

MLR501

Hungpd2

Academic writing skills

What research and writing skills are needed ?

- Asking key questions
- Note-taking
- Organizing
- Paraphrasing
- Revising and editing
- Citing sources

Academic writing

- What is it all about?
- Research reports vs. essays!

Writing

- Academic writing is Formal
 - No exaggeration (*Not*: extremely important)
 - Impersonal (no use of “I am”)
 - Direct to the meaning
 - No final judgment!! Always allow for arguing and accepting other opinions!!

WHAT DOES FORMAL WRITING LOOK LIKE?

- **Focus on the issue, not the writer** Keeping your writing objective and impersonal can make it **more convincing**.
 - It will be argued that the benefits of sales promotion outweigh the disadvantages.
 - I will argue in this essay that ...

Make your claims tentative rather than definite

- This leaves the door open for further discussion and/or research. After all, it's unlikely that you've reached the only possible conclusion!
- **1. Television viewing causes reading problems in childhood.**
- **2. Excessive television viewing may be a contributing cause of some cases of reading problems in childhood.**

For example, in reporting work done by others in a subject that you are investigating, you would not write:

***A couple of** researchers have **found out** that...*

Instead, you are more likely to write:

***Several** researchers have **discovered** that...*

Research reports Vs. Essays

- You are requested to **read** research reports and **write** essay
- Therefore it is important to understand both!!

Research reports

- Any report should have the following sections

1. Preliminaries	Title page Abstract Contents
2. Main text	Introduction Methodology Findings/Results Discussion Conclusion
3. End matter	References Appendices

Essays

- Your essay should have the following sections:

1. Preliminaries	Title page
2. Main text	Introduction Main body Conclusion
3. End matter	References

Preliminaries

- The title page should contain information to enable your lecturer to identify exactly what the piece of work is. It should include:
 - Your group names and
 - Course;
 - The title of the assignment

Main text

- The main text of the essay has three main parts:
 - An introduction
 - A main body
 - A conclusion

The introduction.

- The introduction consists of two parts:
 - It should include a few **general statements** about the subject to provide a background to your essay and **to attract the reader's attention**. It should try to explain why you are writing the essay. It may include a **definition of terms** in the context of the essay, etc.
 - It should also include an **indication of how the topic is going to be tackled** in order to specifically address the question.
- It should introduce the central idea or the main purpose of the writing.

The main body

- The main body consists of one or more paragraphs of **ideas** and **arguments**, together with illustrations or examples.
- The paragraphs are **linked** in order to connect the **ideas**.
- The purpose of the essay must be made clear and the reader **must be able to follow its development**.

Flow of information in paragraphs

- **Paragraphs are usually structured as**
 - **Topic Sentence**
 - This is the **first** sentence and it expresses **The main idea**.
 - **Supporting Sentences**
 - details that expand your main idea.
 - **Concluding Sentence**
 - a rounding off, possibly by summarizing what has been said or drawing a logical conclusion from it.

Flow of information in paragraphs

- Use linking words

- also, **as well as**, *firstly*, next, then,

- finally**, *so thus*, as a result, **because**,

- therefore, for example, for instance, **in**

- contrast**, *on the other hand*.

The conclusion

- The conclusion includes the writer's final points.
 - It should recall the issues raised in the introduction and draw together the points made in the main body
 - and explain the overall **significance of the conclusions**. ((What general points can be drawn from the essay as a whole?))
- It should clearly signal to the reader that **the essay is finished and leave a clear impression that the purpose of the essay has been achieved.**

Add some style

- Writing is a very logical exercise, adding style to it will enhance clearness and power of convincing...
 - Phrases for transition
 - Phrases for emphasis
 - Phrases for counterpoint

Phrases for transition

- Regarding
- Admittedly
- Consequently
- As a result
- Ultimately
- According to
- For this reason

Phrases for emphasis

- Moreover
- In fact
- Additionally
- For example
- In point of fact
- As a matter of fact
- Indeed

Phrases for counterpoint

- Conversely
- On the other hand
- However
- Nevertheless
- Notwithstanding
- Nonetheless
- Yet
- Despite
- Although
- Instead

Conclude writing

- Writing = logic + style
- You should always concentrate on the objective
- Good writing skills needs a lot of **READING** and exercise

Experiences

- Always put yourself in the reader's role
- Let everyone know where they need to read the fastest
- Express the technical concept in simple form at the beginning, then the following sections explain in detail
- Use the simplest expressions for every problem