

# English for writing research papers and making oral presentations

## Zoom lessons with Adrian Wallwork

Please read ALL this document BEFORE the first lesson.

### Preparation for the first lesson

I will email you a file of exercises in Word and pdf formats. Upload this file onto your laptop.

At least one day before the course begins, **reply to my email with:**

1. a **presentation** about your research (in English) that you have done in the past, preferably at a conference. If you don't have a conference presentation, then send me your PhD presentation. Please label the presentation with your name (e.g. Maria Rossi).
2. a **written speech** of what you will say when talking about the first THREE slides of your presentation (i.e. the title slide + two more slides). Label the speech with your name.

Do **NOT** send a separate email, only reply to the email that I sent to you.

If you are NOT Italian, please let me know your nationality.

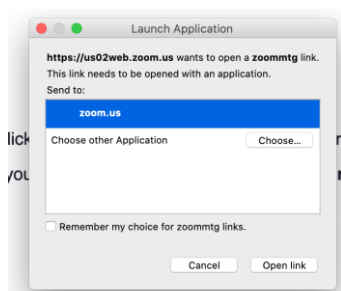
Do NOT do the exercises before the course starts.

### Joining the meeting / lesson

At least 15 minutes before the meeting, I will email you a Zoom link, which looks something like this:

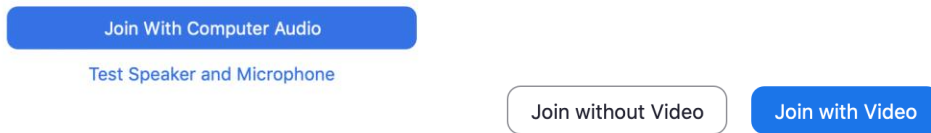
<https://us02web.zoom.us/j/83734931425>

The window below should open. The instructions are easy to follow.



If you haven't used Zoom before I suggest you join the 'meeting' (i.e. lesson) about ten minutes before it starts so that you can check that your audio and video work correctly.

Please join with both audio and video – I need to be able to see you.



You must join with your real name e.g. Angela Rossi.

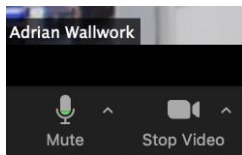
When you connect, you may or may not be placed in a 'waiting room' where you wait to be 'admitted' by me. You will see this message:

**Please wait, the meeting host will let you in soon.**

**Adrian Wallwork's Zoom Meeting**

## Use of microphone

Unless you are doing a presentation, please keep your microphone on 'mute':



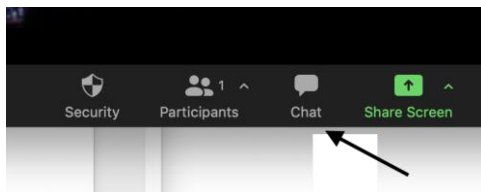
If you want to ask me a question, then you can send me a message via 'Chat' or 'raise hand' (see next subsection).

## Participating in the lesson – being an active rather than a passive participant

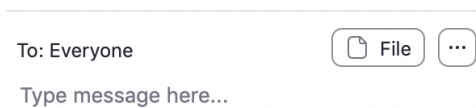
The lessons are designed to be interactive. You will interact in the following way by:

### 1) Sending me a 'chat' or clicking on 'raise hand'

When you have a question, click on the Chat icon.

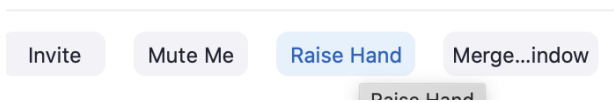


The window below then opens:



Type your question to 'everyone'. I will then answer the question vocally.

Alternatively, under 'Participants' find your name, click, and then you will see this menu:



You can 'raise' your hand and then I can 'unmute' you so that you can ask your question orally.

### 2) Doing written exercises

The course requires you to do various written exercises. I may ask you to paste your answer into the 'Chat' and send it to 'everyone'. We will then correct it as a group.

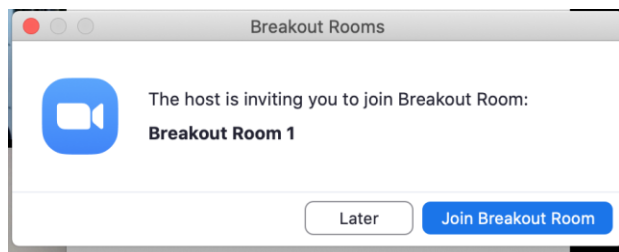
### 3) Giving a presentation

Upload your ppt / pdf onto your screen.

'Share' your screen.

#### 4) Being part of a 'break out' room

These are rooms where I can allocate you into small groups and you can talk to each other for a certain number of minutes. You will only be able to talk to people in your specific breakout group. Please 'join breakout room' when the window below appears:



When you are in the breakout room you can press the 'help' button if you want to ask me a question.

When the time is finished I will bring you back to the main meeting.

#### **Mental stress and breaks**

Online lessons are much more mentally exhausting than traditional lessons, particularly when the lesson is in a foreign language, i.e. English. I will try very hard to reduce the level of mental exhaustion by

- speaking slowly and clearly – if you can't understand something, then you can send me a 'chat' message or 'raise hand'
- giving you a variety of exercises to do
- having plenty of breaks

I will announce the break and then turn my video off. When I turn my video back on this is a signal that the lesson is starting again.

#### **Feedback**

I always appreciate feedback on my lessons. If you have any tips or ideas on how to make online lessons more efficient and enjoyable then please let me know.

**My website: e4ac.com**

Details about me and the course, + pdfs of the writing parts of the lessons: e4ac.com

**Some of my books, all available on amazon.it**

