

# Higher Education and Research English Participant Workbook

Practice pages for realistic field-specific meetings, pushback, documentation, and role-play preparation

**Audience: faculty, postdoctoral researchers, graduate students, lab managers, research administrators, grant staff, ethics-board coordinators, and academic program leaders**

Focus: A higher education and research English curriculum for grant proposals, lab meetings, peer review, research ethics, authorship, data management, academic presentations, and institutional collaboration.

Designed for advanced ESL learners who already use professional English and need industry-specific terminology, realistic meetings, role-play pressure, careful pushback, and polished workplace outputs.

Teaching stance: this is language and workplace-communication training, not legal, medical, financial, safety, or regulatory advice. Instructors should connect every scenario to the learner's current company policies, local rules, and approved procedures.

## How to Use This Workbook

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For each module, define the terms, identify the decision pressure, write a careful response, and practice the conversation aloud. Strong answers are specific, calm, evidence-aware, and tied to owner and next step.

### Module 1. Research Questions and Study Design

#### Situation

A lab wants to describe an exploratory study as definitive.

Stakeholder pressure: Use stronger language to attract attention.

Constraint: Hypothesis, design, sample, limitations, and inference must be aligned.

#### Terms to use

- research question
- hypothesis
- methodology
- limitation

#### Evidence, owner, or policy boundary

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#### Pushback sentence

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#### Draft the study-design caveat

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### Module 2. Grant Proposals and Specific Aims

**Situation**

A proposal includes too many objectives for the budget.

Stakeholder pressure: Keep every aim to look comprehensive.

Constraint: Feasibility, significance, innovation, approach, and milestones need balance.

**Terms to use**

- specific aims
- significance
- innovation
- feasibility

**Evidence, owner, or policy boundary**

**Pushback sentence**

**Draft the specific-aims revision**

**Module 3. Lab Meetings and Data Challenges**

**Situation**

A student presents inconsistent results.

Stakeholder pressure: Say the data are bad.

Constraint: Controls, replication, protocol drift, and analysis assumptions need review.

**Terms to use**

- control
- replication
- protocol drift

- analysis assumption

**Evidence, owner, or policy boundary**

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**Pushback sentence**

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**Draft the lab-meeting question set**

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**Module 4. Research Ethics and Human Subjects**

**Situation**

A researcher wants to use data for a new question outside the approved protocol.

Stakeholder pressure: Analyze it because the data already exist.

Constraint: Consent, IRB approval, privacy, and secondary-use rules may apply.

**Terms to use**

- IRB
- informed consent
- secondary use
- human subjects

**Evidence, owner, or policy boundary**

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**Pushback sentence**

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## Module 6. Peer Review and Revision Responses

### Situation

Reviewers ask for additional analyses outside the original scope.

Stakeholder pressure: Reject the comment sharply.

Constraint: Tone, evidence, scope, feasibility, and transparent limitations matter.

### Terms to use

- peer review
- major revision
- response letter
- scope

### Evidence, owner, or policy boundary

### Pushback sentence

### Draft the reviewer-response paragraph

## Module 7. Data Management and Reproducibility

### Situation

A dataset lacks clear metadata before publication.

Stakeholder pressure: Upload it anyway.

Constraint: Metadata, code, provenance, privacy, and repository requirements need attention.

### Terms to use

- metadata
- repository

- provenance
- reproducibility

**Evidence, owner, or policy boundary**

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**Pushback sentence**

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**Draft the data-management checklist**

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**Module 8. Academic Presentations and Conferences**

**Situation**

A conference audience challenges the study's generalizability.

Stakeholder pressure: Defend every conclusion.

Constraint: Population, context, method, and future work should be addressed calmly.

**Terms to use**

- generalizability
- limitation
- future work
- conference Q&A

**Evidence, owner, or policy boundary**

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**Pushback sentence**

**Draft the conference Q&A response**

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**Capstone Simulation**

Lead a cross-functional meeting in higher education and research. Choose four modules from this workbook, connect the risks, and prepare a five-minute update with decision, evidence, constraint, owner, and next step.

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