

Complex texts:

a) Formal / informal emails

b) Scientific papers

## Formal or work email general features

- Email tends to be **brief**
- Email is generally **less formal** than communication on paper
- Email does not communicate emotions as successfully as face-to-face or even telephone conversations. The reader of your email may not be able to tell from your words if you are serious or joking, angry or just surprised.
- Emails, especially very short emails, can sound angry, unfriendly or rude **when this is not intended by the writer.**

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## Key point to remember

Emails that are written very quickly and carelessly can sound unfriendly and rude.

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## 1. Salutation:

It is generally a good idea to start an email with a greeting rather than beginning the message immediately. Just like a face-to-face exchange of greetings, email greetings:

- show that you are friendly and pleasant
- show respect for the reader.

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## Different cases

- You know the person: Hi, Hello, Hi Paul, Hello Cindy.
- It's a second (third, etc.) email within a series of messages to the same person: you may omit salutation
- You don't know the person: Hello Mr. Smith. Hi **Ms.** Smith
- The person is much older than you. Hello **Ms.** Smith
- The person is higher in rank (your employer, your boss, your teacher, etc.). **Dear Ms. Smith. Dear Dr. Smith, Dear Prof. Smith**
- The person is from a country more formal than you (?). Dear **Dr Smith, Dear Prof. Smith**

## 2. Subject

- It must show **the main point** of an email
- It gives you the chance to tell the reader of your email why you are emailing them before they have even opened your message.

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## **Bad Subjects !!!**

Subject: Hi

Subject: Another thing

Subject: (empty)

Subject: same subject of your last mail

## **Good Subjects**

Subject: Meeting Room changed to 307

Subject: Lunch (Fri 9 Oct) canceled

Subject: REQ: Feb sales figures

Subject: Reminder: conference agenda due

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### 3. Content and length

- Write in short paragraphs.
- Separate paragraphs
- Use headings within the body of your message if the message relates to several different subjects.
- Consider numbering your points. The reader will find this useful when responding to particular points.
- Use short sentences. Try to keep your sentences to a maximum of 20 words.
- If possible, try to fit your message onto one screen so that the reader does not have to scroll down to see the rest of it.

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## 4. Punctuation and abbreviations

Generally, the rules for spelling, grammar, and punctuation that apply to letter-writing also apply to formal or work emails.

- Contractions are acceptable in formal emails: (I'm, he's, can't, etc.).
- Other abbreviations, such as "U" for "you," "plz" for "please," and "thx" for "thanks," though often used in personal email, are generally not acceptable in formal or work emails.
- Likewise, emoticons or smileys are not generally used in formal or work emails

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## 5. Ending a formal email (1)

### a. **Before Signoff:**

- I hope to hear from you soon.
- I look forward to hearing from you.
- I look forward to your response.
- Many thanks for your time.
- Thanks again for this.
- Many thanks in advance.
- Thank you for taking the time to answer my questions.
- I hope this helps.
- Please get in touch if you have any more queries.

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## 5. Ending a formal email (2)

**b. Signoff:** An email that ends without a signoff can sound a little rude, especially if the content of the email has included a disagreement or problem.

Common **signoffs**:

- Many thanks
- Thank you
- Thanks again
- Best
- Regards
- Best regards
- Kind regards
- Warm regards
- Best wishes
- With best wishes

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## Informal email general features

- Friendly greetings or salutations
- Loose use of punctuation
- Use of smileys, emoticons and abbreviations:

**AFAIK** As Far As I Know

**AKA** Also Known As

**ASAP** As Soon As Possible

**B4** Before

**BTW** By The Way

**CUL8R** See You Later

**CYA** See Ya

**CYU** See You

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## Before signoff

- Talk to you later.
- Hope you're doing okay/well.
- Hope you're all well.
- See you soon.
- Better go now.
- Tell you more when we speak.
- Have a good weekend.
- Hope to see you soon.

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# Signoff

- Love
- Lots of love
- Take care
- Ciao
- Later
- See you
- **See ya!**
- Cheers

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# Other texts

- Letters
- Blogs
- Essays
- Reports
- Presentations
- Instructions
- Leaflets and flyers
- **Papers**
- **Theses**
- **Dissertations**

- **Paper** (Congress, symposium, course work)
- **Thesis** (Bachelor or Masters degree)
- **Dissertation** (Ph.D.)

## Differ

- in length
- in depth

## Similar:

- in style (formal)



**Similar:**

**- in style (formal)**

**They do not:**

- include informal or slang words
- include contractions, such as **isn't** and **won't**
- generally include phrases that use the words **I**, **me**, or **my**

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# What is a Paper?

In academic publishing, a paper is an [academic work](#) that is usually published in an [academic journal](#). It contains original research results or reviews existing results.

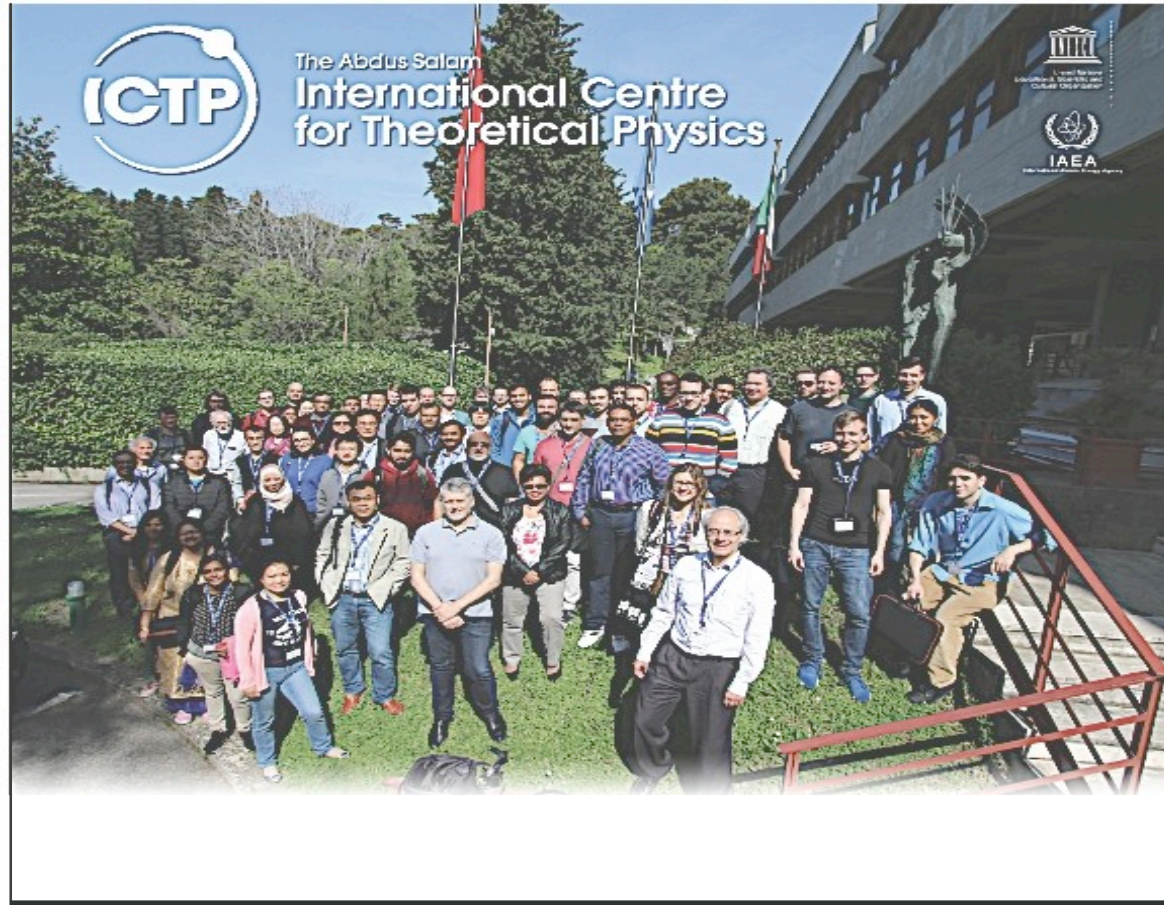
Such a paper, also called an article, will only be considered valid if it undergoes a process of [peer review](#) by one or more *referees* (who are academics in the same field) who check that the content of the paper is suitable for publication in the journal. A paper may undergo a series of reviews, revisions, and re-submissions before finally being accepted or rejected for publication.

## Key point to remember

Before you even start to plan your paper or academic article make sure you have a copy of the **journal' rules** on how to structure it.

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Papers from ICTP  
Example



Joint ICTP-IAEA School and Workshop on  
Fundamental Methods for Atomic, Molecular and Materials Properties in Plasma Environments  
16 - 20 April 2018, Miramare - Trieste, Italy



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## Wireless Laboratory

Provide reliable and sustainable wireless solutions to help foster science and research in Developing Countries.

Organize training activities on state-of-the-art wireless technologies.

Setup collaborations with academic partners and with international organizations.

## Paper example

J. Herrera-Tapia, E. Hernandez-Orallo, A. Tomas, C. Tavares Calafate, J.C. Cano, M. Zennaro and P. Manzoni. **Evaluating the use of sub-gigahertz wireless technologies to improve message delivery in opportunistic networks**, in proceedings of 14th IEEE International Conference on Networking, Sensing and Control, May 16-18, 2017, Calabria, Italy

<http://wireless.ictp.it/Papers/icnsc-6.pdf>

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- Analysis
- Discussion