

# Scientific Writing: An Introduction and Refresher

## Course details and booking form

### Duration

2 days

### Topics covered

1. Introduction  
Why good scientific writing matters
2. Fundamental characteristics of good scientific writing  
Clarity, economy, familiarity, neutrality and consistency. What is *correct* writing?
3. Exercise 1: correcting flaws in sample texts
4. Scientific documents: types & structures  
IMRAD format, tips on writing abstracts, introductions and discussions, research-specific structures, grant writing
5. The language of language  
Word classes (nouns, verbs etc) and the building blocks of text (phrases, clauses, sentences and paragraphs)
6. Obstacles to readability in scientific writing  
Denseness (sentence length and complexity), misplaced jargon, noun clusters, abstraction and nominalisation, poor use of voice, impersonal tone, excessive formality.
7. Exercise 2: simplifying sample texts by removing common obstacles to readability
8. The process of writing  
Getting started (brainstorming, mind-mapping and outlining), drafting techniques, writing for review, reviewing tips, general writing tips, writing for different audiences, collaborative authoring, visuals and their conventions, typing uncommon characters, citation styles
9. Fundamental aspects of grammar  
Verb–subject agreement, relative clauses, and some old rules best ignored

10. Exercise 3: correcting grammatical flaws in sample texts
11. Troublesome words  
Commonly confused words
12. Punctuation refresher  
Commas, apostrophes, hyphens, dashes, semicolons, and colons, brackets, ellipsis, quotations, and some current fads best ignored
13. Exercise 4: correcting flaws in sample texts
14. Ethics and scientific writing  
Fabrication, plagiarism, common knowledge, attributing authorship, funding, conjecturing, etc.

### Presenters

The course will be presented by Dr Annabel O'Connor, Dr Bill Parker or Dr Geoffrey Marnell. Each presenter has many years experience writing and editing scientific and technical literature. [Click here](#) for further details.

### Location

All classes will be held in or close to the CBD. You will be notified of the venue closer to the date of the course.

### Cost (in AU dollars, including GST)

Full: \$875; Early Bird: \$695; Special: \$495

The cost includes a 240-page [comprehensive reference book](#), lunch and refreshments, a certificate, and 30-days free email support (for clarification of, or elaboration on, the topics discussed).

### Queries

Telephone 1800 601 116 (a free call) or send an email to [courses@abelard.com.au](mailto:courses@abelard.com.au)

## Make a booking

Attendee's name: \_\_\_\_\_

Postal address: \_\_\_\_\_

Email: \_\_\_\_\_

Payment method:  Pay on receipt of a tax invoice<sup>†</sup>, or  
 Pay now by credit card

Card type:  Visa  MasterCard  AMEX  
(A 2% processing fee applies to all credit card payments)

Card number: \_\_\_\_\_

Expiry date: \_\_\_\_\_

Name of card: \_\_\_\_\_

Signature: \_\_\_\_\_

Comments or questions: \_\_\_\_\_

Organisation\*: \_\_\_\_\_

City and postcode: \_\_\_\_\_

Contact phone no.: \_\_\_\_\_

Select the course (all dates are in 2012):

[Red dates indicate that the early bird discount period ends soon.]

- Perth:**  March 20–21  May 15–16  
**Canberra:**  February 20–21  June 15–16  
**Melbourne:**  March 22–23  May 10–11  
**Sydney:**  March 8–9  June 7–8  
**Brisbane:**  February 27–28  May 24–25  
**Adelaide:**  March 29–30  July 5–6

**In-house course:** We'll contact you to discuss dates and charges.

**More courses later in 2012. Call 1800 601 116 for details.**

Fee:<sup>‡</sup>  Full  Early-Bird  Special

\* Specify the organisation only if it will be paying for your attendance at the course.

<sup>†</sup> To secure your place in the course, your tax invoice must be paid no later than 7 calendar days before the course start date. The tax invoice will be made out in your name, or in the name of the organisation who will pay the invoice, and sent to the postal address specified above.

<sup>‡</sup> The **Special** rate is offered to concession-card holders and full-time students. The **Early-Bird** rate is for bookings received at least 1 week before the course date (unless otherwise noted above).

**CANCELLATIONS:** Full refund if cancelled with at least 10 days notice; no refund if cancelled with less than 5 days notice; otherwise 50% refund.

## Send this form by...

... fax to (03) 9596 3625 or by email to [bookings@abelard.com.au](mailto:bookings@abelard.com.au). You can also book over the telephone by calling 1800 601 116 (a free call).