countries to write and present academic work.

This textbook provides a comprehensive introduction for students and professionals who are studying English for business or workplace communication and covers both spoken and written English. Based on up-to-date research in business communication and incorporating an international range of real-world authentic texts, this book deals with the realities of communication in business today. Key features of this book include: use of English in social media that reflects recent trends in business communication; coverage of the concept of communicative competence; analysis of email communication; introduction to informal English and English for socialisation as well as goodwill messages, such as thank you or appreciation messages, which are a part of everyday interaction in the workplace; examination of persuasive messages and ways to understand such messages; an e-resources website that includes authentic examples of different workplace genres and a reference section covering relevant research studies and weblinks for readers to better understand the topics covered in each chapter. This book goes beyond the traditional coverage of business English to provide a broad and practical textbook for those studying English in a workplace setting.

This is the most complete English edition of Kant's correspondence that has ever been compiled. The letters are concerned with philosophical and scientific topics but many also treat personal, historical, and cultural matters. On one level the letters chart Kant's philosophical development. On another level they expose quirks and foibles, and reveal a good deal about Kant's friendships and philosophical battles with some of the prominent thinkers of the time: Herder, Hamann, Mendelssohn, and Fichte.

An edition of the scholarly letters of the English Lady E. S. Drower, famous for her novels, travel accounts, and studies in the Middle East, especially on the Mandaeans. Drower (1879-1972) kept up a lively correspondence with scholars, and the letters here span the years 1938 to the mid-1960s.

This guide is based on a study of referees' reports and letters from journal editors on the reasons why papers written by non-native researchers are rejected due to problems with English usage, style and grammar. It draws on English-related errors from around 5000 papers written by non-native authors, 500 abstracts by PhD students, and over 1000 hours of teaching researchers how to write and present research papers. English for Academic Research: Usage, Style, and Grammar covers those areas of English usage that typically cause researchers difficulty: articles (a/an, the), uncountable nouns, tenses (e.g., simple present, simple past, present perfect), modal verbs, active vs.

passive form, relative clauses, infinitive vs. -ing form, the genitive, noun strings, link words (e.g., moreover, in addition), quantifiers (e.g., each vs. every), word order, prepositions, acronyms, abbreviations, numbers and measurements, punctuation, and spelling. Due to its focus on the specific errors that repeatedly appear in papers written by non-native authors, this manual is an ideal study guide for use in universities and research institutes. The book is cross-referenced with the following titles: • English for Academic Research: Grammar Exercises • English for Academic Research: Vocabulary Exercises • English for Academic Research: Writing Exercises • English for Writing Research Papers Adrian Wallwork is the author of more than 30 English Language Teaching (ELT) and English for Academic Purposes (EAP) textbooks. He has trained several thousand PhD students and researchers from 40 countries to prepare and give presentations. Since 1984 he has been revising research manuscripts through his own proofreading and editing service.

This book focuses on the aspect that causes non-native researchers the most problems when writing a scientific paper for publication in international journals and when presenting their results at conferences: the use of English.

Ideal for overseas students studying at English-medium colleges and universities, this practical writing course enables international students to meet the required standard of writing and use an appropriate style for essays, exams and dissertations. Newly revised and updated to include extra exercises and material suggested by teachers and students, Academic Writing explains and demonstrates all the key writing skills and is ideal for use in the classroom or for independent study. Useful at every stage of an academic career and beyond, this indispensable book features: different styles and formats from CVs and letters to formal essays a focus on accuracy coverage of all stages of writing, from understanding titles to checking your work essential academic writing skills such as proper referencing, summarising and paraphrasing diagrams and practice exercises, complete with answers.

Good presentation skills are key to a successful career in academia. This book is the first guide to giving presentations at international conferences specifically written for researchers of all disciplines whose first language is not English. With easy-to-follow rules and tips, and with examples taken from real presentations, you will learn how to: avoid errors in English by using short easy-to-say sentences improve your English pronunciation and intonation gain confidence, and overcome nerves and embarrassment plan, prepare and practice a well-organized, interesting presentation highlight the essential points you want your audience to remember deal with questions from the audience decide what to say at each stage of the presentation use standard phrases attract and retain audience attention Other books in the series: English for Writing Research Papers English for Academic Correspondence and Socializing English for Research: Usage, Style, and Grammar English for Academic Research: Grammar / Vocabulary / Writing Adrian Wallwork is the author of more than 20 ELT and EAP textbooks. He has trained several thousand PhD students and academics from 35 countries to prepare and give presentations. Since 1984 he has been revising research papers, and in 2009 he set up englishforacademics.com – a proofreading and editing service specifically for researchers.

English for Academic Correspondence and Socializing is the first ever book of its kind specifically written for researchers of all disciplines whose first language is not English. With easy-to-follow rules and tips, and with authentic examples taken from real emails, referee's reports and cover letters, you will learn how to: • use strategies for understanding native speakers of English • significantly improve your listening skills • organize one-to-one meetings

- feel confident at social events
- manage and participate in a successful conversation
- write effective emails
- review other people's manuscripts - formally and informally
- reply effectively and constructively to referees' reports
- write cover letters to editors
- use the telephone and Skype
- participate in (video) conference calls
- exploit standard English phrases

Other books in the series: English for Presentations at International Conferences English for Writing Research Papers English for Research: Usage, Style, and Grammar English for Academic Research: Grammar Exercises English for Academic Research: Vocabulary Exercises English for Academic Research: Writing Exercises

International students of Business or Economics often need to write essays and reports for exams and coursework, and this new, second edition of *Academic Writing for International Students of Business* has been completely revised and updated to help them succeed with these tasks. This book explains the academic writing process from start to finish, and practises all the key writing skills in the context of Business Studies. The book can be used either with a teacher or for self-study, and is clearly organised into four parts, with each divided into short units that contain examples, explanations and exercises for use in the classroom or for self-study: The Writing Process, from assessing sources to proofreading Elements of Writing, practising skills such as making comparisons Vocabulary for Writing, dealing with areas such as nouns and adjectives, adverbs and verbs, synonyms, prefixes and prepositions, in an academic context Writing Models, illustrating case studies, reports, longer essays and other key genres This is an up-to-date book that reflects the interests and issues of contemporary Business Studies, with revised exercises, updated reading texts and a new glossary to ensure accessibility and maximise usability. Students wanting to expand their academic potential will find this practical and easy-to-use book an invaluable guide to writing in English for their degree courses, and it will also help students planning a career with international companies or organisations, where proficiency in written English is a key skill. All aspects of writing clearly explained, with full glossary for reference Full range of practice exercises, with answer key included Use of authentic academic texts Fully updated, with sections on finding electronic sources and evaluating internet material

This book is based on a study of referees' reports and letters from journal editors on reasons why papers written by non-native researchers are rejected due to problems with English grammar. It draws on English-related errors from around 5000 papers written by non-native authors, several hundred emails, 500 abstracts by PhD students, and over 1000 hours of teaching researchers how to write and present research papers. The exercises include the following areas: active vs passive, use of we articles (a/an, the, zero) and quantifiers (some, any, few etc) conditionals and modals countable and uncountable nouns genitive infinitive vs -ing form numbers, acronyms, abbreviations relative clauses and which vs that tenses (e.g. simple present, simple past, present perfect) word order Exercise types are repeated for different contexts. For example, the difference between the simple present, present perfect and simple past is tested for use in papers, referees' reports, and emails of various types. Such repetition of similar types of exercises is perfect for revision purposes. *English for Academic Research: Grammar Exercises* is designed for self-study and there is a key to all exercises. Most exercises require no actual writing but simply choosing between various options, thus facilitating e-reading and rapid progress. The exercises can also be integrated into English for Academic Purposes (EAP) and English for Special Purposes (ESP) courses at universities and research institutes. The book can be used in conjunction with the other exercise books in the series and is cross-referenced to: *English for Research: Usage, Style, and Grammar* *English for Writing Research Papers* *English for Academic Correspondence and Socializing* Adrian Wallwork is the author of around 30 ELT and EAP textbooks. He has trained several thousand PhD students from 35 countries to write and present academic work.

David Crystal's classic *English as a Global Language* considers the history, present status and

future of the English language, focusing on its role as the leading international language. English has been deemed the most 'successful' language ever, with 1500 million speakers internationally, presenting a difficult task to those who wish to investigate it in its entirety. However, Crystal explores the subject in a measured but engaging way, always backing up observations with facts and figures. Written in a detailed and fascinating manner, this is a book written by an expert both for specialists in the subject and for general readers interested in the English language.

How can teachers make sure that all students gain the reading skills they need to be successful in school and in life? In this book, Karen Tankersley describes the six foundational "threads" that students need to study in order to become effective readers: phonemic awareness, phonics and decoding, vocabulary, fluency, comprehension, and higher-order processing. For each area, the author explains how students acquire the reading skills they need and offers a series of skill-building strategies and activities that teachers can use in the classroom. Although reading is perhaps most intensely taught in the kindergarten and 1st-grade classrooms, Tankersley emphasizes that helping students become lifelong readers is a task for all teachers, including content-area teachers in middle and high schools. The *Threads of Reading* addresses key questions about literacy, such as * What makes a difference in reading achievement? * How much reading time is enough? * How can teachers use writing to build reading skills? * How can teachers help students make meaning from their reading? The strategies in this book address many situations, from individual instruction to small- or large-group instruction, from kindergarten to high school. Teachers will appreciate the multitude of activities provided, and administrators will learn to better evaluate the reading programs in place in their districts and schools. Grounded in both research and "teacher lore" from actual classrooms, this book is a solid guide to helping students become lifelong readers. Note: This product listing is for the Adobe Acrobat (PDF) version of the book.

If you write emails and letters as part of your work, then this book is for you. By applying the suggested guidelines, you will stand a much greater chance of getting the desired reply to your emails in the shortest time possible. Some of the key guidelines covered include: Write meaningful subject lines - otherwise recipients may not even open your mail. Always put the most important point in the first line - otherwise the reader may not read it. Be concise and only mention what is truly relevant. Write the minimum amount possible - you will also make fewer mistakes! Be a little too formal than too informal - you don't want to offend anyone. If you have two long important things to say, say them in separate emails. Give clear instructions and reasonable deadlines. If you need people to cooperate with you, it is essential to highlight the benefits for them of cooperating with you. Empathize with your recipient's busy workload. Never translate typical phrases literally - learn equivalent phrases. The book concludes with a chapter of useful phrases. There is also a brief introduction for trainers on how to teach Business / Commercial English.

Emphasizing the challenges faced by nonnative Spanish speakers, *How to Write in Spanish* instructs Spanish learners--from advanced beginners to fluent speakers--in the conventions used in writing common Spanish-language documents, including resumes and curricula vitae; official forms and documents; college, job, and housing applications; business correspondence; personal letters; E-mail; and even greeting cards and postcards. Combining the features of a reference and workbook, it provides a sample of each type of document, vocabulary hints, a checklist for common errors, and dozens of writing exercises, selfevaluations, and correction guidelines.

Though writers and readers have long agreed that travel does not only broaden

the mind, but that it is also useful to report on such an experience, the question of what to report on and how has remained a matter of debate. To think of travel and travel writing as “foreign correspondence” is to apply, metaphorically, a phrase that has its own complex and overlapping history in journalism, politics, and international culture. The chapters of this volume focus on this notion, seen here as a dual problematic oscillating between the private and the public, whether as letters or other forms of writing sent from abroad. From Mandeville’s notorious *Travels* to fin de siècle Hispanic writing, this volume offers readings of accounts by early modern and more recent Lithuanian and Polish travellers, representations of the Polish-Lithuanian Commonwealth, the Ottoman Empire and India, Quixotic tropes in English travel writing about Spain, Galignani’s newspaper aesthetics, and several contributions on translation issues and the foreign as an idiom to be rendered in more familiar terms. The essays collected here thus all take foreign correspondence as their starting point, whether as letters or in other narrative forms. These texts are involved in complex webs of personal, political, social, and cultural negotiations between travellers and their hosts, as well as their presumed target audience; a key aspect of the rhetorics of foreign correspondence, as the chapters of this volume also go to show.

English for Academic Correspondence Springer

This guide is based on a study of referees' reports and letters from journal editors on the reasons why papers written by non-native researchers are rejected due to problems with English usage, style and grammar. It draws on English-related errors from around 5000 papers written by non-native authors, 500 abstracts by PhD students, and over 1000 hours of teaching researchers how to write and present research papers. *English for Research: Usage, Style, and Grammar* covers those areas of English usage that typically cause researchers difficulty: articles (*a/an, the*), uncountable nouns, tenses (e.g., simple present, simple past, present perfect), modal verbs, active vs. passive form, relative clauses, infinitive vs. -ing form, the genitive, noun strings, link words (e.g., *moreover, in addition*), quantifiers (e.g., *each vs. every*), word order, prepositions, acronyms, abbreviations, numbers and measurements, punctuation, and spelling. Due to its focus on the specific errors that repeatedly appear in papers written by non-native authors, this manual is an ideal study guide for use in universities and research institutes. The book is cross-referenced with the following titles: • *English for Academic Research: Grammar Exercises* • *English for Academic Research: Vocabulary Exercises* • *English for Academic Research: Writing Exercises* • *English for Writing Research Papers* Adrian Wallwork is the author of more than 30 English Language Teaching (ELT) and English for Academic Purposes (EAP) textbooks. He has trained several thousand PhD students and researchers from 40 countries to prepare and give presentations. Since 1984 he has been revising research manuscripts through his own proofreading and editing service.

Rudolf Carnap and W. V. Quine, two of the twentieth century's most important

philosophers, corresponded at length—and over a long period of time—on matters personal, professional, and philosophical. Their friendship encompassed issues and disagreements that go to the heart of contemporary philosophic discussions. Carnap (1891-1970) was a founder and leader of the logical positivist school. The younger Quine (1908-) began as his staunch admirer but diverged from him increasingly over questions in the analysis of meaning and the justification of belief. That they remained close, relishing their differences through years of correspondence, shows their stature both as thinkers and as friends. The letters are presented here, in full, for the first time. The substantial introduction by Richard Creath offers a lively overview of Carnap's and Quine's careers and backgrounds, allowing the nonspecialist to see their writings in historical and intellectual perspective. Creath also provides a judicious analysis of the philosophical divide between them, showing how deep the issues cut into the discipline, and how to a large extent they remain unresolved.

This book is based on a study of referees' reports and letters from journal editors on reasons why papers written by non-native researchers are rejected due to problems with English (long sentences, redundancy, poor structure etc). It draws on English-related errors from around 5000 papers written by non-native authors, around 3000 emails, 500 abstracts by PhD students, and over 1000 hours of teaching researchers how to write and present research papers. The exercises are organized into ten chapters on: punctuation and spelling word order writing short sentences and paragraphs link words - connecting phrases and sentences together being concise and removing redundancy ambiguity and political correctness paraphrasing and avoiding plagiarism defining, comparing, evaluating and highlighting anticipating possible objections, indicating level of certainty, discussion limitations, hedging, future work writing each section of a paper Some exercises require no actual writing but simply choosing between various options, thus facilitating self-study, e-reading and rapid progress. In those exercises where extended writing is required, model answers are given. Exercise types are repeated for different contexts, for example the importance of being concise is tested for use in papers, referees' reports, and emails of various types. Such repetition of similar types of exercises is design ed to facilitate revision. The exercises can also be integrated into English for Academic Purposes (EAP) and English for Special Purposes (ESP) courses at universities and research institutes. The book can be used in conjunction with the other exercise books in the series and is cross-referenced to: English for Research: Usage, Style, and Grammar English for Writing Research Papers

The definitive career guide for grad students, adjuncts, post-docs and anyone else eager to get tenure or turn their Ph.D. into their ideal job Each year tens of thousands of students will, after years of hard work and enormous amounts of money, earn their Ph.D. And each year only a small percentage of them will land a job that justifies and rewards their investment. For every comfortably tenured professor or well-paid former academic, there are countless underpaid and

overworked adjuncts, and many more who simply give up in frustration. Those who do make it share an important asset that separates them from the pack: they have a plan. They understand exactly what they need to do to set themselves up for success. They know what really moves the needle in academic job searches, how to avoid the all-too-common mistakes that sink so many of their peers, and how to decide when to point their Ph.D. toward other, non-academic options. Karen Kelsky has made it her mission to help readers join the select few who get the most out of their Ph.D. As a former tenured professor and department head who oversaw numerous academic job searches, she knows from experience exactly what gets an academic applicant a job. And as the creator of the popular and widely respected advice site *The Professor is In*, she has helped countless Ph.D.'s turn themselves into stronger applicants and land their dream careers. Now, for the first time ever, Karen has poured all her best advice into a single handy guide that addresses the most important issues facing any Ph.D., including: -When, where, and what to publish -Writing a foolproof grant application -Cultivating references and crafting the perfect CV -Acing the job talk and campus interview -Avoiding the adjunct trap -Making the leap to nonacademic work, when the time is right *The Professor Is In* addresses all of these issues, and many more.

Sit down at the keyboard and cinch that deal! Press the send button and get the account! Writing skills are more important than ever in determining business success. They can make the difference between climbing the corporate ladder and getting stuck on a low rung. An e-mail that's clear, concise, and targeted will get more than just a response—it will get results...including your boss's attention! No matter what the business or sector, top communication skills are in major demand. Why? Because businesses are bogged down with e-mails that are too long, wordy, and unclear. Instead of wasting time rewriting, clarifying, and still miscommunicating, write it once, write it right, and get the job done the first time. *The Executive Guide to E-mail Correspondence* will show you how to rapidly transform basic writing skills into global communications expertise. Geared to the computer-toting professional with little patience for instructions and explanations, *The Executive Guide to E-mail Correspondence* fills the gap between academic training and real-world writing by providing you with a range of E-mail templates that you can instantly adapt to your business needs. Written in a fresh and lively, here's-how style, *The Executive Guide to E-mail Correspondence: Demonstrates the hallmarks of effective business E-mails. Features ready-to-use organizational plans. Presents quick and easy editing techniques. Furnishes before-and-after editing models. Focuses on the do's and don'ts of proficient E-mails. Supplies practical writing tips and tricks. The Executive Guide to E-mail Correspondence is a must-have book for anyone who wants to fast-forward his or her career in any business or industry.*

Scientific English is possibly the most rewarding area of EFL teaching. It differs from English for Academic Purposes (EAP) as it is directed to a much smaller audience: PhD and postdoc students. Courses on Scientific English are held in universities throughout the world, yet there is very little support for teachers in understanding what to teach and how to teach it. This guide is part of the *English for Academic Research* series. Part 1 of the book sheds light on the world of academia, the writing of research papers, and the role of journal editors and reviewers. Part 2 gives practical suggestions on how to help your students improve their presentation skills. In Part 3 you will learn how to teach academic skills using nonacademic examples. Parts 1-3 are thus useful for anyone involved in teaching academic English, whether they have used the

other books in the series or not. Part 4 suggests two syllabuses for teaching writing and presenting skills, based on the two core books: English for Writing Research Papers English for Presentations at International Conferences This book will help you i) understand the world of your students (i.e. academic research),ii) plan courses, and iii) exploit the What's the Buzz? sections in the books on Writing, Presentations, Correspondence and Interacting on Campus. Adrian Wallwork has written over 30 books covering General English (Cambridge University Press, Scholastic), Business English (Oxford University Press), and Scientific English (Springer). He has trained several thousand PhD students from all over the world to write and present their research. Adrian also runs a scientific editing service: English forAcademics (E4AC).

Album provides an unparalleled look into Roland Barthes's life of letters. It presents a selection of correspondence, from his adolescence in the 1930s through the height of his career and up to the last years of his life, covering such topics as friendships, intellectual adventures, politics, and aesthetics. It offers an intimate look at Barthes's thought processes and the everyday reflection behind the composition of his works, as well as a rich archive of epistolary friendships, spanning half a century, among the leading intellectuals of the day. Barthes was one of the great observers of language and culture, and Album shows him in his element, immersed in heady French intellectual culture and the daily struggles to maintain a writing life. Barthes's correspondents include Maurice Blanchot, Michel Butor, Jacques Derrida, Michel Foucault, Julia Kristeva, Claude Lévi-Strauss, Georges Perec, Raymond Queneau, Alain Robbe-Grillet, Marthe Robert, and Jean Starobinski, among others. The book also features documents, letters, and postcards reproduced in facsimile; unpublished material; and notes and transcripts from his seminars. The first English-language publication of Barthes's letters, Album is a comprehensive testimony to one of the most influential critics and philosophers of the twentieth century and the world of letters in which he lived and breathed.

Publishing your research in an international journal is key to your success in academia. This guide is based on a study of over 1000 manuscripts and reviewers' reports revealing why papers written by non-native researchers are often rejected due to problems with English usage and poor structure and content. With easy-to-follow rules and tips, and examples taken from published and unpublished papers, you will learn how to: prepare and structure a manuscript increase readability and reduce the number of mistakes you make in English by writing concisely, with no redundancy and no ambiguity write a title and an abstract that will attract attention and be read decide what to include in the various parts of the paper (Introduction, Methodology, Discussion etc) highlight your claims and contribution avoid plagiarism discuss the limitations of your research choose the correct tenses and style satisfy the requirements of editors and reviewers This new edition contains over 40% new material, including two new chapters, stimulating factoids, and discussion points both for self-study and in-class use. EAP teachers will find this book to be a great source of tips for training students, and for preparing both instructive and entertaining lessons. Other books in the series cover: presentations at international conferences; academic correspondence; English grammar, usage and style; interacting on campus, plus exercise books and a teacher's guide to the whole series. Please visit <http://www.springer.com/series/13913> for a full list of titles in the series. Adrian Wallwork is the author of more than 30 ELT and EAP textbooks. He has trained several thousand PhD students and academics from 35 countries to write research papers, prepare presentations, and communicate with editors, referees and fellow researchers.

This volume covers the day-to-day activities of a non-native English speaking student carrying out research, attending lectures, socializing, and living in a foreign country. Whether on a US campus as a foreign student, or in a non-English speaking country where classes are given in English, this book will help students build confidence in interacting with professors and fellow students.

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