

Contents

| | |
|--|-------|
| <i>Acknowledgements</i> | xvi |
| <i>Introduction for Students</i> | xvii |
| <i>Introduction for Tutors and Lecturers</i> | xx |
| <i>British English vs American English in Writing – A Short Guide</i> | xxiii |
| <i>Using Generative Artificial Intelligence (AI) Tools at University</i> | xxvi |
| <i>Understanding Abbreviations</i> | xxvii |
| <i>Academic Writing Quiz</i> | xxx |
| <i>The Writing Process</i> | xxxii |

Part 1

The 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 databases | 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 |

| | |
|---|-----------|
| Writing Skills: Argument and Discussion Essays | 51 |
| Discussion vocabulary | 51 |
| Organisation | 51 |
| Practice B | 53 |
| The language of discussion | 53 |
| Argument and counter-argument | 54 |
| Practice C | 54 |
| Providing evidence | 55 |
| 1.5 Finding Key Points and Note-making | 57 |
| Why make notes? | 57 |
| Finding key points | 58 |
| Finding relevant points | 58 |
| Practice A | 60 |
| Effective note-making | 61 |
| Practice B | 62 |
| Writing Skills: Problem-Solution Essays | 63 |
| Vocabulary | 63 |
| Paragraph structure | 64 |
| Alternative structure | 65 |
| Practice C | 65 |
| Practice D | 66 |
| Practice E | 66 |
| Practice F | 67 |
| 1.6 Summarising and Paraphrasing | 68 |
| What makes a good summary? | 68 |
| Stages of summarising | 69 |
| Practice A | 69 |
| Practice B | 71 |
| Paraphrasing | 72 |
| Practice C | 73 |
| Techniques for paraphrasing | 74 |
| Practice D | 74 |
| Practice E | 76 |
| Writing Skills: Finding Synonyms | 77 |
| How synonyms work | 77 |
| Practice F | 78 |
| Common synonyms in academic writing | 78 |
| Practice G | 79 |

| | | |
|------------|---|------------|
| 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 |
| | Reference verbs | 89 |
| | Practice B | 90 |
| 1.8 | Avoiding Plagiarism | 91 |
| | What is plagiarism? | 91 |
| | Basic plagiarism | 92 |
| | Degrees of plagiarism | 93 |
| | Avoiding plagiarism by summarising and paraphrasing | 94 |
| | Avoiding plagiarism by developing good study habits | 96 |
| | Practice | 96 |
| | 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 |
| | Referring to sources | 101 |
| | Practice A | 102 |
| | Contrasting sources | 103 |
| | Balancing different sources | 106 |
| | Practice B | 107 |
| | Writing Skills: Using Conjunctions | 109 |
| | How conjunctions work | 109 |
| | Types of conjunctions | 109 |
| | Common conjunctions | 111 |
| | Practice C | 111 |
| | 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 together | | 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 H | | 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 |
| 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 | 137 |
| Practice F | 139 |
| Avoiding repetition and redundancy | 139 |
| Varying sentence length | 140 |
| The use of caution | 141 |
| Practice G | 142 |

Progress Check 1 143

Part 2
Elements of Writing 147

2.1 Comparisons 149

| | |
|--|-----|
| Comparison structures | 149 |
| Practice A | 150 |
| Using superlatives (e.g. the largest/the smallest) | 151 |
| Forms of comparison | 152 |
| Practice B | 152 |
| Practice C | 153 |
| Practice D | 153 |

2.2 Definite Articles 155

| | |
|-------------------------|-----|
| Using articles | 155 |
| Using definite articles | 156 |
| Practice A | 157 |
| Practice B | 158 |

2.3 Examples 159

| | |
|-------------------------------|-----|
| Providing examples | 159 |
| Phrases to introduce examples | 160 |
| Practice A | 161 |
| Practice B | 162 |
| Restatement | 162 |

2.4 Nouns and Adjectives 164

| | |
|----------------------------|-----|
| Introduction | 164 |
| Nouns | 164 |
| Using nouns and adjectives | 167 |
| Practice A | 168 |
| Academic adjectives | 168 |
| 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 |
| | Capital letters | 185 |
| | Apostrophes (') | 186 |
| | Full stops (.) [<i>US: period</i>] | 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 |
|-------------------------|------------|

Part 3

Writing Models

| | |
|------------------------------------|------------|
| 3.1 Literature Reviews | 215 |
| The purpose of a literature review | 215 |
| Examples of literature reviews | 216 |
| Writing a literature review | 217 |
| Model literature review | 218 |

| | |
|-------------------------|------------|
| 3.2 Case Studies | 220 |
| Using case studies | 220 |
| Model case study | 221 |

| | |
|--------------------------|------------|
| 3.3 Longer Papers | 223 |
| Introduction | 223 |
| Planning your work | 223 |
| Formatting the paper | 225 |

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

The challenge of writing at university

Going to university should be an exciting time, especially when you have chosen to study in another country. With so many experiences to enjoy, dealing with your academic workload may be a low priority. But as the assessment of many courses depends on your performance as an academic writer, it's not a topic that can be ignored. That's why this book is designed to help you cope more effectively with your writing tasks.

There are several reasons why some first-year university students find it difficult to meet their lecturers' requirements for writing essays and reports:

- University students are expected to work more independently, with less supervision than at school. For instance, you may be required to find your own sources.
- Another issue can be the expectation that students should approach their sources in a critical fashion and be ready to question them if necessary. This means that you are expected to evaluate everything you read, asking whether it is reliable and relevant.
- There is also the question of vocabulary, since in most academic subjects students are expected to use a semi-formal vocabulary which is different from normal idiomatic language.
- In addition, you need to be familiar with the conventions of academic writing such as referencing, as well as adopting an appropriate style. Following these conventions will allow you to express yourself clearly, and your tutor will find it easier to assess your work.