Nội dung GS. Teddy Andrew Knoy trình bày tại
Hội thảo về Kỹ năng viết bài báo Khoa học
(02/12/2014 - 19/12/2014)

Module 1: Editing for Science and Technology (Kết hợp viết văn bản "chính xác" và "rõ ràng")

Course Description:

This course focuses on developing copy editing skills in a technical manuscript in terms of general writing style errors associated with conciseness and clarity.

Benefits:

After taking this course, students will be able to

(a) Use proofreading marks when editing with a pen

(b) Edit technical documents using a computer

(c) Identify wordy phrases

(d) Incorporate conciseness and clarity into one's writing style

Intended Audience:

This course is designed for anyone who is developing or revising documentation and needs to know how to write more concisely.

Course materials:

www.chineseowl.idv.tw/html/1_copyediting.htm
www.udemy.com/developing-copyediting-skills/
www.scribd.com/collections/2383353/Write-for-Conciseness
www.scribd.com/collections/2383194/Write-for-Clarity

Module 2: Organizing Technical Research Papers and Reports (Sắp xếp bài báo nghiên cứu cho các tạp chí quốc tế)

Course Description:

This course concentrates mainly on teaching technology professionals how to combine the writing and research processes so that the paper is written efficiently and with a clear structure.

Benefits:

After taking this course, students will be able to

(a) Organize and write research papers or technical reports in a time-efficient manner.

(b) Identify the reader's interests so that the paper is more user friendly

Intended Audience:

The course is designed for technology professionals who need to publish their research findings or write technical reports.

Course materials:

www.chineseowl.idv.tw/html/c_new.htm

www.udemy.com/organizing-engineering-research-papers/

www.udemy.com/organizing-medical-research-papers/

www.udemy.com/organizing-business-research-papers/

www.udemy.com/organizing-science-research-papers/

www.scribd.com/collections/2754450/Engineering-Research

www.scribd.com/collections/2757905/Medical-Research

www.scribd.com/collections/2752779/Business-Research

www.scribd.com/collections/2756657/Science-Research

www.scribd.com/collections/2501124/Technical-English

<u>Module 3:</u> Writing in the Workplace

Course Description:

This course concentrates on teaching basic principles of business communication and helping students create a portfolio of related work assignments.

Benefits:

After taking this course, students will be able to

(a) Complete descriptive, classification and definition assignments

(b) Write descriptions of objects, mechanisms and processes

(c) Identify and write for the reader's interests

Intended Audience:

The course is designed for anyone involved in business communication for workplace skills.

Course materials:

www.chineseowl.idv.tw/html/business_comm.htm

www.udemy.com/making-inferences-from-statistics/

www.udemy.com/describing-organizational-or-technical-needs/

www.udemy.com/explaining-difficulties-in-developing-a-product-or-service/

www.udemy.com/summarizing-the-results-of-a-project/

www.udemy.com/describing-recent-technical-accomplishments-in-a-company/

www.udemy.com/citing-examples-of-productservice-commercialization/

www.udemy.com/identifying-future-directions-and-challenges-in-developing-a-roduct-or-service/

Module 4: Writing Technical Correspondence

Course Description:

This course introduces common types of technical correspondence and orients tudents on using a software template to create a correspondence file that meets their specific situations.

Benefits:

After taking this course, students will be able to

(a) Identify common types of technical correspondence in the workplace

(b) Create a tailor-made correspondence file based on the student's writing needs

(c) Identify the reader's interests before writing to make the letter more effective

Intended Audience:

This course is designed for technology professionals who frequently correspond with overseas information consumers.

Course materials:

www.chineseowl.idv.tw/html/2_Tec_letter.htm

www.udemy.com/writing-technical-correspondence/

www.udemy.com/seeking-technical-training/

www.udemy.com/exchanging-information/

www.udemy.com/making-technical-visits-overseas/

www.udemy.com/inviting-speakers-and-consultants/

www.udemy.com/arranging-travel-itineraries/

www.udemy.com/requesting-information/

www.scribd.com/collections/2425373/Effectively-Communicating-Online

Module 5: Technical Promotional Writing

Course Description:

This course focuses on structure and style presentation of technical promotional writing in a high-tech environment.

Benefits:

After taking this course, students will be able to

(a) Organize promotional materials for laboratory and research developments such as technical brochures, articles, slide presentations, and video scripts.

(b) Learn how to adapt technical information to nonspecialist audiences to inform, instruct, or persuade them

(c) Properly plan a technical writing document by analyzing the purpose of a document and its audience.

Intended Audience:

This course is designed for students who wish to begin a career in technical writing as well as for students who simply wish to improve their writing skills in their present positions.

Course materials:

www.udemy.com/forecasting-marketing-trends/

www.udemy.com/describing-product-or-service-development/

www.udemy.com/describing-a-project-for-developing-a-product-or-service/

www.udemy.com/introducing-a-company-or-organization/

www.udemy.com/introducing-a-division-or-department/

www.udemy.com/introducing-a-technology/

www.udemy.com/introducing-an-industry/

www.scribd.com/collections/2456980/Business-Communication

Module 6: Employment Application Writing

Course Description:

This course focuses on writing an employment application statement, career statement, employment application letter and employment recommendation letter.

Benefits:

After taking this course, students will be able to

(a) expressing interest in a profession

(b) describing the field or industry to which one's profession belongs

(c) describing participation in a project that reflects interest in a profession

(d) describing academic background and achievements relevant to employment

(e) introducing research and professional experiences relevant to employment

(f) describe extracurricular activities relevant to employment.

Intended Audience:

This course is designed either for students entering the work force for the first time or for professionals seeking administrative positions.

Course Materials:

www.chineseowl.idv.tw/html/tech-job-hunt.html

www.udemy.com/writing-effective-employment-application-statements/

www.scribd.com/collections/2434675/Employment-Application-Statement