



Welcome to my online

course:

***Technical English and
terminology***



République Algérienne Démocratique et Populaire

**Ministère de l'Enseignement Supérieur et de la Recherche
Scientifique**

**Université du 20 Août 1955 Skikda
Faculté de Technologie
Département de Génie Mécanique**



Anglais technique et terminologie

S5: Expression écrite

Niveau: Master I Electromécanique

- 1 Extracting ideas from a scientific document
- 2 Writing a scientific message or email
- 3 Exchange of information in writing
- 4 CV writing
- 5 Letters of internship and job applications

Targeted skills



Ability to identify and summarize key concepts, findings, and information from a scientific paper or document.



Effective communication of scientific ideas and information through clear and concise writing in emails or messages.



Ability to highlight skills, experiences, qualifications, and accomplishments relevant to the targeted position or field.



Capability to craft well-structured and persuasive letters for internship or job applications.



Extracting ideas from a scientific document

- Extracting information from a scientific document involves following a clear and organized approach:
 - ✓ Read the text, identifying the essential elements.
 - ✓ Mobilize their knowledge on the subject discussed.
 - ✓ Interpret and use the illustrations in the document.

- To understand a document, I always start by reading its title so that I can know the source of the document (where it comes from), the subject of the document (what it is about) and the author of the document.
- In writing, I must always start by presenting the document “This document is (a photo, a graph, a text, a video, a table,...) it represents...”
- In one or two sentences I must write down the essential idea (or ideas) contained in the document. “On this document we can see that...”



Writing a scientific message or email

- Step 0. Research Professors!:
- Most professors will have a faculty website that you can go through to learn a little more about them. You should figure out what areas of research they specialize in, and browse through a few of their abstracts if possible! (Tip: [Google Scholar](#), [Research Gate](#) are definitely a lifesaver at this stage!!!)

- Step 1. Introduce Yourself:
- Address the Professor “Dear Professor”. In just a sentence or two, you should mention your name, year, and major. Keep it simple!

“My name is X and I'm a second year biology major at X University.”

- Step 2. Explain why you're emailing them :
- Here, you need to show that this isn't just-another-research-email. You should use the work you did in Step 0 to provide some good evidence that you've at least looked them up!

“I was looking at your website and found the idea behind your ongoing project on [x] to be very [x].”

- Step 3. What do you want from them?
- Here, it will usually just be “any available position in your lab.”
You’ll also need to touch on the timing of this position. Are you looking for a fall position? A spring position? If you’re already thinking about the summer, you can mention that here too!

- Step 4. What is your availability?
- **General availability for working in the lab:** A general rule of thumb is to have 8-10 hours free in your schedule if you want to add on a research position. You should let the professor know how many hours you're willing to dedicate to the position, and sometimes they'll actually ask to see your semester schedule.

- Step 4. What is your availability?
- **Availability to meet:** If the professor has office hours, say you plan to come to their office hours on X day. If they don't have office hours, request a meeting, and describe your availability for the next week or so, e.g. "I'm generally free Tuesday and Thursday afternoons as well as Friday mornings". That way the professor, with a single email, can give you an appointment time.

- Step 5. Why should they pick you?
- Think about what you've done that could demonstrate that you are a strong candidate.
- You can also rephrase a lack of experience as motivation to learn, telling the professor that regardless of your lack of experience, your deep motivation to grow and learn would make you a dedicated and hardworking member of their team.

- Step 6. Cover letter and CV
- Just attach the cover letter or CV to the email, and mention you've included them: "I've attached my cover letter and CV...". If you are unsure how to write a resume, a great tool is the [Career Center Guide](#), located on their website.

- Step 7. Review
- Review your email before sending it out. Is the tone professional? Is the closing appropriate? Ask a friend to look it over, or maybe save it as a draft and come back to it later- sometimes you can be surprised at the small mistakes you overlooked!

- Step 8. Follow-up
- So now what? You should have a little game plan for what they should do following this email if they're interested in you. Perhaps suggest meeting for coffee to discuss their research further, or just end the email saying that you look forward to hearing from them soon.

- Step 8. Follow-up
- Cold emails are definitely a bit weird to send out the first few times, but if you spend some time on them, they can be a very effective manner of getting research positions. Though many professors might not even respond as they are extremely busy, all it takes is one yes!

- Your email should:
 - ✓ have an informative subject line
 - ✓ be concise
 - ✓ be formal: Dear Dr. Smith; Sincerely, Your Name
 - ✓ not use Mrs. or Ms.
 - ✓ not have slang, abbreviations, or emoticons

- if applying for an opening:
 - ✓ address any qualifications the professor is looking for
 - ✓ demonstrate your experience
- if asking for a research opportunity:
 - ✓ state specifically your interest in that research group (you need to read the professor's website)
 - ✓ explain why research is important for your goals
 - ✓ ask to schedule a meeting or say that you will be coming to office hours

Subject: Meeting to discuss undergraduate research opportunities in topic

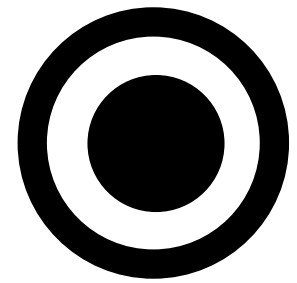
Dear Professor X,

My name is (full name), and I am a (year, major) at (university) and I am writing to ask about opportunities for undergraduate research in your lab beginning (time period). I have conducted undergraduate research on (topic) with (names) in (program or class). (Expression of interest in the topic). I would like to continue a path of research on (topic) and would ultimately allow me to (career goal). I am especially interested in your previous work on (describe a paper or talk).

I have attached my CV and unofficial transcript to this e-mail, but if there is additional information that I have not included that you would like, I would be happy to provide it to you. Thank you for your consideration.

Sincerely,

Your Name



Exchange of information in writing

Exchange of information in writing

- Information exchange or information sharing means that people or other entities pass information from one to another.
- Information exchange can be made through different ways: messages, speech, signals, writing, or behavior.
- Text messages and emails are part of our communication landscape, and skilled business communicators consider them a valuable tool to exchange information.

- Texting
- written communication in the form of brief messages, or texting, has become a common way to connect.
- short exchanges are common as they are a convenient way to stay connected with others when talking on the phone,
- When texting, always consider your audience and your company, and choose words, terms, or abbreviations that will deliver your message appropriately and effectively.

Exchange of information in writing

- Guidelines for Effective Texting
 - ✓ Know your recipient
 - ✓ Read and re-read before sending
 - ✓ Avoid assumptions about your readers
 - ✓ Don't make your texts too long
 - ✓ Answer as soon as you can
 - ✓ Ask your supervisor for more guidance

- Email
- Email is familiar to most students and workers. In business, it has largely replaced print hard copy letters for external correspondence.
- Email can be very useful for messages that have slightly more content than a text message.
- Emails may be informal in personal contexts, but business communication requires attention to detail.

- Guidelines for Effective Business Emails
 - ✓ Open with a proper salutation: use a salutation like “Dear Ms. X”.
 - ✓ Include a clear, brief, and specific subject line
 - ✓ Close with a signature
 - ✓ Avoid abbreviations
 - ✓ Be brief
 - ✓ Use a good format: divide your message into brief paragraphs for ease of reading.

- Guidelines for Effective Business Emails
 - ✓ Reread, revise, and review: catch and correct spelling and grammar mistakes before you press “send.”
 - ✓ Email ahead of time if you are going to attach large files.
 - ✓ Give feedback or follow up: if you don’t get a response in twenty-four hours. Spam filters may have intercepted your message, so your recipient may never have received it.
 - ✓ Ask your supervisor for more guidance

CV writing

- Self-assessment

- ✓ Before starting to write your cover letter and CV, it is a good idea to do a self-assessment (assessment), this allow you to identify your values, your fields of interest and your skills.
- ✓ so that your CV is representative of your background to better showcase you and thus facilitate your job search.

- Self-assessment
- Why do a self-assessment?
 - ✓ To write an attention-grabbing resume and cover letter;
 - ✓ To target jobs that match your personality, interests and values;
 - ✓ To develop and achieve your professional goal
 - ✓ To respond more effectively to interview questions;
 - ✓ To identify your strengths and weaknesses;
 - ✓ To become aware of your transferable skills;
 - ✓ To have more self-confidence and positively approach the job market.

- What is a CV?
 - ✓ In its full form, CV stands for Curriculum Vitae (latin for: course of life).
In the US, Canada, and Australia, a CV is a document you use for academic purposes.
 - ✓ The US academic CV outlines every detail of your scholarly career.
 - ✓ In other countries, CV is an equivalent of an American resume and is used to apply for a job.

- CV formatting rules:
- Before you start writing your CV, remember a few principles basics:
 1. The length of the CV is often 2 pages maximum and it must be written using word processing software (Note that for certain technical fields or if you are applying for a job in post-secondary education or in research, the CV may have a greater number of pages.);

- CV formatting rules:
 2. Use always PDF format to send your CV , so that the layout remains intact, regardless of the computer of the person who will receive it (MAC or PC);
 3. Use infinitive action verbs or action nouns for the description of tasks;
 4. It must be convincing both in terms of content and formatting;

- CV formatting rules:
 5. The descriptions of the experiences must be clear, precise, neither too long nor too short.
 6. A CV written with spelling mistakes is likely to be rejected;
 7. Be careful with statements of a political, religious or civic nature, as they may be discriminatory;
 8. The CV must always be accompanied by a cover letter.

- CV: Proper Order of Sections
 - ✓ CV Header with Contact Information
 - ✓ Personal Profile: CV Objective or CV Summary
 - ✓ Work Experience
 - ✓ Education
 - ✓ Skills
 - ✓ Additional Sections

- Contact Information

This section is devoted to your contact details, it contains:

- ✓ Your first name followed by your last name in capital letters
- ✓ Marital Status (family situation)
- ✓ Date of birth/age
- ✓ Nationality
- ✓ Home address
- ✓ Mobile (mobile phone number)
- ✓ E-mail

- Personal Profile: CV Objective
- This section is always placed after the marital status, it allows you to define what you are looking for in the position requested.
- a CV personal profile statement is a short, snappy paragraph of 100 words that tells the recruiters why you are just the candidate they've been looking for.

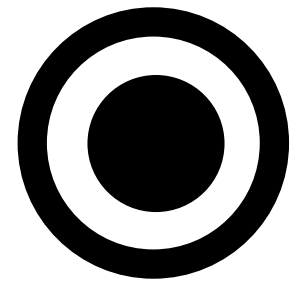
- Work Experience
- Cette rubrique est consacrée à votre parcours professionnel en commençant par l'expérience la plus récente.
- your work experience section is the most important part of your whole CV—the one that gets the most attention.
- To make recruiters know what you did. They want to know how well you did it and what you can offer your prospective employer.

- Education Section
- This section is devoted to your education, mention your diplomas starting with the more recent.
- elaborate a bit more on your academic experience. Include, for instance:
 - Your dissertation title
 - Favourite fields of study
 - Relevant coursework
 - Your best achievements

- Skills
- When it comes to skills for a CV, one issue is more important than any other: relevance. The skills you decide to include on your CV have to be relevant to the job you're trying to land.
- List all your professional skills. Then check the job description for the skills desired by your prospective employer.

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- Example: Language skills. Computer knowledge

- Sample CV Additional Sections
- Industry awards
- Professional certifications
- Publications
- Professional affiliations
- Conferences attended
- Additional training



Letters of internship and job applications

- Cover letter:
- The cover letter is a document addressed to a recruiter to inform him of your desire to work with him while emphasizing your qualities for the position.
- Complementary to the CV, the cover letter must be adapted to the company and the position sought; there are as many cover letters as there are advertisements.
- Indeed, to make your application pass well with a recruiter, the fact of being interested in his company, of showing that you have information and that you know where you are applying is of the best effect.

- Cover letter:
- Your cover letter allows recruiters, and your future employer, to get a first impression of you as a professional and as an individual.
- This is an opportunity to demonstrate how the company can benefit from your know-how and your enthusiasm.
- The cover letter, aims to highlight the qualities that you could not explain in your CV which is not intended for this purpose.

- Basic rules of a cover letter
 1. Like the CV, the letter must be adapted according to the company, the position and the sector of activity;
 2. It must respond to a published job offer or it allows to offer its services to the employer that interests us;
 3. Find out about the company (its values, its mission) in order to personalize the content, do not forget that you must highlight your profile and your motivation;

- Basic rules of a cover letter
 1. It must encourage the recruiter to consult your CV;
 2. Its presentation must be impeccable (form and content), without spelling mistakes;
 3. It should contain 3 to 4 paragraphs (one page);
 4. Be original, structured, precise and concise;
 5. It is preferable to use the PDF format and attach it in the same document as the CV.

- Structure of the cover letter
- Paragraph 1:
- Opening: mention the position you are applying for, where you found out about the position and when? (Ads, references, following a telephone interview).
- Indicate your motivations for the position and the company.
- Make connections between what you know about the company and your interest in it: its philosophy, the nature of the services, your values and what you have to offer.

- Structure of the cover letter
- Paragraph 2:
- Emphasis: training or experience, skills, potential, distinction meeting the requirements of the position.
- Paragraph 3:
- Perspectives of a job interview followed by a courtesy.

Lexique

| Word in English | Translate to French |
|------------------|----------------------------|
| CV, resume | CV |
| Personal details | Etat civil |
| Nationality | Nationalité |
| Military service | Service militaire |
| Degree | Diplôme (universitaire) |
| Diploma | Diplôme (professionnel) |
| Work experience | Expérience professionnelle |
| Career objective | Objectif professionnel |
| Education | Formation |

| Word in English | Translate to French |
|-------------------------|-----------------------------|
| training period | Stage |
| training session/course | Stage de formation |
| internship | Stage dans une entreprise |
| a trainee | Stagiaire |
| computer knowledge | Connaissances informatiques |
| driving licence | Permis de conduire |
| languages | Langues |
| mother tongue | Langue maternelle |
| bilingual | Bilingue |

| Word in English | Translate to French |
|------------------------------------|--------------------------------|
| working knowledge | Connaissances professionnelles |
| good skills, both written and oral | Bonne maîtrise orale et écrite |
| conversational English | Connaissances de base |
| special skills | Compétences spécifiques |
| a position as | Poste |
| a position in | Dans le domaine de |
| languages | Langues |
| Collège | secondary school |
| high school | Lycée |



Discussions