

# ***Chapter I***

***Basics and generalities of  
writing techniques***

**I.1 Definitions****a. The abstract**

An abstract is generally a short text or a simplified reformulation of the main ideas of a text (dissertation, thesis, scientific article, book... or any other document) in just one or more paragraphs, within a set number of words. In the abstract, ideas are presented in the same order as in the primary text.

**b. The letter**

A letter is a written document sent by a person to a public or private service or administration (known as an administrative or official letter); or to a close person (relatives, friends, etc.) (Known as an ordinary or unofficial letter). In the ordinary letter, you are free in how to write, unlike the official letter, which is subject to strict rules of writing.

**c. The report**

A detailed report is an informative and rigorous written document, summarizing the outcome of a meeting or event, and describing the results of a scientific experiment or research in the practical work (reports required to students), while respecting a precise writing code based on scientific ethics (Chapter 4). This type of document enables anyone concerned to learn about the subject of the report, without having attended the related event.

**II.2 Writing standards****a. Style**

Writing style can be defined as a way of using language as a means of expression. To acquire a quality writing style, there are some guidelines to follow. Among them:

- ✓ **Vocabulary clearness:** make the right choice of vocabulary, which should be precise, using simple, easy-to-understand words with a proper meaning.
- ✓ **Clarity of thinking:** ideas should be clear and well-structured. A single paragraph should express a single key idea. Link paragraphs according to the order of ideas.
- ✓ **Legibility:** respecting spelling codes and handwriting quality to ensure the readability.

- ✓ **Clear punctuation:** punctuation gives rhythm to the sentence, suggests intonation, reflects nuances of thought and simplifies reading.
- ✓ **Harmony:** use short, smooth sentences and avoid repetition.
- ✓ **Originality:** Bringing out the author's stamp and personality. The author should have his own unique style (NO copy / paste).

### b. How to present of a written work?

In order to present a written text properly, it is strongly recommended to follow certain basic rules, which are set out as follows:

- ✓ The text must be typed using computer software (Word, Latex). The layout must take into account the choice of margins, font and character size, numbering (headings, subheadings and text), colors, underlining, line spacing, text alignment, etc.
- ✓ Think about the structure of your work before you start writing. Ask yourself the right questions: what is the purpose of my work? What do I want to achieve? By what means? What documentation do I need?
- ✓ When working on a scientific or technical writing project (dissertation, thesis, report...), it is essential to :
  - Highlight the problems faced, the approach adopted and the results obtained.
  - Be clear and concise, particularly in the introduction, conclusion and abstract.
  - Write a concise introduction setting out the context, the aims of the work and the plan for the rest of the document.
  - Discuss and interpret the significance of the obtained results.
  - Write a concise conclusion that shows clearly whether the initial objectives of the work have been achieved.
  - Do not forget to mention quotations and bibliographical references, thus avoiding appropriating the others work, ideas and words, which is known as "plagiarism".
- ✓ The overall presentation of the written work should be well-organized: sufficient spacing, chapter headings, table of contents and annexes, etc., should be highlighted.



## II.3. Applications

### a. Writing an abstract (summary)

An abstract is not a cutting-up of the text into paragraphs; it highlights the major information (main ideas) of a text more briefly, within a set number of words. In other words, it seeks to report the most essential points of a text. Summarizing requires two important qualities: clarity of thinking and precision of expression (comprehensive sense).

Abstract is made up of five main parts:

- ✓ **Objective:** this section briefly presents the studied topic and the problem encountered.
- ✓ **Materials and methods:** this section describes the equipment and methodology used to solve the problem. Experimental details should be avoided.
- ✓ **Results:** the main results obtained are discussed. Mention the particularity of the result and compare it with other work results (if necessary).
- ✓ **Conclusion:** this final section should set out the main conclusions and respond to the problem in question.
- ✓ **Keywords:** a list of words (five to six words approximately) that reflect the topic of the text.

### Abstract sample

The aim of this study is to develop and characterize new materials type hydrotalcite of M-Al formulation (M = Ni, Zn, Mg, Co, Ca, Ba, Cu). In a first step, the M-Al systems were synthesized via the co-precipitation method using nitrates as starting salts and NaOH as a precipitating agent at a precise pH. The second part of this work is devoted to the characterization of the synthesized materials. Several physicochemical techniques have been used for the determination of thermal, structural and textural properties, namely ATG-ATD, DRX and FTIR. XRD and FTIR analysis of the prepared phases confirmed the presence of the characteristic HDL lines only for the Mg-Al, Ni-Al, Zn-Al and Co-Al formulations. ATG-ATD analysis showed a mass loss around 37-41%. The results obtained confirm that the hydrotalcite structure is only observed for the metals Ni, Zn, Mg and Co.

**Keywords:** Hydrotalcite, Aluminium, Coprecipitation, Characterization.

### b. Writing an official letter -paper version-.

The official letter is the indispensable tool in professional, commercial or administrative communications. This type of letter is a commitment of the author, and can have major consequences for the recipient. For this reason, it is highly codified in both form and content. It must be short, precise and courteous.

#### 1. Text layout

**Table I.1** sets out the main rules for writing and arranging the text within the official letter.

Components	Rules	Place of components
Paper format	A4 (21 cm x 29,7 cm) ; white paper without line	
Text font	Classic fonts (Arial, Times New Roman...)	
Font size	12 for the body text Larger size for titles and subtitles	
Sender's details	Mr, Mrs, followed by first and last name, company (position), address, zip code, phone number and/or e-mail address	At the Top, left
Recipient details	Mr, Mrs, followed by first and last name, company (position), address, zip code, telephone number and/or e-mail address	At the Top, left Bellow the date
Date ( <u>An undated letter is not legally considered an official letter</u> )	For example, February 10, 2023	At the top, left
Margin	(2,5 to 4 cm) for upper, lower or lateral margins.	
Interlining	(1 to 2 to 3 cm)	
Signature ( <u>An unsigned letter is not considered legal and may be rejected</u> )	Have a large space Title of signatory/ his last Name / signature	At the bottom, left
Several pages	<b>Ellipsis</b> to indicate passage to next page: ex: (...2) or (..../2)	In the bottom right-hand corner of the first page.
	Number the Next page	At the top, in the middle

Attachement(s) indicate that the envelope contains one or more documents attached to the letter	Mentioned, preceded by initials (ex: <b>Atts.: CV, certificates, etc.</b> )	At the bottom of the first page
The call (recipient title must be specified) <u>The call is always followed by a dot</u>	- Mr. (men), Ms. (women), (when the recipient's function is unknown). -President, , Mayor, Dr. (doctor), Pr.(professor) - Maitre (Lawyer, Notary) - His Excellency (Ambassador, minister...)	

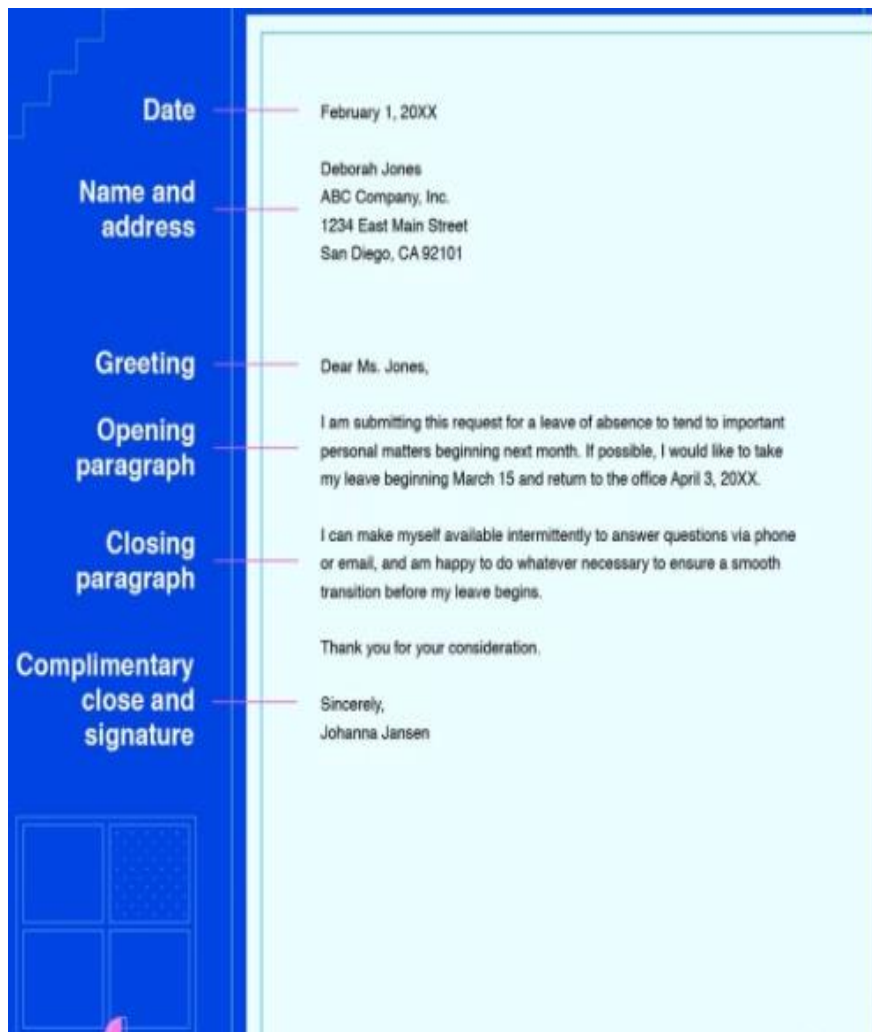
## 2. The body of the letter

The body of the letter contains mainly the message you want to transmit. You can capture your main points and professionally explain your concerns, opinions or other information to your recipient. It generally consists of three parts: the introduction, development and conclusion.

- ✓ **The introduction or the opening paragraph:** Directly sets out the subject or purpose of the letter. The most common expressions used to begin a letter introduction:  
To Whom It May Concern, / Dear Mr. Anybody,  
*I am pleased to inform you that...*  
*I am honored and delighted to ...*  
*I am deeply honored and humbled to ....*
- ✓ **Development:** In the development section, you include details that support your first statement. Each new idea should be the subject of a separate paragraph.
- ✓ **The conclusion:** If the letter is long, the conclusion should be the subject of a separate paragraph, before the salutation. And if the letter is short, the greetings can serve as the conclusion.
- ✓ **Greetings:** The salutation or courtesy is the polite wording at the end of a letter. Like the call, it varies according to the relationship between the correspondents. The simplest and most useful:

- Thank you for your assistance in this matter,
- Thank you for your consideration,
- Thank you for your recommendation,
- Sincerely,
- Regards,
- Yours truly,
- Yours sincerely,
- Best regards,
- Cordially,
- Yours respectfully,

### General format of the official letter



### Sample of an official letter

Sender's details : first and last name,  
company (position),  
address, zip code,  
phone number and/or e-mail address\*

Date: February 10, 2023

Receipient details : first and last name,  
company (position),  
address, zip code,  
telephone number and/or e-mail address

Dear Dr. Jones,

I'm pleased to inform you of my intention to apply for the open Erasmus program for the academic year 2023-2024.

I am currently enrolled in a Master II program, Science and Technology, at the University of Jijel. This scholarship will enable me to carry out my end-of-study research project in best conditions.

Please find attached to this letter all the documents justifying the criteria for obtaining this scholarship.

Thank you for your consideration,

Sincerely,

First name, last name

Signature.

Atts.: CV, certificates, motivation letter



**c. Writing an official letter -electronic version-.**

We've gone previously, into detail about how to write and send a conventional letter - paper version-. However, the most popular method used in correspondence exchange, nowadays, is through electronic mail (e-mail). This method has many time-saving advantages, such as the ability to transmit messages in a very short lapse of time (just few seconds), the possibility of communicating in real or delayed time (24 hours a day) and the flexibility of selective or very wide diffusion according to the sender's wishes, at a relatively low cost.

Nevertheless, the electronic letter is also subject to specific writing rules. Here are the main ones:

- ✓ Prepare the letter in a separate file (MS-office, Latex, or other data-entry software).
- ✓ In order to prevent the letter from being altered after sending and while arrival at the recipient, it should be converted into a non-editable text format (Portable Document File - PDF), which is a data format readable by all operating systems (Windows, Linux, Mac).
- ✓ Avoid writing the letter, directly, in the e-mail massaging space for the following reasons:
  - Risk of accidentally sending unfinished text.
  - Risk of letter format changing during transmission between sender and recipient.
  - Confidentiality and security communication issues.

**d. Writing a Curriculum Vitae (CV)**

Having a good CV is often the trigger for securing an interview. It deserves your time and effort in preparation. A CV should answer the following questions:

- What do you want to do?
- What can you bring to our company?
- Why are you qualified for the position?
- What have you done in the past that could be transferable?

**1. Tips to Ensure Your CV Will Be Read**

Do you know how much time a recruiter spends reading your CV? No more than 30 seconds

initially. To be read, your CV must be:

- Concise: One page.
- Clear: Avoid abbreviations and overly trendy terms.
- Precise: Only include experiences and measurable results.
- Easy to read: Pay attention to the visual appearance of your CV.
- The CV must be typed and only printed on one side of an A4 sheet.
- Pay attention to spelling, grammar, and punctuation. Mistakes are viewed negatively!

## **2. Sections of a CV**

a. **Title:** Clearly define your objective by giving your CV a specific title. Examples:  
Marketing Manager.

b. **Personal Details:**

- First name, last name, age, photo (optional).
- Address, phone number, fax number, email address.
- Marital status, military status.
- Nationality (if you have multiple nationalities, mention them).

c. **Academic Qualifications:**

- Degrees obtained: however, it's best to list only the most recent ones.
- If you have written a report, thesis, publications, patents, mention them with details about the subject and the number of pages.

d. **Professional Experience:**

- Internships: If you are seeking your first job, internships are particularly important. Highlight them: mission, location, responsibilities, results, etc.
- If you have worked in a team, mention it (type of activity, number of people, tasks, etc.).
- Previous jobs: Specify the date, position held, company name, and location (postal code followed by the city name).

e. **Other:**

- Computer skills, office software knowledge, equipment used: list these if they are an added value for the job you're applying for.

- Languages you speak: Specify your level with terms like beginner, intermediate, fluent.
- Interests: If they reveal an active personality with a sense of responsibility.

### Example of CV for a beginner

Cyril BAUMGARTNER  
Chemin du Coteau  
1095 Lutry Suisse  
Tél./Fax \_\_\_\_\_  
E-Mail \_\_\_\_\_

25 ans  
Célibataire

**OBJECTIF: un poste d'Ingénieur Recherche et Développement en microtechnique  
dans une entreprise à vocation internationale**

#### ✓ETUDES

- Maturité gymnasiale, Lausanne 1993
- Diplôme d'Ingénieur en Microtechnique à l'Ecole Polytechnique  
Fédérale de Lausanne (orientation : produits intégrés) 1998

#### ✓EXPERIENCE PROFESSIONNELLE

- Divers emplois temporaires : vendeur (jouets), aide électricien,  
ouvrier spécialisé, chauffeur-livreur, caissier ... de 1988 à 1994
- Stage chez XXX SA dans le domaine de la mesure des caractéristiques  
de fibres optiques 1995 (2 mois)
- Réalisation d'un système de transfert de données pour une commande de robot  
d'assemblage (travail de diplôme) 1997
- Assistant à l'Institut de Microtechnique de l'Ecole Polytechnique  
Fédérale de Lausanne dès déc. 1997  
Développement d'un capteur chimique pour la mesure du PH

#### ✓LANGUES

- Français : langue maternelle
- Anglais : très bonnes connaissances (nombreux séjours en Grande-Bretagne et 3 mois au USA)
- Allemand : moyen

#### ✓CONNAISSANCES INFORMATIQUES

- Systèmes d'exploitation : Windows 3.1 et 95 ; Mac OS
- Logiciels : Winword, Ami pro, Excel, Labview, Matlab, dBase, Oracle (SQL)

#### ✓CENTRES D'INTERET

- Oenologie : certificat d'importateur de vin (été 1992)
- Natation : niveau compétition (de 1983 à 1987)
- Water-polo : niveau compétition (de 1987 à 1991)