**Al-Farabi Kazakh National University**

**Department of Archeology, ethnology and museology**

**Educational program on the specialty ““** **5B020800 - Archeology and Ethnology ”**

**“ SW 4501** **Scientific writing”**

**Seminar**

**1-practical seminar.** General meaning of scientific writing

* how do you understand the scientific writing
* the usage of scientific writing
* write the 120 words about the meaning of scientific writing

**Internet resources**: <http://sites.middlebury.edu/middsciwriting/overview/> or can search from the internet websites

**2-practical seminar.** What is the essay? Writing an essay in the theme which is related to the diploma work

* How to Write an Essay
* Determine what type of essay you're writing.
* Analyze well-written essays

**Internet resources**: https://www.wikihow.com/Write-an-Essay

**3-practical seminar.** what is the introduction?

* describe the introduction
* The role of introductions
* Strategies for writing an effective introduction
* How to evaluate your introduction draft
* Five kinds of less effective introductions
* write the example of introduction

**Literature:** Leora Freedman; Jerry Plotnick. "Introductions and Conclusions". University of Toronto.

**Internet resources** <https://writingcenter.unc.edu/tips-and-tools/introductions/>

**4-practical seminar**. Scientific Literature and Searching the Scientific literature

Make sure you get a good range of the available literature that covers your area of study:

* The age of material is important - start with the most recent sources and work backwards.
* Use a variety of resources - books, journal articles, theses, conference papers and reports.
* Search by keyword, subject, and also author.
* Evaluate the information - is a journal refereed (peer-reviewed)? Is a source authoritative?
* Develop good referencing skills (see Keeping track of reading materials - referencing skills).
* You can broaden your search by looking laterally for literature in related fields.

**Internet resources** <http://unimelb.libguides.com/c.php?g=402756&p=2740805>

**5-practical seminar.** Requirements to the articles

* How to make an article very good
* Demoting very good articles

**Internet resources**: <http://www.kaunokolegija.lt/kk_wp_content/uploads/2017/09/ARLC-requirements-for-articles-2017-EN.pdf> download the book

**6-practical seminar.** Preparing sections of the research (abstract, introduction, materials and methods, results and discussion, conclusion)

-write your own research work according of your diploma theme

**7-practical seminar.** How to do a reference?

* When You Need Reference Letters
* What Is Included in a Reference Letter
* What to Do Before Writing a Reference Letter
* prepare the Reference Letter Sample

**Internet resources**: <https://www.thebalancecareers.com/how-to-write-a-reference-letter-2064324>

<https://libguides.lub.lu.se/c.php?g=297505&p=1984175>

**8-practical seminar.** Research proposals

* What is a research proposal?
* What should you include in the proposal?
* How long should the proposal be?

**9-practical seminar.** How to write the official letter, to learn the special words

* read the rules how to write the official letter
* to write on the exercise book the special words of official letter

<http://www.nvtc.ee/e-oppe/Varkki/layout/rules_for_writing_formal_letters.html>

**10-practical seminar.** official e-mail letter

* read the rules how to write the official letter
* to write on the exercise book the special words of official letter

<http://www.nvtc.ee/e-oppe/Varkki/layout/rules_for_writing_formal_letters.html>

**11-practical seminar.** Poster presentations

* Methods of making posters
* Stages in producing a poster

<https://www2.le.ac.uk/offices/ld/resources/presentations/designing-poster/poste>

**12-practical seminar.** Parts and requirements of presentation

* Structuring a presentation
* Presentation structure
* Main points

<https://www2.le.ac.uk/offices/ld/resources/presentations/structuring-presentation>

**13-practical seminar.** Arguments as element of writing

* Important Elements in Writing Argument Essays
* Research
* Thesis
* Organization

<https://education.seattlepi.com/important-elements-writing-argument-essays-1726.html>

**14-practical seminar.** Searching of references and resources, basic and additional literature

* basic literature
* Additional literature

**15-practical seminar.** Methods and materials of the article

* How to Write a Materials and Methods Section of a Scientific Article?
* prepare the a Scientific Article

https://www.ncbi.nlm.nih.gov/pmc/articles/PMC4548564/

**Basic literature:**

1. Jennifer Peat. Scientific Writing. Easy When You Know How. BMJ Books. 2002.
2. Janice R. Matthews and Robert T. Matthews. Successful scientific writing. Cambridge university press, 2008.
3. Bailey S. Academic writing. 2006.
4. Alley, M. (2003). The Craft of Scientific Presentations. New York: Springer.

**Additional literature:**

1. A Field Guide for Science Writers, Second Edition (2005, paperback). Editors: Deborah Blum, Mary Knudson, Robin Marantz Henig
2. On Writing Well: The Classic Guide to Writing Nonfiction. 30 th anniversary edition (2006, paperback) by William K. Zinsser.
3. Constance Hale. Successful Scientific Writing: a systematic guide for biomedical scientists, Matthews and Bowen. 2005.
4. Alley, M. and Neeley, K. A. (2005). Rethinking the design of presentation slides: A case for sentence headlines and visual evidence. Technical Communication, 52, 417–426.
5. Briscoe, M. H. (1996). Preparing Scientific Illustrations: A Guide to Better Posters, Presentations, and Publications. 2nd edn. New York: Springer-Verlag.

**Internet resources:**

*http://alimsak.kz/index.php?option=com\_content&view=article&id=190:aza-khandy-y-ryluyny-m-seleleri&catid=91&Itemid=577*