

UNIVERSITÀ
DEGLI STUDI DI TRIESTE

LINGUA INGLESE PARI A LIVELLO B2

Dipartimento di Ingegneria e Architettura

Prof. Lourdes Elizabeth Gonzalez-Valera, Ph.D.

Lesson 5-6

Emails, CV, résumés

Writing / reading:

Letters

Summaries

Articles

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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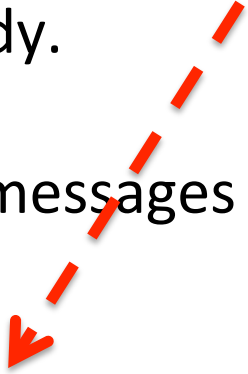
1. Salutation:

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 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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Real email
example.

Analise an
comment.

Subject:

Exam in December

Salutation

Dear Prof. Lourdes Elizabeth Gonzalez-Valera,

Content

I'm Xxx, a student attending the *first* year of Xxxxx Engineering (Master Degree).

I saw you opened an exam in December of the course "Lingua Inglese (Pari a Livello B2)" and I was wondering if I could take it, even though this course would be in the second semester for me.

Moreover, I have never been at the course and maybe you want me to attend it.

Before signoff

Many thanks in advance.

Signoff

Regards,

Signature

Xxxxxx Zzzzzz

Programme

Obiettivi

Il corso si propone di fornire agli studenti le seguenti competenze conoscitive e capacità:

- Preparazione per uno scambio verbale di idee con fluidità e spontaneità, particolarmente nel campo della specializzazione professionistica.
- Capacità di comprensione delle idee principali di testi complessi su argomenti concreti o astratti, includendo discussioni tecniche del campo della specialità dell'alunno.
- **Abilità per la produzione scritta di testi riguardanti il campo accademico, professionistico dell'ingegneria con chiarezza e minuziosità.**

Objectives

English 259 aims to provide students with the following cognitive skills and abilities:

- Preparation for a verbal exchange of ideas with fluidity and spontaneity particularly in the field of professional specialization.
- Ability to understand the main ideas of complex texts on concrete or abstract topics, including technical discussions of the field of the student's specialty.
- **Ability for the written creation of texts concerning the academic and professional field of engineering with clarity and meticulousness.**

Curriculum Vitae

A standard document that gives details of your work experience, education, and background. It also gives your full name and contact details.

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- Résumé
- Resume
- Curriculum Vitae
- Vitae

•CV

RESUME	CV
Emphasizes skills	Emphasizes academic accomplishments
Used when applying for a position in industry, non-profit, and public sector	Used when applying for positions in academia, fellowships and grants
Is no longer than 2 pages, with an additional page for publications and / or poster presentations if highly relevant to the job	Length depends upon experience and includes a complete list of publications, posters, and presentations
After 1 year of industry experience, lead with work experience and place education section at or near the end, depending upon qualifications	Always begins with education and can include name of advisor and dissertation title or summary. Also used for merit/tenure review and sabbatical leave

In American usage, a CV is much more detailed, longer, and presented in a different format than a résumé.

People usually send a cover letter with their résumé or CV. You will find help with this type of letter in the part of this book on writing letters.

A résumé should be as short as possible without leaving out essential information. Job advertisements sometimes specify the maximum length of résumé that is acceptable, but in any case your résumé should rarely be longer than three pages, and if you can get everything important on one or two pages that is best.

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The ideal CV must be:

1. Quick and easy to read
2. Clear and concise
3. Pleasant to look at

*HarperCollins. **Writing** (Collins Webster's Easy Learning).
HarperCollins Publishers. Kindle Edition.*

CV defects to avoid ([jobs.ac.uk](https://www.jobs.ac.uk)):

1. Applying for a position for which you're not qualified.
2. Providing irrelevant personal information.
3. Burying important information.
4. Spelling errors, typos and poor grammar.
5. Unexplained **gaps** in employment.
6. **Lying or misleading information.**
7. A long, waffly CV.
8. **Badly formatted CV.**
9. Meaningless introductions.
10. The 'So What' test.

LYING or Misleading Information

(jobs.ac.uk)

“Recruiters are not stupid. They can spot information that doesn't stack up. For example, they're always on the look out for inflated:

- Qualifications
- Salaries
- Job titles
- Achievements”

Does your CV or résumé pass the “so what” test?

<https://careerattraction.com/resume-pass-test/>

CV Templates?

The image shows a software interface for selecting a CV template. On the left is a sidebar with a list of categories: All, Basic, Reports, Books, Letters, **Curricula Vitae**, Flyers & Posters, Newsletters, Stationery, Certificates, and Miscellaneous. The 'Curricula Vitae' category is highlighted, and a red arrow points to it from the main title. The main area is titled 'Choose a Template' and displays seven preview thumbnails of different CV styles. Each thumbnail is labeled with its name: Curriculum Vitae, Classic CV, Modern CV, Business CV, Elegant CV, Bold Type CV, and Informal CV. The 'Curriculum Vitae' template is highlighted with a blue border and a blue label below it. At the bottom right, there are 'Cancel' and 'Choose' buttons.

Personal Information

FIRST NAME / SURNAME Urna Semper
ADDRESS 123 High Street, POSTCODE, CITY
TEL 01234 567 890
FAX 01234 567 890
EMAIL no_reply@example.com

NATIONALITY British
DATE OF BIRTH 25.10.1981
GENDER Female

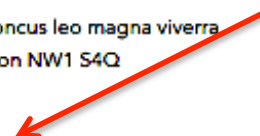
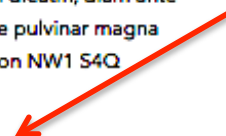
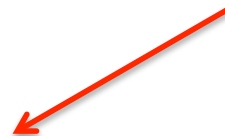
DESIRED POSITION Project Manager

Work Experience

DATES February 2012 – present
POSITION Etiam sit amet est
RESPONSIBILITIES Donec quis nunc, Curabitur vulputate viverra pede
- Amet mi morbi auctor eligendi dicitm, diam ante
- Nulla nunc lectus porttitor vitae pulvinar magna
EMPLOYER / ADDRESS Leo Vitae Diam / 123 Elm, London NW1 S4Q
TYPE OF BUSINESS Imperdiet mi Earum

DATES January 2009 – September 2011
POSITION Imperdiet Sodales Urna
RESPONSIBILITIES Lorem ipsum dolor sit amet; rhoncus leo magna viverra
EMPLOYER / ADDRESS Leo Vitae Diam / 123 Elm, London NW1 S4Q
TYPE OF BUSINESS Purus Sapient Lacus

DATES October 2006 – December 2008
POSITION Imperdiet Urna
RESPONSIBILITIES Lorem ipsum dolor sit amet; rhoncus leo magna viverra
Ut id lorem at eros tincidunt aliquam
Donec egestas scelerisque dolor
EMPLOYER / ADDRESS Arcu Erat / 123 Elm, London NW1 S4Q
TYPE OF BUSINESS Purus Sapient Lacus



Education and Training

DATES 2004 - 2006
QUALIFICATION AWARDED Cras in libero
PRINCIPAL STUDIES Lorem ipsum; Dolor sit amet
INSTITUTION Aperiam Sapien

DATES 2000 - 2004
QUALIFICATION AWARDED Etiam enim diam
PRINCIPAL STUDIES Bibendum quis, dapibus ut
INSTITUTION Dolor Vitae Luctus

Skills and Competences

LANGUAGE SPOKEN Aenean
OTHER LANGUAGE(S) Etiam

**SOCIAL SKILLS AND
COMPETENCES** Rasellus hendrerit pulvinar nibh
Curabitur leo nulla laoreet nec
Aenean iaculis laoreet arcu

**ORGANISATIONAL SKILLS AND
COMPETENCES** Proin metus urna porta non, tincidunt ornare
Feugiat consequat magna ligula imperdiet
Sed et lacus quis enim mattis nonummy

**COMPUTER SKILLS AND
COMPETENCES** Maecenas aliquam bibendum augue
Tortor vel consequat nibh risus vitae pede
Aenean iaculis laoreet arcu

ADDITIONAL INFORMATION Ipsum morbi auctor dicitm, diam ante lauris ipsum
dolor sit amet; rhoncus leo magna viverra. Amet mi
morbi auctor eligendi dicitm, diam ante lauris ipsum
dolor sit amet; rhoncus leo magna viverra

Personal Information

FIRST NAME / SURNAME Urna Semper
ADDRESS 123 High Street, POSTCODE, CITY
TEL 01234 567 890
FAX 01234 567 890
EMAIL no_reply@example.com

NATIONALITY British
DATE OF BIRTH 25.10.1981
GENDER Female

outdated !!! ???

DESIRED POSITION Project Manager

Work Experience


DATES February 2012 - present
POSITION Etiam sit amet est
RESPONSIBILITIES Donec quis nunc, Curabitur vulputate viverra pede
- Amet mi morbi auctor eligendi dicutm, diam ante
- Nulla nunc lectus porttitor vitae pulvinar magna
EMPLOYER / ADDRESS Leo Vitae Diam / 123 Elm, London NW1 S4Q
TYPE OF BUSINESS Imperdiet mi Earum



DATES January 2009 - September 2011
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RESPONSIBILITIES Lorem ipsum dolor sit amet; rhoncus leo magna viverra
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RESPONSIBILITIES Lorem ipsum dolor sit amet; rhoncus leo magna viverra
Ut id lorem at eros tincidunt aliquam
Donec egestas scelerisque dolor
EMPLOYER / ADDRESS Arcu Erat / 123 Elm, London NW1 S4Q
TYPE OF BUSINESS Purus Sapien Lacus

PERSONAL INFORMATION

Betty Smith

 32 Reading rd, Birmingham B26 3QJ United Kingdom

 +44 2012345679  +44 7123456789

 smith@kotmail.com

 AOL Instant Messenger (AIM) [betty.smith](#)

Sex Female | [Date of birth](#) 01 March 1975

JOB APPLIED FOR

European project manager

COMPETENCES	Feugiat consequat magna ligula imperdiet Sed et lacus quis enim mattis nonummy
COMPUTER SKILLS AND COMPETENCES	Maecenas aliquam bibendum augue Tortor vel consequat nibh risus vitae pede Aenean iaculis laoreet arcu
ADDITIONAL INFORMATION	Ipsum morbi auctor dicitm, diam ante lauris ipsum dolor sit amet; rhoncus leo magna viverra. Amet mi morbi auctor eligendi dicitm, diam ante lauris ipsum dolor sit amet; rhoncus leo magna viverra

Curriculum Vitae

PERSONAL INFORMATION Betty Smith

📍 32 Reading rd, Birmingham B26 3QJ United Kingdom

☎ +44 2012345679 📞 +44 7123456789

✉ smith@kotmail.com

💬 AOL Instant Messenger (AIM) betty.smith

Sex Female | Date of birth 01 March 1975

JOB APPLIED FOR European project manager

italianmachoman@hotmail.com

sweetkitty@hotmail.com



Reading / Writing

Reading is a complex cognitive process of decoding symbols to derive meaning. It is a form of language processing.

Success in this process is measured as *reading comprehension*.

Reading is a means for language acquisition, communication, and sharing information and ideas.

Connectors

or

Discourse markers

<p><u>ADDING</u></p> <p>and also as well as moreover too furthermore additionally</p>	<p><u>SEQUENCING</u></p> <p>first, second, third... finally next meanwhile after then subsequently</p>	<p><u>ILLUSTRATING</u></p> <p>for example such as for instance in the case of as revealed by... illustrated by</p>	<p><u>CAUSE and EFFECT</u></p> <p>because so therefore thus consequently hence</p>
<p><u>COMPARING</u></p> <p>similarly likewise as with like equally in the same way..</p>	<p><u>QUALIFYING</u></p> <p>but however although unless except apart from as long as if</p>	<p><u>CONTRASTING</u></p> <p>whereas instead of alternatively otherwise unlike on the other hand.. conversely</p>	<p><u>EMPHASISING</u></p> <p>above all in particular especially significantly indeed notably</p>

Furthermore (adding):

People will download the app because it is fun, **and furthermore**, they will download the game because it is free.

Meanwhile (sequencing):

It will be a few minutes before the water boils, **and meanwhile** you can cut the potatoes.

Such as (illustrating):

Sarah has lots of good qualities, **such as** intelligence and wit.

Hence (cause and effect):

Your grammar is weak, **hence** the low mark I've given you.

Likewise (comparing):

- The US is sending its military into the Middle East to interfere in armed conflicts there, **likewise** the EU is sending arms and supplies as well.
- Sarah told Tom that she enjoyed their date, and he responded, "**Likewise.**"

However (qualifying):

It's a good project. **However**, I don't think we have the money to fund it.

Whereas (contrasting):

Whereas I am a vegetarian, my whole family eats meat. / My whole family eats meat, **whereas** I'm a vegetarian.

Indeed (emphasising):

Two of the four new iPhones, the iPhone 12 and iPhone 12 Pro, were **indeed** released last month.

Exercise:

Analysis of the article in *Brain Scan* on Satoshi Nakamoto.



BRAIN SCAN Satoshi Nakamoto

Bitcoin's enigmatic creator may never be identified.

ON PAPER—or at least on the blockchain—Satoshi Nakamoto is one of the richest people on the planet. Bitcoin is a semi-anonymous currency and Mr Nakamoto is a pseudonymous person, so it is hard to be sure; but he is generally reckoned to own around 1.1m bitcoin, or around 5% of the total number that will ever exist. When bitcoin hit its peak of over \$19,000, that made him worth around \$20bn.

But Mr Nakamoto, though actively involved with his brainchild in its early history, has been silent since 2011. An army of amateur detectives has been trying to work out who he really is, but there is frustratingly little to go on. While developing bitcoin he claimed to be male, in his late 30s and living in Japan, but even that information is suspect. There are indications that he may have lived in an American time zone, but his English occasionally contains British idioms. Some of his goldbug-like comments about central banks that “debase the currency” and the evils of fractional-reserve banking led early cyber-libertarian bitcoin enthusiasts to claim him as one of their own. One thing is certain: he values his privacy. To register Bitcoin.org he used Tor, an online track-covering tool used by black-marketeers, journalists and political dissidents.

Colour legend of analysed text:

Yellow: New vocabulary

Green: the discourse markers that “glue together” the elements in a text.

Blue: Multiple adjectives + nouns phrases.

BRAIN SCAN Satoshi Nakamoto

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1

ON PAPER—or at least on the **blockchain**—Satoshi Nakamoto is one of the richest people on the planet. Bitcoin is a **semi-anonymous currency** and Mr Nakamoto is a **pseudonymous** person, so it is hard to be sure; but he is generally **reckoned** to own around 1.1m bitcoin, or around 5% of the total number that will ever exist. When bitcoin hit its peak of over \$19,000, that made him worth around \$20bn.

2

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To register Bitcoin.org he used **Tor**, an **online track-covering tool** used by black-marketers, journalists and political dissidents.

3 **Still**, the legions of **sleuths** have turned up various candidates, ranging from Japanese mathematicians to Irish graduate students. In 2014 Newsweek, a business magazine, **fingered** Dorian Prentice Satoshi Nakamoto, an American engineer. He emphatically denied the story, **and** the next day a forum account previously used by Mr. Nakamoto, posted, for the first time in five years, to say, "I am not Dorian Nakamoto" -**though** there are doubts about that account too.

4 Attention also focused on Hal Finney, an expert in **cryptography**, an experienced programmer and a dedicated **cypherpunk**. He was the recipient in the **first-ever transaction** conducted in bitcoin, with Mr Nakamoto as the sender. He died in 2014. Andy Greenberg, a journalist, who studied private emails between Mr Finney and Mr Nakamoto, concluded that he was probably not bitcoin's creator. **And** Mr Finney himself always denied that he was Mr Nakamoto.

5

Conversely, in 2016, Craig Wright, an Australian computer scientist, explicitly claimed that he was the man everyone was looking for. He invited several news organisations, including The Economist, to witness him prove his claim by using cryptographic keys that supposedly belonged to Mr Nakamoto. He did not convince his audience, **so** he said he would settle the matter by moving a bitcoin from Mr Nakamoto **stash**. He later decided against it when an online story suggested he could face arrest if he confirmed he was bitcoin's creator, on the ground of "enabling terrorism". **But** the story turned out to be a fake.

6

According to another theory, Mr Nakamoto is actually a group of people. **But** for now his, or their identity, remains a mystery. Some think his **withdrawal** was a matter of principle, to underline the point of a decentralised currency. **Perhaps** he simply wants a quiet life.

COFFEE BREAK

culture =

1) cultura

2) coltura



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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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.

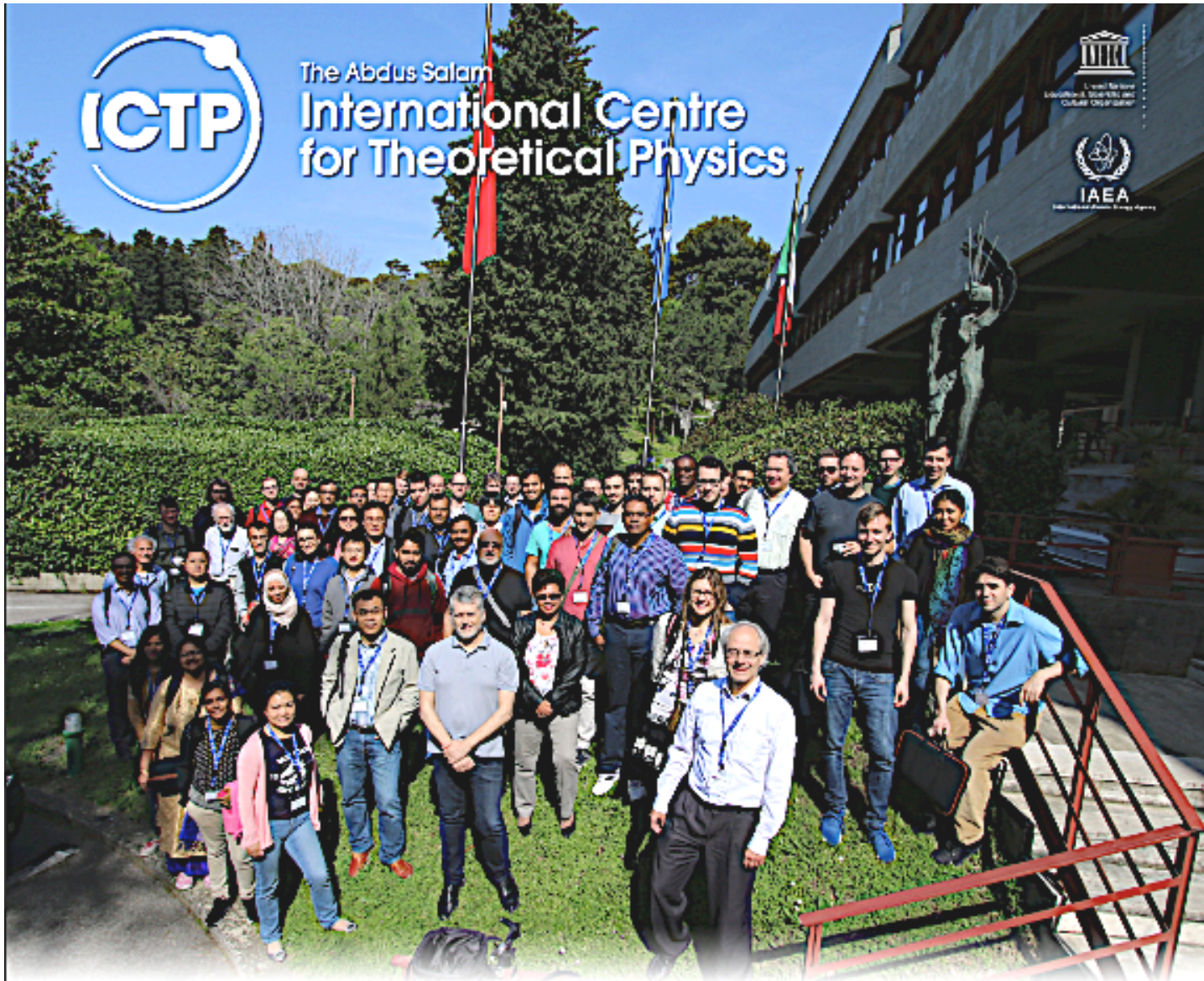
Key point to remember

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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The Abdus Salam
**International Centre
for Theoretical Physics**



**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**

ICTP



ICTP



ICTP



ICTP

wireless.ictp.it

Wireless Laboratory:

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

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

Setup collaborations with academic partners and with international organizations.

Reading a paper

Reference:

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

PDF of Scientific Article: analysis and discussion