

## Academic Correspondence

### A Workshop for Scientists and Engineers

MK306

Having finally completed your manuscript, the next step is to write an effective cover letter which convinces the editor of the importance and novelty of your research. Later in the publication process, you will be called upon to respond effectively to your reviewers' comments. The tone of your correspondence can have a major impact on whether your paper is accepted. In addition, you may also have to write a peer review: How do you find the right formulations for being critical, yet polite and constructive?

The following topics will be covered:

- convincing your reader with persuasive and diplomatic language
- writing effective emails and a good cover letter
- corresponding effectively with reviewers and editors
- critiquing your peers' articles in a constructive manner
- a collection of useful phrases, authentic examples and cover letter/email templates

Duration of training: 09:00 a.m. - 04:30 p.m.

#### TERMINE, PREISE UND BUCHUNGSMÖGLICHKEIT

#### KONTAKT UND BERATUNG

Administration/Beratung: [Eltje Witt](#), ↗ [Kontakt](#)  
Fachliche Fragen: [Elisabeth Gillich](#), ↗ [Kontakt](#)

#### INFORMATIONEN

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