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Методичні вказівки
для підготовки до семінарських і практичних занять з дисципліни
**«АКАДЕМІЧНЕ ПИСЬМО ТА ПЕРЕКЛАД НАУКОВИХ
ТЕКСТІВ»**

для здобувачів ступеня доктора філософії на третьому (освітньо-науковому) рівні
вищої освіти у галузі 01 «Освіта, педагогіка»
за спеціальністю 011 «Освітні, педагогічні науки»

ПРАКТИЧНА РОБОТА №1

Тема: Будування параграфу: логічний порядок

Завдання 1.

Create a coherent paragraph by arranging the sentences in logical order

1. In these rural areas 70 percent of the available agricultural land suffers from dryness and lack of irrigation.
2. As a result, the crops are usually marginal with hardly enough production to feed the farmer's family.
3. The first fact to consider is that over 60 percent of the population live in rural communities.
4. In my country, one of the most urgent problems facing the government today relates to agriculture.
5. And without irrigation, agricultural production is wholly dependent on the uncertain rainfall.

Завдання 2. Linking

In the following paragraph, the linking words and phrases are left out. Add the words and phrases that you think make sense.

Living in one's ethnic community in a new land is very pleasant, it definitely has some disadvantages. Let me explain what I mean through personal example. At first, when I came from China to Auckland, I was very happy because some of my old friends were living in the same neighborhood. A year later, , my family and I decided to move from that area in order to live near where we worked. That day I began to feel that I was living in another country, in another Auckland. My first problem came when I tried to tell my landlord that our refrigerator was broken. He didn't speak Mandarin, I didn't speak English. Little things like that made me feel unhappy and insecure, I did not want to go back to my own ethnic community. I was living in a new country, I had to do things for myself. I had to learn a different culture, a different language, and different customs. Living with my ethnic group was very comfortable, at the

same time it was harmful I didn't learn some of the essentials for survival in a new country. It was an important, though painful, lesson to learn.

Завдання 3. Repetition of Key Words

In the following paragraphs coherence is achieved by repetition of key words. Find the key words in the paragraph.

When surnames began appearing in Europe 800 years ago, a person's identity and occupation were often intertwined. A surname was a direct link between who the person was and what he/she did. Taylor is the Old English spelling of tailor, and Clark is derived from clerk, an occupation of considerable status during the Middle Ages because it required literacy. The names Walker, Wright, Carter, Stewart and Turner indicate occupations. A walker was someone who cleaned cloth; a wright was a carpenter or metalworker; a carter was someone who drove a cart; a steward was a person in charge of a farm or estate; and a turner worked a lathe. One of the few occupational surnames reflecting the work of women is Webster, which refers to a female weaver. (Information from The Times Picayune, June 17, 1984, Section 3, p.5)

Завдання 4. Relevance

In the following paragraphs the topic sentence is highlighted. Find the sentence or sentences that do not belong in the paragraph. There may be one or more irrelevant sentences.

Another problem facing a number of elderly people is living on a reduced income. When they retire, old people may receive a pension from their company or a benefit from the government. The amount of their monthly income is often significantly less than they received when they were fully employed. All of a sudden, retirees find that they can no longer continue the life style that they had become accustomed to, even if that life style was a modest one. Many find, after paying their monthly bills, that there is no money left for a movie or dinner out. Of course, sometimes they can not go out because of their health. They may have arthritis or rheumatism and it is painful for them to move around. This can also limit their

lifestyle. For some elderly people, however, the small amount of money they receive will not even cover their monthly bills. They realise with horror that electricity, a telephone, and good food are luxuries they can no longer afford. They resort to living in cold homes, and eating cheap food to make ends meet.

ПРАКТИЧНА РОБОТА №2

Тема: Інкорпоруєчи джерела у параграфі

Завдання 1.

To understand the nature of this problem one has to look at some of the facts.

Year by year more students are borrowing money for their education, and they are borrowing more money. In the first year of the loan scheme 45, 000 students had loans. By 1999 the number had grown to 300, 000. Two years ago, the average loan debt was NZ\$5, 000. It is now \$10, 600, according to figures supplied by the Alliance Party (Gordon, 1999). The total levels of student debt have reached unsustainable levels for the New Zealand economy.

Topic sentence

Evidence in support of topic sentence

Source of evidence

Writer's comments

Завдання 2.

*In the following paragraph the supporting evidence is missing. Choose one of the following quotations from David Crystal's **English as a Global Language** for inserting into this paragraph at the place indicated with "...". Its purpose is to lend support to the argument being made by the writer.*

When Britain was a colonial power its military might ensured that the English language remained as a lasting influence on the many cultures it came into contact

with. Britain is no longer a powerful force yet English remains the dominant world language. The explanation is simple. As David Crystal states, " ... ". English is now maintained as the dominant world language by the economic powerhouse of the world's richest nation, the USA.

"By the beginning of the nineteenth , Britain had become the world's leading industrial and trading country" (Crystal, 1997, p.8).

"British political imperialism had sent English around the globe, during the nineteenth century, so that it was a language 'on which the sun never sets'" (Crystal, 1997, p.8).

"It may take a militarily powerful nation to establish a language, but it takes an economically powerful one to maintain and expand it" (Crystal, 1997, p.7).

ПРАКТИЧНЕ ЗАНЯТТЯ № 3

Тема: Головні речення та їх підтримка у параграфі

Завдання 1.

*Identify the **topic sentences** in the following paragraphs.*

1. Adventure Tourism

Adventure tourism is a different way for tourists to see New Zealand. This type of tourism uses the plentiful natural resources - mountains, rivers, lakes, wilderness areas and historical sites to provide adventure, thrills and challenges which are low risk but high in excitement. For example, the coastal areas in New Zealand are great for canoeing and kayaking. White-water rafting is another popular water adventure tour. However, if you would rather keep your feet on the ground, New Zealand has over 100 developed walkways in addition to the tracks in the 12 National Parks. Because more and more tourists are interested in learning about New Zealand by doing exciting and unusual activities, adventure tourism will continue to grow.

2. Time Management

No matter how you slice it, there are only 24 hours in a day. To be

successful at university, students need to learn good time-management skills. The first skill is not taking on more than you can handle. If you are a working part-time, have a family and are involved in a community organisation, then taking a full course-load at university will be too much. Another time management skill is reasonably estimating the time required to perform each of the tasks at hand. For example, deeply reading a chapter from a course text cannot be completed in between television programmes. Finally, actually *doing* what needs to be done seems obvious, but is a very difficult skill. You may find that cleaning out your wardrobe becomes vital when you are avoiding study. Procrastination is a time manager's enemy. By learning time management skills your university study will be successful and most importantly enjoyable.

3. Have Heart

The heart weighs about 11 ounces and is the size of a clenched fist. The heart of a man performs at about 60 to 80 beats a minute. In a year it beats some 40 million times. At each beat it takes in nearly a quarter of a pint of blood; in a single day it pumps 2,200 gallons of blood, and in the course of a single lifetime about 56 million gallons. Is there any other engine capable of carrying on such heavy work over such a long period of time without needing to be repaired? Obviously the human heart is a small yet highly efficient piece of equipment.

Завдання 2.

*Read the following paragraphs carefully. Then select the most appropriate **topic sentence** for each of the paragraphs from the choices provided.*
USEFUL TIP: *The topic sentence is general and controls the paragraph. Think about the type of questions the reader will develop in their minds as they read the topic sentence.*

- 1 Thousands of new people are born on our planet every day. The number of inhabitants in the world has already reached over six billion. If the present growth rate remains unchecked, the world may soon face wide-spread starvation, poverty, and serious health problems. _____ (topic

sentence).

Therefore, it is predicted that the world will face serious health problems in the near future.

The rapid growth of the world's human population is the most important problem the world needs to address.

One of the burning issues is the population explosion in third world countries.

2

_____ (topic sentence).

Arriving in the land below the Rio Grande River, the Spanish conquistador Hernando Cortez was surprised to see the local inhabitants raising crops that included avocados, corn, garlic and nuts. Onions, tomatoes, chilli peppers and pumpkins were also grown in the rich soil. Irrigation systems were employed in some of the drier regions. The Aztec farmers also were skilful in creating terraced gardens to make the most of the rainfall and to minimise soil erosion. Evidence shows that they employed crop rotation as well as natural fertilisers to enhance the production of their farm products.

The Aztecs of Mexico were a nation of accomplished farmers.

Hernando Cortez discovered farming in Mexico.

Mexico is blessed with rich farmland and an abundance of food products.

Завдання 3.

The topic sentence of each of the following paragraphs has been omitted.

After a careful reading, write your own topic sentence for each.

Instructions:

Your task is to provide your version of the topic sentence for each of the paragraphs. In the first paragraph the topic sentence needs to be in the initial position, and in the second paragraph - in the final position.

- For each sentence:
 - click in the box
 - type in your topic sentence
 - click on the **suggested answer** button

1. Factors in success at university

The most important factor is a student's past experience of study. If a student has already developed good study habits, study at university should not be difficult. Good study habits need to be complemented by interest and motivation, factors which are important when competition gets tough. We should however not underestimate the distracting effects of financial and personal difficulties. All students have to grapple with these at some stage of their university life. Beyond the personal factors it has to be said that there is also a certain element of luck involved in success: this includes finding excellent teachers and the subject matter that inspires one to give one's best.

Genetic engineering: no going back?

Animal breeding for particular features may soon become obsolete with the new-found ability of scientists to work at the level of genes. On the one hand there are those who embrace the new bio-technology: genetic engineering. They argue that many genetic changes will be hugely beneficial and harmless. As long as safeguards are in place, they claim, humans would be foolish not to take advantage of the many benefits genetic engineering has to offer. Others have seen the speed with which gene manipulation can get out of hand, mixing species so that vegetable and animal are no longer distinguishable. They want to wind the clock back. But can they?

Завдання 4.

In this exercise you are given topic sentences and two key points to include to support the topic sentence. Suggest two further points for each of the paragraphs.

USEFUL TIP: Think about the types of detail the reader would expect. Try to address the questions readers are likely to develop in their minds when reading the topic sentence.

1. There are many reasons why students panic during final exams.

The possible reasons are:

- not being prepared
- information overload

Your suggestions

2. New Zealand trade efforts have recently started to focus on South America as a new destination for our export products.

Benefits of increased trade with South America are:

growing, stable major economies provide increasing trading opportunities
diverse trading opportunities throughout a huge region

Your suggestions

ПРАКТИЧНЕ ЗАНЯТТЯ №4

Тема: Особливості наукового стилю та лексики

Завдання 1.

Replace the phrasal verbs in the sentences with a more appropriate verb from the list below. Don't forget to keep the same tense.

fluctuate	eliminate	reduce	propose
raise	investigate	intervene	establish

1 Researchers have been looking into the problem for 15 years.

2 This issue was brought up during the seminar.

3. It is assumed that the management knows what is happening and will therefore step in if there is a problem.

4. Schools cannot altogether get rid of the problem of truancy.
5. The number of staff has been cut down recently.
6. It was very difficult to find out exactly what happened.
7. House prices have a tendency to go up and down.
8. A potential solution was put forward two years ago.

Завдання 2

Replace the following phrasal verbs with a more formal single word.

1. The locals could not put up with the visitors from the city.
2. The decline was brought about by cheap imports.
3. The university is thinking about installing CCTV.
4. Sales are likely to drop off in the third quarter.
5. He went on speaking for over an hour.
6. The meeting was put off until December.
7. The cinema was pulled down ten years ago.
8. People have cut down on their consumption of beef.

Завдання 3.

Which of the two alternatives in bold do you think is more appropriate in academic writing?

1. The government has made considerable/**great** progress in solving the problem.
2. We got/**obtained** excellent results in the experiment.
3. The results of lots of/**numerous** tests have been pretty good/**encouraging**.
4. A loss of jobs is one of the consequences/**things** that will happen if the process is automated.
5. The relationship between the management and workers is **extremely**/**really** important.
6. Some suggestions springing up from/**arising** from the study will be presented.

Завдання 4.

Use a more formal word or phrase to replace.

1. The reaction of the officials was sort of negative.
2. The economic outlook is nice.
3. Car manufacturers are planning a get together to discuss their strategy.
4. The resulting competition between countries is good.
5. The economy is affected by things that happen outside the country.
6. She was given the sack because of her poor record.
7. The examination results were super.

Завдання 5.

Replace the contractions in the following sentences with full forms where necessary.

1. The results weren't very encouraging.
2. We'll have to conduct another experiment.
3. She's been all around the world.
4. It's the best solution to the problem.
5. Our questionnaire shows that teachers aren't paid what they're worth.
6. His response was, "A job's a job; if it doesn't pay enough, it's a lousy job'.
7. He'd rather announce the findings at the conference.
8. The department's approach didn't succeed.

Завдання 6.

Suggest improvements to the following sentences to avoid use of "you" and "we".

1. You can apply the same theory of learning to small children.
2. You can only do this after the initial preparation has been conducted.
3. The figures are accurate to within 1%, but you should note that local variations may apply.
4. In the second section of the report, we will consider the environmental consequences.

Завдання 7.

Suggest alternatives to the following to avoid use of personal language.

1. In this essay I will discuss the main differences between the English and Scottish legal systems.
2. I have divided my report into five sections.
3. I will conclude by proposing that all drugs should be legalized.
4. The opinion of the present author in this essay is that the importance of the monarchy should be reduced.
5. In the third part of the essay, we will look at the reasons for public hysteria over the SARS virus
6. Although I am not an expert in the field, I have tried very hard to understand the main ideas.

Завдання 8.

Make these statements more cautious.

1. Today everyone uses credit cards for all their shopping.
2. Drinking wine is bad for you.
3. Global warming will have disastrous consequences for the whole world.
4. Teleworking leads to isolation.
5. Women are worse drivers than men.

Завдання 9.

Rewrite the following in a more formal style.

1. The positive feedback made up for the problems we came across during the trials.
2. You can clearly see the differences between these two learning processes.
3. The subjects didn't have much difficulty with the task. We found example after example of autonomous systems in lots of countries.

СЕМІНАРСЬКЕ ЗАНЯТТЯ 1

Тема:

Питання для обговорення

Правила для вибору способу перекладу
Основні види обробки текстів під час перекладу
Адаптування
Стилістична обробка
Авторизований переклад та співавторство
Вибірковий переклад
Резуміруючий переклад

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СЕМІНАРСЬКЕ ЗАНЯТТЯ 1

Тема: Методи викладення інформації

Питання для обговорення

Головна думка реферує мого матеріалу
Викладення змісту
Написання висновків
Коментарі референта

СЕМІНАРСЬКЕ ЗАНЯТТЯ №2

Тема: Побудова параграфу

Питання для обговорення:

Логічний порядок
Поєднання частин статті
Повтор ключових слів
Відповідність інформації