Contents

	Acknowledgements	xvi
	Introduction for Students	xvii
	Introduction for Tutors and Lecturers	XX
	British English vs American English in Writing - A Short Guide	xxiii
	Using Generative Artificial Intelligence (AI) Tools at University	xxvi
	Understanding Abbreviations	xxvii
	Academic Writing Quiz	XXX
	The Writing Process	xxxii
Par	+ 4	
	Writing Process and Writing Skills	1
1.1	Writing Basics	3
	Why do we write?	3
	How is academic writing different from other writing genres?	4
	Common types of academic writing	5
	The format of academic texts	5
	Academic journals	7
	Common text features	8
	Writing clear sentences	9
	Writing in paragraphs	10
	Practice A	11
	Writing Skills: Generalisations	12
	Using generalisations	12
	Structure	13
	Practice B	13
	Practice C	13

	Building on generalisations	14
	Practice D	14
1.2	Understanding Essay Titles and the Planning Process	16
	Analysing essay titles	16
	Practice A	17
	The planning process	18
	Evaluation criteria	18
	Brainstorming	20
	Essay length	21
	Outlines	22
	Practice B	23
	Writing Skills: Prefixes and Suffixes	24
	How prefixes and suffixes work	24
	Prefixes	25
	Practice C	26
	Suffixes	26
	Practice D	27
	Practice E	28
1.3	Reading: Finding Suitable Sources	29
	Reading strategies	29
	Types of text	31
	Assessing texts	32
	Using reading lists and library catalogues	34
	Assessing key features of an academic text	36
	Using library websites to search journals and bibliographic database	es 37
	Reading abstracts	38
	Varying search terms	39
	Writing Skills: Showing Cause and Effect	40
	Causes and effects	40
	The language of cause and effect	40
	Practice A	41
	Practice B	43
	Practice C	43
	Practice D	44
1.4	Reading: Developing Critical Approaches	45
	Critical thinking	45
	Fact and opinion	46
	Assessing internet sources critically	47
	Domain name suffixes	48
	Practice A	49

	Discussion vocabulary	
	Organisation	
	Practice B	
	The language of discussion	
	Argument and counter-argument	
	Practice C	
	Providing evidence	
5	Finding Key Points and Note-making	
	Why make notes?	
	Finding relevant points	
	Practice A	
	Effective note-making	
	Practice B	
	Writing Skills: Problem-Solution Essays	
	Vocabulary	
	Paragraph structure	
	Alternative structure	
	Practice C	
	Practice D	
	Practice E	
	Practice F	
6	Summarising and Paraphrasing	
	What makes a good summary?	
	Stages of summarising	
	Practice A	
	Practice B	
	Paraphrasing	
	Practice C	
	Techniques for paraphrasing	
	Practice D	
	Practice E	
	Writing Skills: Finding Synonyms	
	How synonyms work	
	Practice F	
	Common synonyms in academic writing	
	Practice G	

1.7	References and Quotations		80
	Citations and references		80
	Why give references?		81
	Referencing systems		82
	Using quotations		82
	Practice A		84
	Abbreviations in citations		85
	Secondary references		86
	Internet references		86
	Organising the list of references		87
	Writing Skills: Using Verbs of Reference		89
			89
	Reference verbs		90
	Practice B		00
1.8	Avoiding Plagiarism		91
1.0			01
	What is plagiarism?		91
	Basic plagiarism		93
	Degrees of plagiarism	aning	94
	Avoiding plagiarism by summarising and paraphr		96
	Avoiding plagiarism by developing good study ha	abits	96
	Practice		30
	Writing Skills: Approaches to Vocabulary		97
	Vocabulary issues		97
	Dealing with new vocabulary		98
	Confusing pairs		98
	Words and phrases from other languages		100
1.9	Contrasting Sources		101
			101
	Referring to sources		102
	Practice A Contracting courses		103
	Contrasting sources		100
	Balancing different sources		107
	Practice B		10.
	Writing Skills: Using Conjunctions		109
	How conjunctions work		109
	Types of conjunctions		109
	Common conjunctions		11
	Practice C		11
	Confusing conjunctions		112
	Conjunctions of opposition		112

1.10	Organising Paragraphs		113
	Paragraph structure		113
	Practice A		114
	Practice B		115
	Practice C		116
	Introducing paragraphs and linking them toge	ther	117
	Practice D		118
	Practice E		118
	Writing Skills: Providing Cohesion		118
	Reference words		118
	Practice F		119
	Preventing confusion		120
	Practice G		120
	Practice G Practice H		120
	riactice ii		120
1.11	Introductions and Conclusions		122
	Introduction components		122
	Introduction structure		123
	Opening sentences		125
	Conclusions		126
	Conclusion structure		127
	Practice A		127
	Writing Skills: Giving Definitions		128
	Simple definitions		128
	Category words		128
	Complex definitions		129
	Practice B		130
			187
1.12	Editing and Proofreading		131
	Editing		131
	Practice A		132
	Practice B		133
	Proofreading		133
	Practice C		134
	Practice D		134
	Practice E		135
	Summary		136
	Writing Skills: Academic Style		136
	Developing an academic style		136

	Guidelines	13
	Practice F	13
	Avoiding repetition and redundancy	13
	Varying sentence length	14
	The use of caution	14
	Practice G	14
	Progress Check 1	14
Par	t 2	
	ments of Writing	147
	Whiting Skills: Using Verbs of Refe-	
2.1	Comparisons	149
	Comparison structures	14
	Practice A	15
	Using superlatives (e.g. the largest/the s	
	Forms of comparison	15
	Practice B	15
	Practice C	15
	Practice D	15
2.2	Definite Articles	15
	Using articles	15
	Using definite articles	15
	Practice A	15
	Practice B	15
2.3	Examples	159
	Providing examples	15
	Phrases to introduce examples	16
	Practice A	16
	Practice B	16
	Restatement	16
2.4	Nouns and Adjectives	164
	Introduction	16
	Nouns	16
	Using nouns and adjectives	16
	Practice A	16
	Academic adjectives	16
	Practice B	169
	Practice C	169

2.5	Numbers	171
	The language of numbers	171
	Percentages	172
	Further numerical phrases	172
	Practice A	174
	Practice B	175
2.6	Passives	176
	Active and passive	176
	Structure	177
	Use of the passive	177
	Adverbs with passives	178
	Practice	179
2.7	Prepositions	180
	Using prepositions	180
	Practice A	181
	Prepositions and nouns	181
	Prepositions in phrases	182
	Prepositions of place and time	182
	Practice B	182
	Verbs and prepositions	183
	Practice C	184
2.8	Punctuation	185
		185
	Capital letters	186
	Apostrophes (') Full stops (.) [US: period]	186
	Commas (,)	187
	Semi-colons (;)	187
	Colons (:)	188
	Quotation marks/inverted commas (""/")	188
	Others	189
	Practice A	189
	Practice B	190
2.9	Singular or Plural?	191
	Five difficult areas	191
	Group phrases	192
	Uncountable nouns	193
	Practice A	194
	Practice B	194

2.10	Time Markers	195
	How time markers are used	195
	Practice A	196
	Tenses	196
	Practice B	196
	Practice C	197
2.11	Verbs and Adverbs	198
	Understanding main verbs	198
	Common academic verbs	199
	Using adverbs	201
	Practice	202
2.12	Visual information	203
	Types of visuals	203
	The language of change	206
	Describing visuals	207
	Labelling visuals	208
	Practice A	208
	Practice B	209
	Progress Check 2	210
Par	. 3	
	ting Models	213
VVII	tilig Models	
3.1	Literature Reviews	215
		215
	The purpose of a literature review	216
	Examples of literature reviews	217
	Writing a literature review	218
	Model literature review	
3.2	Case Studies	220
	Using case studies	220
	Model case study	221
3.3	Longer Papers	223
rer	Light notes and adjectives	223
	Introduction Planning your work	223
	Planning your work Formatting the paper	225
	Formatting the paper	

3.4	Reports	227
	Essays and reports	227
	Writing reports	227
	Scientific reports	229
	Practice	230
	Answers	235
	Part 1 - The Writing Process and Writing Skills	236
	Part 2 - Elements of Writing	264
	Part 3 - Writing Models	278
	Glossary	280
	References	284
	Index	285