

SOP與Personal Statement



學術交流基金會
美國教育資訊中心
教育顧問 傅鏡平

我眼中的自己...

SWOT分析：

內在：**S**trength（優勢）- 我的厲害之處

Weakness（劣勢）- 我還可以更好的地方

外在：**O**ppportunity（機會）- 我可以出頭的機會

Threat（威脅）- 別人的優勢

讀書計畫

- 讀書計畫的英文名稱有很多種，常見為Statement of Purpose、Personal Statement、essay。
- 申請大學部及MBA通常要寫essay

SOP與PS的差別

- 以U of Michigan為例
- 透過Rackham Graduate School申請
- Type your **Statement of Purpose** and **Personal Statement** directly into the application form or create them in your preferred word processor and upload them from your computer.

SOP 1

- **The Academic Statement of Purpose should be a concise, well-written statement about your **academic** and **research** background, your **career goals**, and how Michigan's graduate program will **help** you meet your career, and **educational objectives**.**

SOP 2

- The following fields are required on the header of your Statement:
- Write "Statement of Purpose" at the top of your document
- Your name
- The name of your proposed program of study
- Your 8 digit UM ID (if known)

Personal Statement (500 Word Limit)

- How have your **personal background** and **life experiences**, including social, cultural, familial, educational, or other opportunities or challenges, motivated your decision to pursue a graduate degree at the University of Michigan? This is not an Academic Statement of Purpose, but a discussion of the **personal journey** that has led to your decision to seek a graduate degree.

PS

- The following fields are required on the header of your Personal Statement:
- Write "Personal Statement" at the top of your document
- Your name
- The name of your proposed program of study
- Your 8 digit UM ID (if known)

讀書計畫要求的重點(1)

- 簡明扼要、精鍊的短文寫作
(make a brief statement;
write a concise, well-written
essay)
- 說明想念研究所的原因
(reasons for undertaking
graduate study)

讀書計畫要求的重點(2)

- 選此校研究所的原因 (reasons for choosing the graduate program for which you are applying.)
- 師資—該校某位名師的特殊領域 (specialty) 是你有興趣的研究目標。
- 課程—該校有那些特別的課程對你的深造助益頗大。
- 聲譽—研究聲譽卓著或校友的傑出表現。

讀書計畫要求的重點(3)

- 說明學業、專業與職業上的興趣與目標
(academic, professional & career interests and goals)
- 提出欲攻讀與相關領域的過去背景
(background, past work in your intended and allied fields)
- 轉領域者在此處要加強

如何寫讀書計畫(1)

- 設法寫出一篇「完全攻略版」的讀書計畫亦即從各種角度著眼，而寫出一篇較長篇的讀書計畫，再根據各校的不同要求作刪減。當然，最理想的狀況是針對每個學校的需求，而寫出「個別量身訂作」的讀書計畫，效果最佳。

如何寫讀書計畫(2)

- 讀書計畫內容可以包括：動機 (motivation)、個人背景 (personal background)、學業背景 (academic background)、課外活動 (extracurricular activities)、工作經驗 (working experience)，選擇對方科系的原因與職涯目標 (career goal)。

如何寫讀書計畫(3)

- 預寫 (prewrite) — 下筆之前的準備工作
 - A. 從英文書刊或雜誌中找出佳句作為寫作的好材料。
 - B. 直接用英文思考寫作的方向較理想
 - C. 先把英文履歷表 (resume) 整理好，以方便在讀書計畫中更有系統的敘述自己的學經歷背景

如何寫讀書計畫(4)

- 作筆記 (note-taking)

- 我為什麼想念這個科系？
- 為什麼選這個學校？
- 為什麼我是該系的優秀人選？
- 我有什麼特殊的學經歷、動機、潛力支持我繼續深造？
- 我對未來的規劃（包括研究取向及生涯規劃）？
- 念完這個科系對我的生涯規劃會有什麼幫助？ How the program will help you?

如何寫讀書計畫(5)

- 列出大綱 (outline)
- Motivation
- Academic
- Extracurricular activities or working experience
- Goal

如何寫讀書計畫(6)

- 如何在數百份文件中跳出來?
- 第一段很重要(避免俗套)
- Hook
- 吸引教授看下去
- 材料工程例子

如何寫讀書計畫(7)

- I am applying to the Master of Fine Arts program in creative writing at the University of Okobojo because I believe my writing will blossom at your program since it is a place where I will be challenged and I can hone my writing skills--

<http://www.uni.edu/~gotera/gradapp/stmtpurpose.htm>

如何寫讀書計畫(8)

- 撰寫內文 (content)
 - 每一段開始應有一個主題句 (topic sentence)
 - 注意同一段內句子的承接或轉接，恰當的使用轉承字或句子 (transitional words / sentences)
 - 應避免只是堆砌一些空泛的形容詞，越能具體的表達越好
 - 字數依學校規定 (double-spaced二頁或是1500字)

如何寫讀書計畫(9)

- 避免讀書計劃和履歷表(resume)不分
 - 履歷表只是列舉一些「事實」，而讀書計劃應該表現出事實背後的「意義」。
 - 不要輕浮搞笑
 - 勿用艱深單字

如何寫讀書計畫(10)

- 校正 (proofreading) — 檢查文法與文章結構
 - 自己改 例: 單字重覆
 - 找native speaker改
- 儘可能的重寫 (rewrite)
至少經過三次以上的改寫
- 列印 (print)
注意檢查學校名稱、科系、欲攻讀的學位是
否正確的，千萬不要弄錯

注意事項!

- 具體描寫個人欲從事研究之相關產業現況及未來發展潛力，並與個人研究作結合。
- 隱惡揚善，多用正面文字書寫，不要自曝其短
- 注意所寫的和你所學的相關性

範例: NYU graduate program

- *Please develop an essay of no shorter than 500 words (typed, double-spaced) that discusses your professional goals and addresses each of the following questions:
Why is this Graduate program right for you, both academically and professionally?
What might you **contribute** to the program, both as a student and afterwards?*

Writing the Statement of Purpose

-UC Berkeley

Part 1: Introduce yourself, your interests and motivations

Tell them what you' re interested in, and perhaps, what sparked your desire for graduate study. This should be short and to the point; don' t spend a great deal of time on autobiography.

Writing the Statement of Purpose

Part 2: Summarize your undergraduate and previous graduate career

a) Research you conducted. Indicate with whom, the title of the project, what your responsibilities were, and the outcome. Write technically, or in the style of your discipline. Professors are the people who read these statements.

Writing the Statement of Purpose

b) Important paper or thesis project you completed, as well as anything scholarly beyond your curricular requirements.

c) Work experience, especially if you had any kind of responsibility for testing, designing, researching or interning in an area similar to what you wish to study in graduate school.

Writing the Statement of Purpose

Part 3: Discuss the relevance of your recent and current activities

If you graduated and worked prior to returning to grad school, indicate what you' ve been doing: company or non-profit, your work/design team, responsibilities, what you learned. You can also indicate here how this helped you focus your graduate studies.

Writing the Statement of Purpose

Part 4: Elaborate on your academic interests

Here you indicate what you would like to study in graduate school in enough detail to convince the faculty that you understand the scope of research in their discipline, and are engaged with current research themes.

Writing the Statement of Purpose

a) Indicate the area of your interests. Ideally, pose a question, define a problem, or indicate a theme that you would like to address, and questions that arise from contemporary research. This should be an ample paragraph!

Writing the Statement of Purpose

b) Look on the web for information about departments you're interested in, including professors and their research. Are there professors whose research interests parallel yours? If so, indicate this. Check the specific program; many may require you to name a professor or professors with whom you might work.

Writing the Statement of Purpose

c) End your statement in a **positive** manner, indicating your excitement and readiness for the challenges ahead of you.

Tips for Writing a SOP

1. What the admissions committee will read between the lines: self-motivation, competence, potential as a graduate student.
2. Emphasize everything from a positive perspective and write in an active, not a passive voice.

Tips for Writing a SOP

3. Demonstrate everything by **example**; don't say directly that you're a persistent person, show it.

4. If there is something important that happened to you that affected your grades, such as poverty, illness, or excessive work, state it. Write it affirmatively, showing your perseverance despite obstacles. You can elaborate more in your personal statement.

Tips for Writing a SOP

5. Make sure everything is linked with continuity and focus.

6. Unless the specific program says otherwise, be concise; an ideal essay should say everything it needs to with brevity. Approximately 500 to 1000 well-selected words (1-2 single space pages in 12 point font) is better than more words with less clarity and poor organization.

中英文寫作大不同...

— 中文寫作：

■ 起-承-轉-合，像蝸牛殼的同

心圓...

■ 英文寫作：

■ 主題句-闡釋句-例句-結論，像
枝幹分明的樹...

■ 例：主題句 - 我愛王建民

闡釋句 - 因為他是有實力的強投

例句 - 他在與天使的比賽中，使出伸
卡球的武器...

結論 - 我十分激賞王建民的表現

格式注意事項

- 第一張紙的「右上角」列出你的基本資料，包括英文全名（和申請表格上的拼法一樣），欲申請的科系及校名。
- 第二頁或第三頁，最好能在每頁的右上角註明姓名及頁數
- 最後一頁下方親筆簽名
- 每一頁請留適當的空白作為頁緣
(margin)

參考別人的文章

- 從網路上找sample

Key word: SOP sample

(+ field of study)

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- 網址：www.educationusa.tw

請到 Facebook 給我們一個讚！
www.facebook.com/educationusatw



謝謝大家！