

Département de Mathématiques et Informatique

Licence - Tronc commun Math-Informatique

Terminologie Scientifique et technique d'expression écrite et orale
course made by :

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Chapter 2: Written and oral expression techniques

Part one : written documents

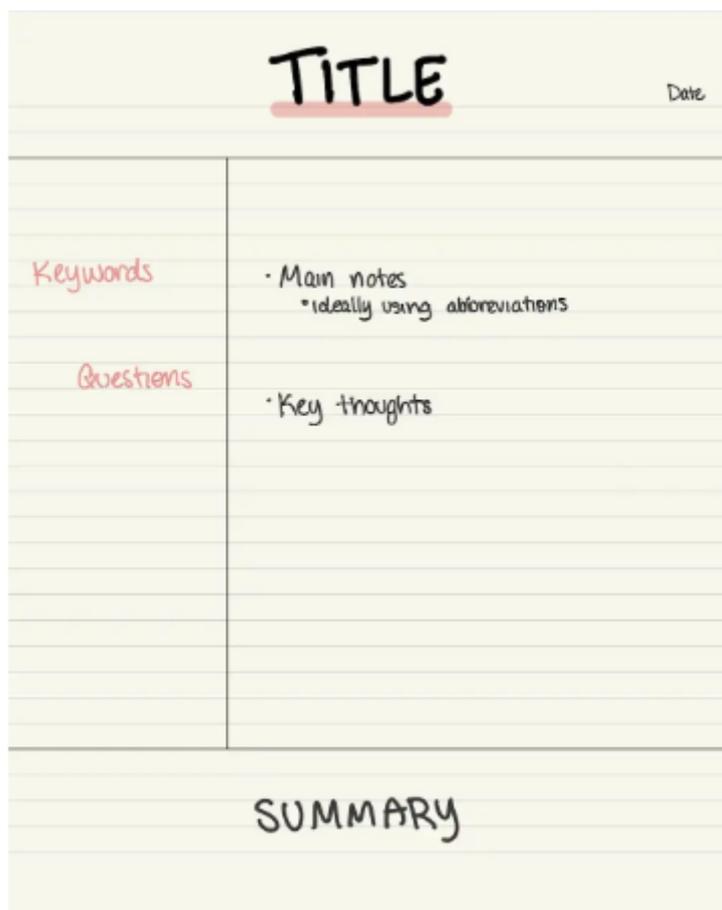
I.Taking notes

In courses, conference, demonstrations

Taking Cornell notes is straightforward: all actual notes from the lecture go into the main note-taking column.

The smaller column on the left side is for keywords and questions — you can think of this section for recording hints and prompts about the material, and an outline that helps you pinpoint where you've recorded each bit of information.

At the bottom of the page, write a brief summary of the content on the page.



II. A report

A. What is a report?

The report is a professional document which reports in the most neutral manner possible facts, activities, comments exchanged during a meeting, during a conference, during a group of work, during a practical work session in a lab, etc.

B. To write a report, there are three steps:

1- Collecting and processing information

2- Developing the plan : which has

- a- An introduction which indicates the purpose of the report and its interest.
 - b- A development which contains the statement of the observation, analysis of the facts and recommendations to resolve the situation encountered.
 - c- A conclusion which must be an answer to the question asked
- 3- The final writing: Well-structured text with precise vocabulary

C. Content of the report:

1. The header and footer:

- The identity of the editor(s) and recipient(s).
- Date and location.
- The title of the report.

2. Introduction:

- The writer recalls the mission and specifies the purpose of the report.
- It gives information on the circumstances (duration, participants, functions, organization of the session, etc.).
- If the report is long, it announces the plan.

3. Development :

- Report the essential information and opinions exchanged by the participants.
- Present the main elements in an orderly manner on the basis of a plan

4. The conclusion:

- The writer summarizes the different points.
- The report generally ends with a section "Next steps" where the points to be validated or the tasks to be done and/or the date of the next meeting.

III. What is a synthesis?

- It is an intellectual operation which allows to group the elements or knowledge collected from different sources in order to structure them in a coherent whole.
- It consists of writing an objective and organized text from the different documents that constitute the corpus departure.

The steps to follow to make a good synthesis?

- Read the documents
- Read the documents, taking note of key ideas
- Organize your ideas
- Write a new coherent and objective text.

IV. What is an internship report?

The internship report is the summary of your experience acquired during your company internship, both for the proofreader but also for you. It allows us to take stock of the skills and knowledge acquired during the student's internship.

What are the objectives of the internship report?

The intern's objective is to demonstrate to the jury that his internship allowed him to acquire:

✓ In-depth knowledge of a sector of activity and the company

reception;

✓ Practical knowledge;

✓ To understand the challenges of the missions entrusted;

✓ To develop their skills (know-how and interpersonal skills);

What does the internship report consist of?

Its content :

Cover Page :

Internship thanks:

Summary

Introduction

Development

Conclusion

annex

V. End of study manuscript (un memoire)

Internal organization of a dissertation The standards for presenting a dissertation may differ slightly from one institution to another. The manuscript must still be organized around the IMRED method (introduction, methods, results, and discussion).

Before writing the manuscript the student can follow the following steps

Step 1 :determining the subject

Step 2 :choosing a supervisor

Step 3 : The construction of the problem

Step 4 :construction of the plan

Step 5 : Search for relevant information

Step 6 :redaction and structuring the manuscript:

The document has the following parts:

1) The cover page includes:

- The administrative affiliation of the document
- The framework for writing the document
- The main title of the document
- The author(s)
- Promoter and co-promoters
- The scientific composition of the jury
- The year of promotion

The cover page is not numbered and is not included in the numbering of the document.

2) The acknowledgments : page Scientific honesty requires that work carried out under a grant or the help of an organization or person outside the original establishment be cited in the acknowledgments section. It is also necessary to cite the agreements between the university and a third party which allowed the student or researcher to access a place of experimentation or work. However, we must not exaggerate in flattery because a memoir remains above all a scientific document and not an acknowledgment of debt nor a collection of poems...

3) Summaries : This is a mini version of the document. It must be self-sufficient and expressive of the content of the dissertation or thesis. It never includes tables, figures or references.

4) A table of contents : It contains all the section titles and sub-section headings, identified numerically in the text (and not those identified alphabetically). It links to the first page of each title. The preliminary pages between the table of contents and the introduction are numbered in lowercase Roman numerals.

5) A list of figures :This includes all graphs, diagrams or histograms, flowcharts, illustrations, photographs, images and even out-of-text maps. All figures are numbered in the sequential order of appearance in the text: figure 1, figure 2, figure 3, etc. If the document is large, the numbering can be done in two positions, one referring to the section in which the figure is located and the second position will represent the sequential number in the section or chapter studied: figure 1.1, figure 1.2, figure 1.3, figure 2.1, figure 1.2 ... The title of a fig comes directly below and does not include never a point at the end. It must be a mini textual expression of the content of the figure. The figure is placed directly after its citation in the text and on a numbered white page.

6) A list of tables : A table is an organization of data without any graphics or graphic symbols, otherwise it becomes a figure. The table title comes directly before the table and also does not have a period at the end. Its numbering is generally in Latin numerals.

7) A list of annexes : It announces the presence of documents annexed to the dissertation or thesis.

8) An introduction :This is the real beginning of the document. This is page number 1! It is considered the first chapter of the document because of its importance. It is placed on the same hierarchical level (typography and numbering) as the other chapters of the document. It presents the following four elements: A statement only of the problem with the type of functional relationship between the variables used and studied. She asks a hidden question that the rest of the manuscript will answer; A situation of the research in relation to the main currents of research on the problem studied; A statement of only the main hypothesis and then the main objective; Scientific or practical interest or

significance, that is to say what is original or of certain interest in the dissertation or thesis.

9) Methods part : Relates all the methods and materials used in the current work. It is a guide to procedures for obtaining and “repeatable” the results obtained. A description of the methodology is essential and as much detail as possible is provided in this section.

10) A results part : This is the objective part of the manuscript. The results are presented there going from the general to the specific which makes the work original. The use of graphical representation is recommended. Data processing is essential for the interpretation of experimental results.

11) A discussion part : The discussion and interpretation of the results is done by comparison and comparison with the work already carried out and the meaning of the statistical elements of the research. Interpretation of results is an art and can be the subjective part of a manuscript.

12) A conclusion page : It summarizes and highlights the essentials of the original results found with an explanation of the experimental limitations encountered when carrying out the work. No new interpretation is permitted. It suggests the future objectives of this work. The conclusion and also paginated

13) The bibliography or list of bibliographic references : This is a reference list which groups together in alphabetical order of authors, each report or work which has been used and which is used in the text of the manuscript. Only works which were used immediately in the drafting of the text and in the production of the figures, tables and appendices are cited, and which are explicitly used in the text.

14) Appendices : In annexes is placed all the material which is not absolutely necessary for the understanding of the dissertation or thesis, but which completes or details them.

We can mention:

o Survey questionnaires;

- o Data lists;
- o Programming and software aspects;
- o Descriptions of devices or techniques,
- o The standards used; Data tables that are too detailed;
- o Bibliographic supplements and works recommended to the reader and which were not used in the dissertation as bibliographic reference.

The appendices are paginated in the same way as the other sections and chapters of the document. They are numbered as follows: annex 1, annex 2, annex 3...

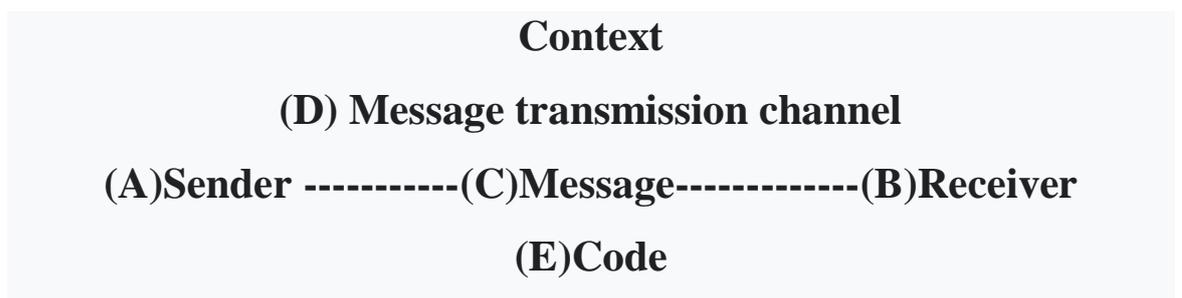
Step7: Reread and adjust your memory

Step 8: preparing the oral presentation

Part two : communication and oral expression techniques

To communicate, man has several means, such as language, which, through speech, becomes a social institution that allows us to express ourselves. To begin, we will see what conditions are favorable to good written and oral expression. **Conditions for good written and oral expression:** These are mainly the following behaviors: Read documents by various authors written in French to get used to both the diction and the spelling of words. Attend any event in French: conferences, presentations, organized cultural sessions (debate, discussion, TV show, radio, etc.). Do not be afraid or ashamed to speak up to improve your oral skills. A contrary attitude will not facilitate the improvement of your oral or written expression.

Diagram of communication: As we said in the introduction, we have many means by which man can communicate with those around him: language, gestures, telephone, etc. This communication cannot take place without language (signs), which is understood as the quality that humans have of producing their own sounds and organizing sounds into a system with the aim of transmitting a message to their fellow human beings. All communication has the role of transmitting a message. It involves a number of elements, which are shown in the following diagram.



This diagram shows that communication is always between two or more known people.

Here is what each element in the figure above means:

- A (transmitter or speaker/writer);
- B (receiver/recipient or the one to whom the message is addressed)
- C (message, object of speech or communication)
- D (the transmission channel), which is the mouth, for example
- E (code), which is a set of signs by which we express ourselves.

These signs can be expressed in the coding and/or decoding of the message.

Types or forms of communication:

1. **Inter personal communication:** which connects two individuals
2. **Group communication:** a transmitter addresses several receivers targeted.
3. **Mass communication:** a transmitter addresses as many people as possible receivers (ex: communication through the press).

