

## *Academic Conference Skills for PhD Students*

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**COURSE DESCRIPTION:** Conference papers and presentations are an integral part of one's professional life. This course aims to provide students the key skills for turning their research ideas into high-quality conference papers and presentations. Beginning with an introduction to the use of corpus tools to enhance vocabulary, it then covers the basics of crafting clear, concise academic papers for conferences in the humanities. Thereafter classtime will be spent on various aspects of the process of presenting at conferences; this culminates with students enjoying the experience of delivering a 20-minute paper and handling questions from the audience.

Weeks 1-3. Course intro; vocabulary enhancement skills; corpus analysis tools; word banks

Weeks 4-10. Aspects of academic papers

- a) Identifying research needs, gaps
- b) Developing research questions and thesis statements
- c) Organization of an academic paper
- d) The humble paragraph
- e) Citation skills (i.e., supporting claims with evidence)
- f) The literature review
- g) The poetry of tables and figures
- h) Writing and submitting abstracts; writing a cover letter

Weeks 11-14. Presentation fundamentals

- a) Delivery; training in public speaking
- b) Audio-visual aids; the art of animation
- c) Impromptu skills, which lead into ...
- d) Handling questions and feedback

Week 15. Final presentation of preliminary paper (15-20 minutes)

### **ADDITIONAL POINTS TO COVER**

- ✓ Locating conferences
- ✓ Application procedures
- ✓ The strategies behind poster sessions/papers/presentations
- ✓ Check on publishing and presenting requirements for this department
- ✓ Types of conferences: massive-everything, society/association, topic
- ✓ Need Internet access for this class/these classes