

Writing Effective Study Plans

Ted Knoy

Teacher	Yi-Chien Peng (彭怡倩 老師)
Book	Writing Effective Study Plans
Editor	Ted Knoy
Publisher	清尉科技股份有限公司
Publishing Date	2001/06
Paperback	243
Price	450
Content Introduction	The book, Writing Effective Study Plans, aims at providing a sound English writing curriculum and, on a more practical level, to provide valuable reference guides. The step by step instruction help learners to have a basic idea and clearly know how to write a study plan no matter go abroad or advanced study in the future.

Abstract

This writing workbook aims to instruct students that are preparing for advanced study on how to write a simple, concise and straightforward study plan. The following elements of an effective study plan are introduced: expressing interest in a field of study, displaying knowledge of that field, describing academic background and achievements, introducing research and professional experiences, describing extracurricular activities relevant to study, describing personal qualities relevant to study, outlining career objectives, and stating why an institution was selected for advanced study. This workbook also describes how to write an effective recommendation letter for their advanced study.

Each unit begins with four pictures that provide essential information for students to write a specific aspect of a study plan or recommendation. Additional written activities that are related to those four situations allow students to understand how the visual representation relates to the ultimate goal of compiling an effective application. This workbook visually represents the information required to write effective study plans and advanced study recommendations. In doing so, students must know the context of the information and then use it appropriately.

Writing Effective Study Plan

After I read this book, I would like to briefly introduce each unit according to each unit in this book.

I. Expressing interest in a field of study 表達學習領域興趣

(i) Useful vocabulary:

a concentration in 主攻

acquired 拿到

intrigued 著迷

renowned 有名的

strong academic background 強而有力的學歷背景

rigorous challenges 嚴厲的挑戰

(ii) use active voice frequently 常用主動語氣

How to use a simple word and make it direct is a big challenge for a writer.

Switching from passive voice to active voice often makes a sentence more direct, concise and persuasive.

II. Displaying current knowledge of the field of study 展現已有的學習領域知識

(i) Useful vocabulary:

commence 著手

pursue 追球

devote oneself to 把自己奉獻給

aspiration 熱望

enhance competitiveness 提高競爭

(ii) use verbs instead of nouns 動詞代替名詞

Sometimes overusing nouns would also bring needless prepositions. Besides, it would lead the verbs powerlessly.

III. Describing academic background and achievements 描述學歷背景及已獲成就

(i) Useful vocabulary:

highly competitive 高度競爭

attest to 證明
refused 拒絕
fundamental skills 基本能力
come into contact with 接觸
theoretical knowledge 理論知識
fostered 培養
strong analytical skills 強的分析能力

(ii) create strong verbs 強而有力的動詞

The action of a sentence can be stated more clearly when verbs are used rather than nouns. However, not all the verbs are weak if they are not express a strong meaning.

IV. Introducing research and professional experiences

介紹研究及工作經驗

(i) Useful vocabulary:

premier 有名的
implement 執行
immersing 埋首於

(ii) avoid overusing sentences that begin with “it” and “there”

避免過度使用 it 及 there 開頭句

Since the sentences beginning with “there” and “it” would make the article wordiness and ambiguity. Simply state the sentence can make the reader more understand and get the point.

V. Describing extracurricular activities relevant to study

描述與學習有關的課外活動

(i) Useful vocabulary:

exposure 暴露
coincide with 與...一致
broaden one's horizons 擴展某人的視野
extracurricular activities 課外活動
bilingual 雙語的
diverse education 不同的教育
coordinate 協調
integrated and efficient manner 整合及有效率的方法
the larger global picture 更寬大的國際視野
unique leadership opportunity 獨特的領導機會

(ii) delete redundant and needless phrases

除去重複及不必要的措句

Many redundant statements or needless phrases can be either deleted entirely or expressed more simply.

VI. Describing personal qualities relevant to study

描述與學習有關的個人特質

(i) Useful vocabulary:

grade point average 平均成績

ingenuity 獨創性

in tune with popular trends 清楚知道流行趨勢

incur 招致

collaborate with 和...合作

interact with 互相影響

inherited 傳承

an emerging trend 新興趨勢

(ii) ensure subject and verb agreement 主詞及動詞必須要前後呼應

The subject and verb should be logically created. If not, it would confuse readers.

VII. Outlining career objectives 概述未來工作目標

(i) Useful vocabulary:

logical thinking 合理的思考

receptive 善於接受的

export 輸出

to be in a better position to 位於較有利地位

(ii) ensure that pronoun references are clear in meaning

代名詞必須清楚使用

Readers become confused when sentences contain pronouns that do not have a clear antecedent. Numerous problems can arise when a pronoun does not refer to a clear antecedent.

VIII. Stating why an institution was selected for advanced study 解釋選擇該校原由

(i) Useful vocabulary:

career aspiration 職業抱負

enhance 提高

distince 區別

competence 勝任

flexibility 適應性

dominant 佔優勢的

graduate curricula program 研究所課程

academic resources 學業資源

diverse and professional curricula 互異及專業課程

(ii) form sentences parallel in structure and meaning 句子的結構性須有一致性

All parts of a sentence must have a similar construction.

IX. Recommending a student for study 撰寫推薦函

Introduction and qualification to make recommendation

介紹且開始推薦人資格

(i) Useful vocabulary:

provide valuable insight into 提供寶貴的眼光

play an instrumental role in 扮演關鍵角色

enrolled 註冊

enthusiastically contributed to 熱情的貢獻

as documented in 以前曾提及

exceed one's expectations 超過某人的預期

(ii) eliminate modifier problems 除去修飾語所造成的問題

As a word, phrase, or clause a modifier describes another word, phrase, or clause.

The reader becomes confused when the modifying clause or phrases is not adjacent to the word it modifies. This often creates a gap between the author's intended meaning and what is actually written.

X. Recommending a student for study 撰寫推薦函

Personal qualities of the candidate that is relevant to Graduate study

被推薦人與進階學習有關的個人特質及信函結尾

(i) Useful vocabulary:

persistent 堅持的

merit 優點

hesitate 猶豫

diligent 勤奮

encounter a bottleneck 遭遇瓶頸

to delve into 鑽研

innovative 創新的

to be impressed with 對某人有很深的印象

highly qualified candidate 高度合格候選人

(ii) verify for faulty comparisons and omissions

再次檢查錯誤的比較詞及粗心的疏漏

Sentences that contain comparisons, which are illogical and incomplete create further ambiguity in writing. Editors must also recognize words that have been omitted carelessly.

In this book, there are several advantages for learners. First, the book has MP3. That means that learners can learn both the pronunciation and contents with the book. The learners can keep on listening and reading the book. It not only can help them to train their listening skill, but also catch the point about the pronunciation. Second, all the skills are written in step by step, which make the learners can clearly know what they are going to do next. The readers can also learn the useful key word or important vocabularies. It can help them to write a more persuasive and effective study plan. Third, through this book, it can not only improve learners' writing skills, but also have a basic and logical mind about writing. From this book, it offers many useful and helpful tips for us to understand how to write correctly and effectively.

The book is written in an easy and clear way for learners. The best part is that I think the learners can learn writing without fear and confusion. Following the steps in the book, learners can clearly know the meaning of the contents, but also each sentences structures of each chapter in the book.

If you are the person who would like to prepare writing an study plan, but you have no idea about how to start. I highly recommend this book for the beginners. Reading and learning this book thoroughly, you could not only improve English writing, but also the background information about writing skills and steps. Moreover, it can develop your listening and reading skill at the same time. Follow the steps and work hard on it; I believe one's English writing would have a great improvement.