

ACADEMIC WRITING

What is the need of Academic Writing?

- * students need to write essays and reports for exams and coursework through out their academic career.
- * Yet writing good academic English is one of the most demanding tasks students face.
- * In higher institutions of learning, it can be difficult for students to explain what they know, especially on complex subjects, if they are poor in academic writing.
- * Writing and essays will allow students to explain what they understand and know by using the correct phrases and styles and make the information understood by others.

- * Academic writing serves as a tool of communication that conveys acquired knowledge in a specific field of study.
- * Writing academically will help students analyse, convey understanding, think critically and focus on technique and style.
- * It helps to enhance the vocabulary required for writing papers related to a specific area of study.
- * It teaches new conventions of style, referencing and format.
- * A feature of Academic Writing is its clear and logical organisation, which makes it ideal as a self-study and reference guide for students needing to work independently.

What is Academic Writing?

- * Academic writing is 'structured research' written by 'scholars' for other scholars.
- * Academic writing addresses topic-based 'research questions' of interest to anyone who is seeking factually-based, objectively-presented information on a particular topic.
- * Academic writing is devoted to topics and questions that are of interest to the academic community.
- * Academic writing presents the reader with an informed argument.
- * The general purpose of academic writing is to present information in order to display a clear understanding of a particular subject.

- * The style of academic writing is formal and uses the third person perspective.
- * The focus of the writing is on facts and issues rather than the writer's opinion.
- * The language uses precise words and does not include slang words, jargon, or abbreviations.

Examples of formal and informal language are shown below:

Informal: The improvements can't be introduced due to funding restrictions.

Formal: Improvements cannot be introduced due to funding restrictions.

Informal: I think the man's a loser.

Formal: The man made bad choices which caused him to lose money and fame.

Types of Academic Writing

➤ **Descriptive**

➤ **Analytic**

➤ **Persuasive**

➤ **Critical**

- * **Descriptive**

- * Simplest, factual/informative

- * Summary of an article, a report of the result of an experiment

- * **Analytical**

- * Requires reorganizing facts and information into categories, groups, compare, contrast, examine

- * **Persuasive**

- * Impressionistic, creative, arguing with a position

- * **Critical**

- * A sort of Synthesizing, different points of view including one's own, forming theory, interpretations, assumptions or methodologies

Academic Writing Process:



STEP 1: Prepare

- Analyse the task for key words – words that identify the topic or issue.
- Try rephrasing the assignment question to ensure that you fully understand it.
- It can be helpful to break down the assignment question into a series of questions.
- Use the assessment criteria as a checklist: marks allocated for each criterion gives an indication of how much time should be spent on (and therefore how much to write on) each part of the question, and ensures that no parts of the question are left unanswered.
- Seek clarification if necessary – discuss the interpretation with your classmates, and ask your lecturer/tutor if unsure.
- Knowing precisely what content is required will help you make an informed choice on the material you need to read about or research.

STEP 2: Research

- ❖ Reading broadly. To get an overall picture of the topic in question, start with your lecture notes, subject learning guide, introductory and general texts.
- ❖ Committing to a tentative position.
- ❖ Search for texts that detail the issues you have identified as part of the overall picture by referring to the reading list in your subject outline, the reference lists in the introductory/general texts and relevant journal articles, and the library catalogue and databases.
- ❖ Adopt a position with regards to the assignment question; this will help to keep your writing focused and coherent.

STEP 3: Write

- * Planning. Map out a plan – organise your argument and evidence, and establish connections between your points.
- * Drafting and redrafting: In the process of drafting and redrafting, you may find that you need to do more researching or reading in a particular area in order to strengthen an argument or evidence in your assignment.
- * Final editing: Check for the following:
 - * (a) structural aspects (introduction-body-conclusion) – logic and coherence,
 - * (b) grammar aspects and punctuation
 - * (c) technical aspects – presentation, in-text referencing and reference list, and spelling.



CITATION

What is Citation?

- * A “citation” is the way you tell your readers that certain material in your work came from another source. It also gives your readers the information necessary to find the location details of that source on the reference or Works Cited page.
- * A citation must include a set of parentheses. Without a set of parenthesis, one does not have a proper in-text citation and can risk being charged with plagiarism.

Here is what an in-text citation looks like:

A few researchers in the linguistics field have developed training programs designed to improve native speakers' ability to understand accented speech (Derwing et al., 2002; Thomas, 2004).

Why should you cite sources?

- * To give credit to the source authors.
- * To help your audience/reader find out more about your research/arguments/ideas/topic.
- * To strengthen your work by providing outside support to your ideas.
- * To keep you from failing a paper, a course or being sued in the real world.

The things that require citation are:

- * All direct quotations of someone else's words.
- * Any important ideas or controversial arguments made by someone else (even if it were summarised or paraphrased).
- * Translations of words or phrase in foreign languages, not commonly used in English language sources, that the reader is not expected to know or understand.
- * Occasional, sparing footnotes may be used to explain technical points in further detail or to provide additional information if this might help the readers.

Citation Styles:

Popular Citation Styles

And Who Uses Them!



MLA

English
Literature
Foreign Language
Communications
Religious Studies



APA

Psychology
Education
Business/Economics
Nursing
Linguistic Studies



Chicago

History
Art History
Fine Arts
Anthropology
Philosophy



IEEE

Engineering
Computer Science
Information Science



CSE

Biology
Physics
Chemistry
Geology

Always check with your instructor about what style to use!

MLA

- * The Modern Language Association (MLA) is an organization responsible for developing MLA format, often called MLA style.
- * MLA format was developed as a means for researchers, students, and scholars in the literature and language fields to use a uniform way to format their papers and assignments.
- * This uniform, or consistent, method to developing an MLA paper or assignment allows for easy reading. Today, MLA is not only used in literature and language subject areas; many others have adopted it as well.

How to Cite in MLA 8 style?

- ❖ Structure of an MLA 8 citation for a book in print:
- ❖ Author's Last name, First name. "Title of chapter or section." *Title of the work*, translated by or edited by First name Last name, vol. number, City of Publication*, Publisher, Year the book was published, page number(s).

Example : Olsen, Gregg, and Rebecca Morris. *If I Can't Have You: Susan Powell, Her Mysterious Disappearance, and the Murder of Her Children*. St. Martin's True Crime, 2015, pp. 18-22.

- ❖ The basic format according to MLA format (8th edition) for a translated book is:

Author's Last Name, First Name. Title of Book. Translated by First Name Last Name. Publisher, Year.

Example:

Hammesfahr, Petra. *The Sinner*. Translated by John Brownjohn. Bitter Lemon Press, 2007.

- * Example of a citation for a website without an author In MLA 8:
- * Author's Last name, First name. "Title of the Article or Individual Page." Title of the website, Name of the publisher, Date of publication, URL.

Example :

"Giant Panda." *Smithsonian National Zoological Park*, Smithsonian Institute, nationalzoo.si.edu/animals/giantpandas/pandafacts.

- ❖ The structure of a citation for a magazine article in print or on a website in MLA 8 includes the following:

Author's Last name, First name. "Title of magazine article." Title of magazine, First name Last name of any other contributors (if applicable), Version (if applicable), Numbers (such as a volume and issue number), Publication date, Page numbers or URL.

Example:

Wolinsky, Howard. "The Blue-Eyed Anomaly." *Ancestry*, vol. 27, no. 1, Jan.-Feb. 2009, pp. 58-69.

❖ Examples when there are two authors:

- * ● Pratchett, Terry, and Neil Gaiman.
- * ● Mortenson, Greg, and David Oliver Relin.

* Examples when there are three or more authors:

- * ● White, Karen, et. al.
- * ● Chan, Danny Elizabeth, et. al.

Other Citation Styles:

APA

- * **APA Style is a writing style and format for academic documents such as scholarly journal articles and books.**
- * **It is commonly used for citing sources within the field of behavioral and social sciences. It is described in the style guide of the American Psychological Association (APA), which is titled the Publication Manual of the American Psychological Association.**
- * **The guidelines were developed to aid reading comprehension in the social and behavioral sciences, for clarity of communication, and for "word choice that best reduces bias in language".**
- * **APA Style is widely used, either entirely or with modifications, by hundreds of other scientific journals (including medical and other public health journals), in many textbooks, and in academia (for papers written in classes).**

* Chicago Style:

- * The Chicago Manual of Style (abbreviated in writing as CMOS or CMS, or sometimes as Chicago) is a style guide for American English published since 1906 by the University of Chicago Press.
- * Its seventeen editions have prescribed writing and citation styles widely used in publishing. It is "one of the most widely used and respected style guides in the United States".
- * The guide specifically focuses on American English and deals with aspects of editorial practice, including grammar and usage, as well as document preparation and formatting.
- * It is available in print as a hardcover book, and by subscription as a searchable website as The Chicago Manual of Style Online.
- * The online version provides some free resources, primarily aimed at teachers, students, and libraries.



Thank You!