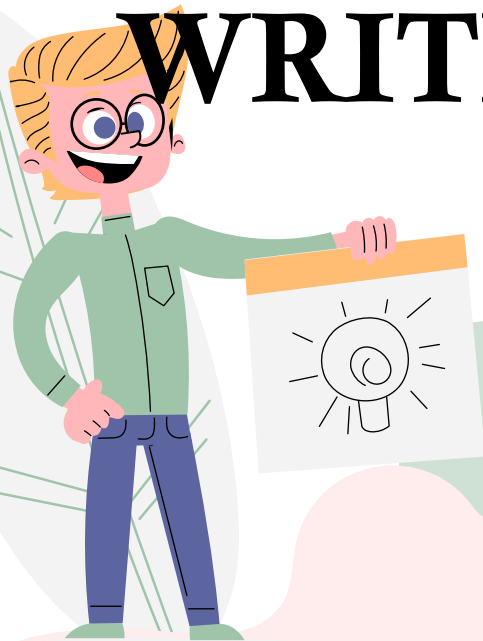




COMMUNICATION ARTS 3 AND ENGLISH &
AMERICAN LITERATURE

WRITING ACADEMIC PAPERS





QUESTION TO PONDER

*Considering the quality of your work in writing a specific type of academic paper, using a scale from **1=very poor to 5=excellent**, rate the quality of your work:*

1. Essay
2. Reflection Paper
3. Book Review
4. Reaction Paper



QUESTIONS TO PONDER

- a. How do you keep your sentences from digressing from the main idea of your paper?
- b. How do you focus on the most important details?
- c. How do the logical relationships among the elements in your paragraphs affect what you want to say?

What is Academic Writing?

It is a “**thesis-driven**” style of writing that requires the application of **higher-order thinking skills** to establish a **perspective, idea, or position** which aims to **address complex issues**.



ACADEMIC PAPER

This can refer to **essays, reviews, researchers, reaction papers, etc.** written to **persuade** readers to accept or consider an idea **based on evidence**—not on personal opinions or preferences.



OUTLINE

- a guide and a **skeletal framework** in writing
- **controls** the details that you need to include in your paper
- gives you the chance to decide which **details need to be changed or deleted**

Outlining your paper allows you to arrange the ideas hierarchically (showing which are main ideas and which are supporting details).



STEPS IN MAKING AN OUTLINE

1. Formulate the main idea into a topic sentence.
2. Identify the major details to explain the topic sentence; use Roman numerals for the level of ideas.
3. Identify the minor supporting details under each major details; use capital letters for the second level ideas.
4. If more details are to be included, use Arabic numerals for the third level and small letters for the fourth level.

This step will answer the main question, "What will my paper be about?"

"What are my reasons to support the main idea or the thesis statement?"

"What instances or examples that will explain or elaborate on my reasons?"
"What other relevant ideas may I add to make my ideas clear?"

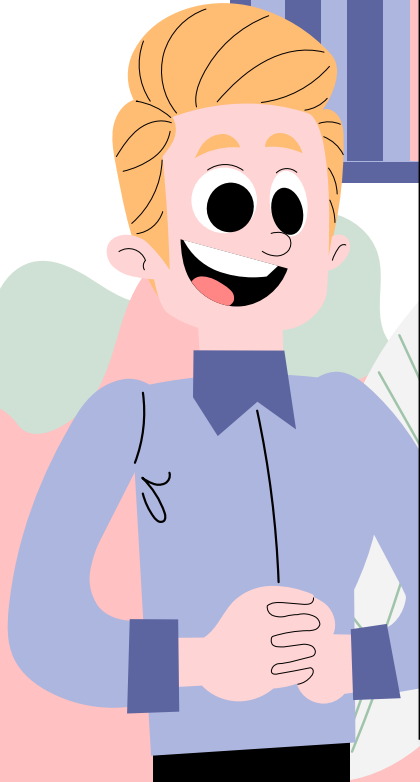
"What words and expressions should I use to show a transition from one paragraph to the next?"

To know more about making an outline and to see an example of an outline, watch this video lesson from TSRA. <https://youtu.be/3ifS9c8I-so>

writingthrough**art**.org

presents

Making an Outline





TYPES OF OUTLINE

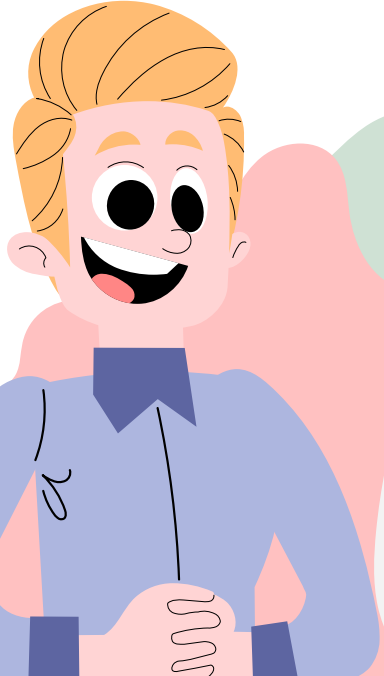
- **Topic and Sentence Outline**

As their name implies, the topic outline defines the topic or main idea through words and phrases, and the sentence outline through complete sentences.

*The sentence outline is most useful when you want to write what you actually want to write in the final paper. In **sentence outline**, *each sentence shows the complete idea of the paragraph.**

- **Paragraph Outline.**

<https://www.frederick.edu/student-resources/download/writing-center/developparagraph.aspx>



DEVELOP A FIVE PARAGRAPH ESSAY

Thesis adapted from The Longman Writer: Rhetoric, Reader, Handbook

Introductory Paragraph

Introductions vary in length based on the paper's length and purpose.

1. Avoid a stale or bland beginning that will lose your reader: "Throughout the history of our country there have been many great people." Statements like these are too general and clichéd. Try to begin with a specific image or detail, a statistic, a shocking fact, a quote, a refutation of a common belief, etc.
2. Tell your reader something interesting about your topic and give them a little background.
3. Sum up what you will cover in this essay in one **thesis statement** that covers three or more broad areas of the topic (*each of these areas will be covered in more detail in the paragraphs below*). The thesis should be debatable and engage the reader to think about the topic in a new way. Do not explain; rather, critique and analyze.

Example Outline

I. Introductory Paragraph

Opening Comments

Children are no longer growing up with frequent walks to the ice cream store, shared floats at the local diner, or watching a drive-in film starring Carey Grant; they are not even growing up with After-School Specials, "Saved by the Bell" or "Super Mario Brothers."

Thesis Statement

Because of violent video games, graphic music and movies, and increased pressure from peers and the media, being a parent today is much more difficult than it was a generation ago.

First Body Paragraph

Use transitions and bridging sentences or phrases to make sure this paragraph flows with the introduction.

- 1. Write a **topic sentence** explaining the first of the three areas included in your thesis.**
- 2. Write two or more details or examples of this first topic. Examples provide **evidence** for your topic sentence and thesis statement; they consist of facts, details, statistics, personal observation, experience, and expert opinions.**
- 3. Why are these examples important? Discuss what they mean to your overall idea.**

Example Outline

II. Body Paragraph 1

Topic Sentence (*Gives an overview of the paragraph and relates back to the thesis*)

The many advances in technology and society may provide children with more activities; however, they also help to distract children from their studies, thus making it more difficult for a parent to keep children on task.

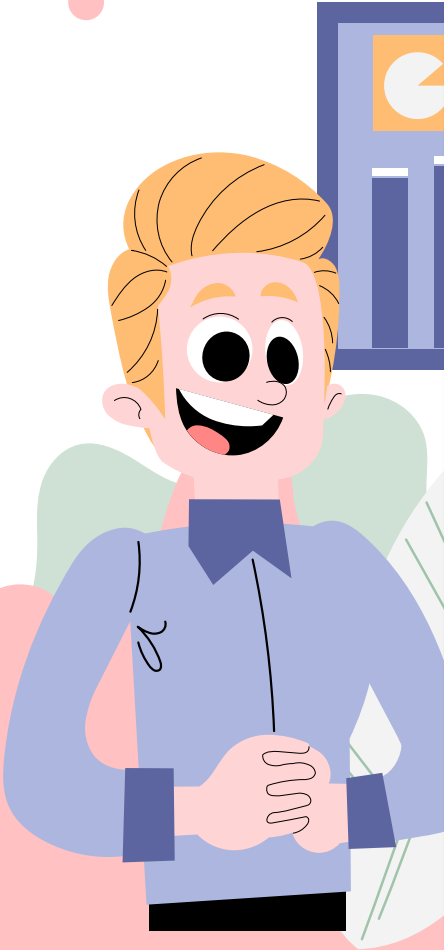
A. Specific Detail or Example: Technology: music: stereos, radios, CD's; television: esp.

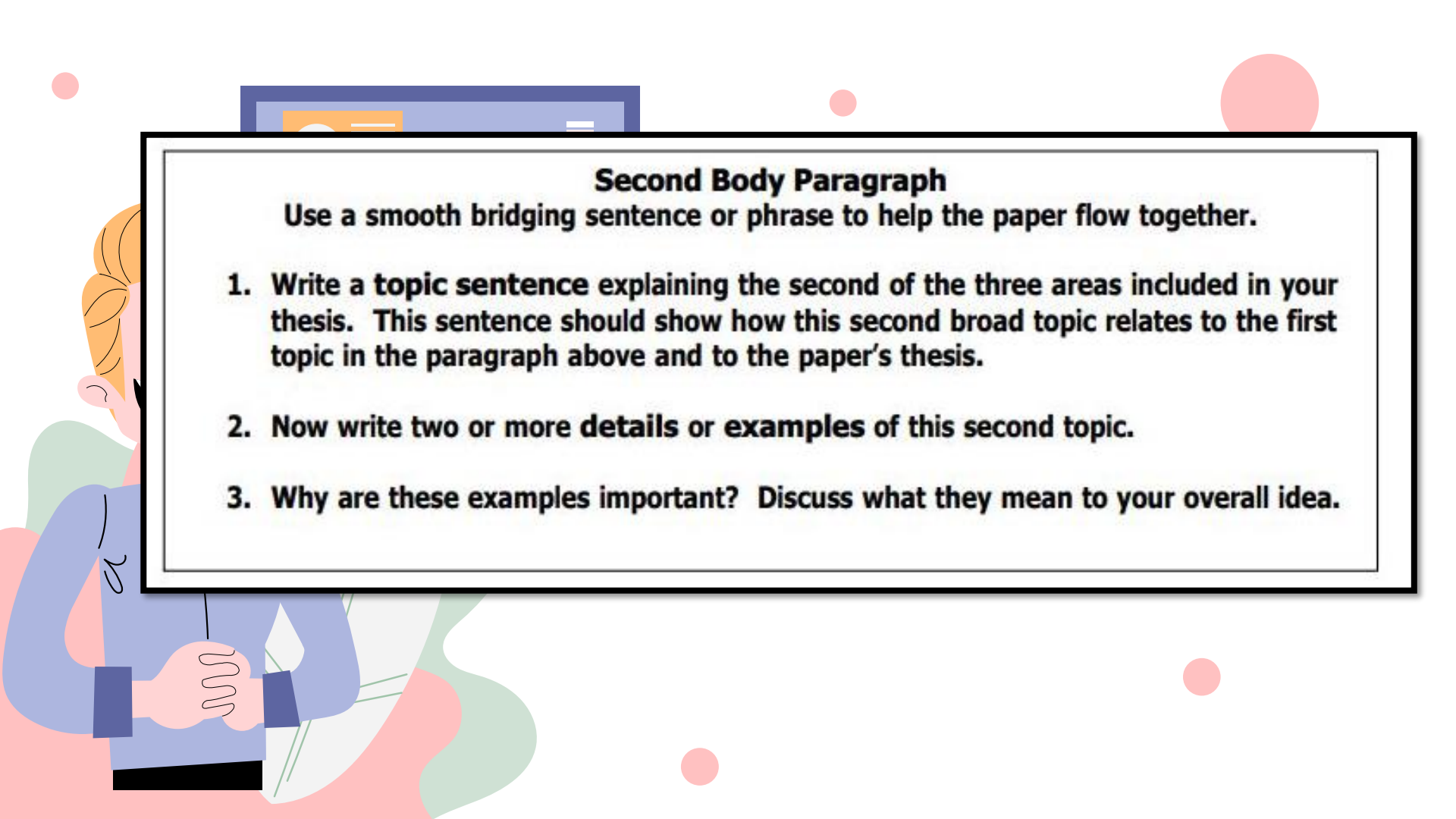
MTV; computer: internet, computer games

Analysis of how these details relate to the topic sentence: Parents and kids struggle with homework because they are distracted by a computer, television, or radio that is in the house.

B. Specific Detail or Example: Society: Malls, video arcades, fast food restaurants.

Analysis of how these details relate to the topic sentence: Many children want to go out and socialize rather than do their homework, which can lead to more distractions and lower grades.

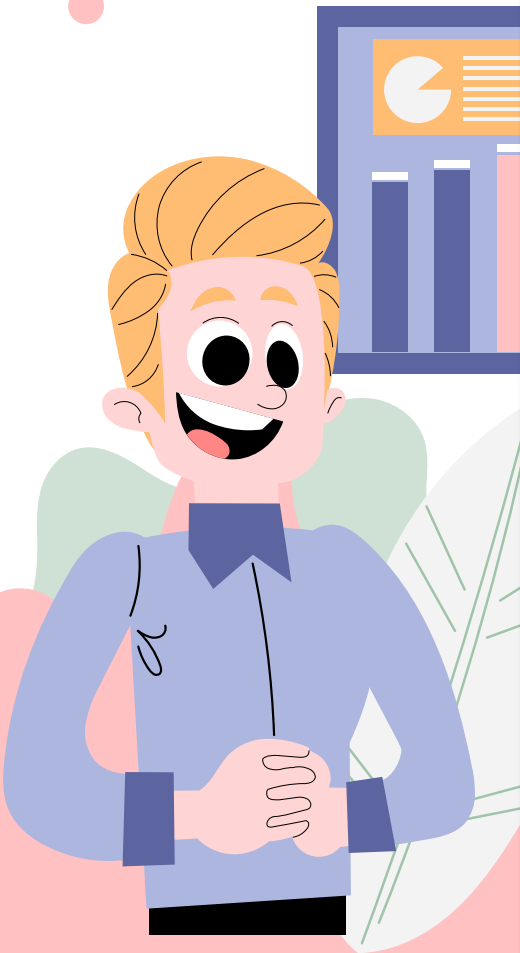




Second Body Paragraph

Use a smooth bridging sentence or phrase to help the paper flow together.

1. Write a **topic sentence** explaining the second of the three areas included in your thesis. This sentence should show how this second broad topic relates to the first topic in the paragraph above and to the paper's thesis.
2. Now write two or more **details** or **examples** of this second topic.
3. Why are these examples important? Discuss what they mean to your overall idea.



Example Outline

III. Body Paragraph 2

Topic Sentence (Gives an overview of the paragraph and relates back to the thesis)

In addition to every-day distractions, parents must also be aware of the sexually explicit material that is found in the media and how their children are affected by it.

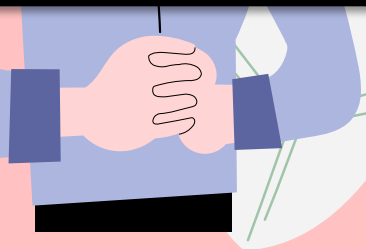
- A. Specific Detail or Example:*** In print: magazines and pornographic books
- B. Specific Detail or Example:*** In film: seduction scenes and casual sex
- C. Specific Detail or Example:*** On television: soap operas, R-rated comedians, R-rated movies on Cable
- D. Specific Detail or Example:*** On the Internet: easy-access adult chat rooms and websites

Analysis of how these details relate to the topic sentence: The media is filled with misconceptions about sex and sexual relationships; parents have to make sure they inform their children about the fictitious, glamorized, and inappropriate representations of sex.



Third Body Paragraph

Use a bridging or transition sentence or phrase.

- 1. Write a topic sentence explaining the third of the three areas included in your thesis. This sentence should show how this third broad topic relates to the second topic in the paragraph above and to the paper's thesis.**
 - 2. Now write two or more details or examples of this third topic.**
 - 3. Why are these examples important? Discuss what they mean to your overall idea.**
- 



Example Outline

IV. Body Paragraph 3

Topic Sentence(Gives an overview of the paragraph and relates back to the thesis)

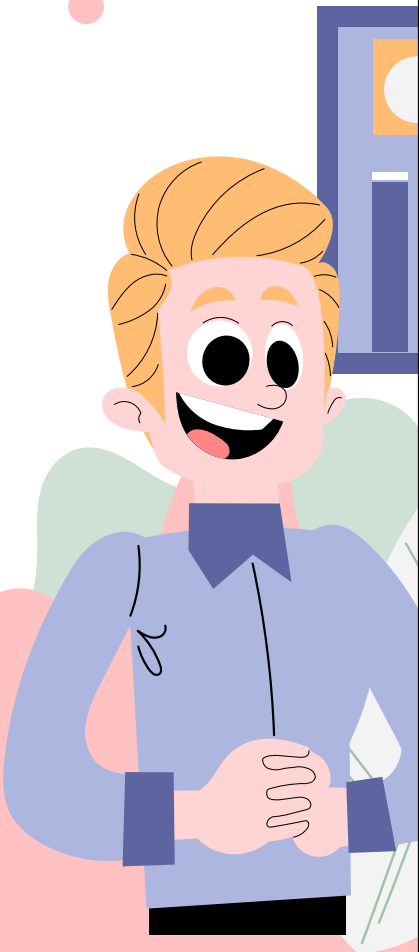
Children can be exposed to other dangerous situations during their daily lives and/or through the media.

A. Specific Detail or Example: Drugs: the media, news, and peer pressure

A. Specific Detail or Example: Alcohol: the media, news, and peer pressure

C. Specific Detail or Example: Violent crimes against children: news, media

Analysis of how these details relate to the topic sentence: Because drug use, glamorized alcohol use, and violent crimes are increasing, parents must be aware of their children's surroundings and influences in order to teach them how to handle possible scenarios.



Concluding Paragraph

Stay away from typical statements like "In summary" or "In conclusion."

1. Avoid long conclusions and repetition; they will bore your reader.
2. Look over all your subtopics and examples, decide what they have in common, and write about it.
3. Do not introduce new material. Do not copy or repeat your thesis. Your conclusion is simply rounding off your topic.
4. Sum up what you want the reader to think about the topic and examples. You may end with a summary, quotation, statistic, or recommendation for action.

Example Outline

V. Concluding Paragraph

Revisiting Thesis: Technology and society can have a heavy impact on children's lives, and therefore, on the roles of parents.

Closing Remarks: Because of the increasing impact that society, the media, and advanced technology are having on children, parents' tasks to adjust to these changes become more difficult.



QUESTION TO PONDER

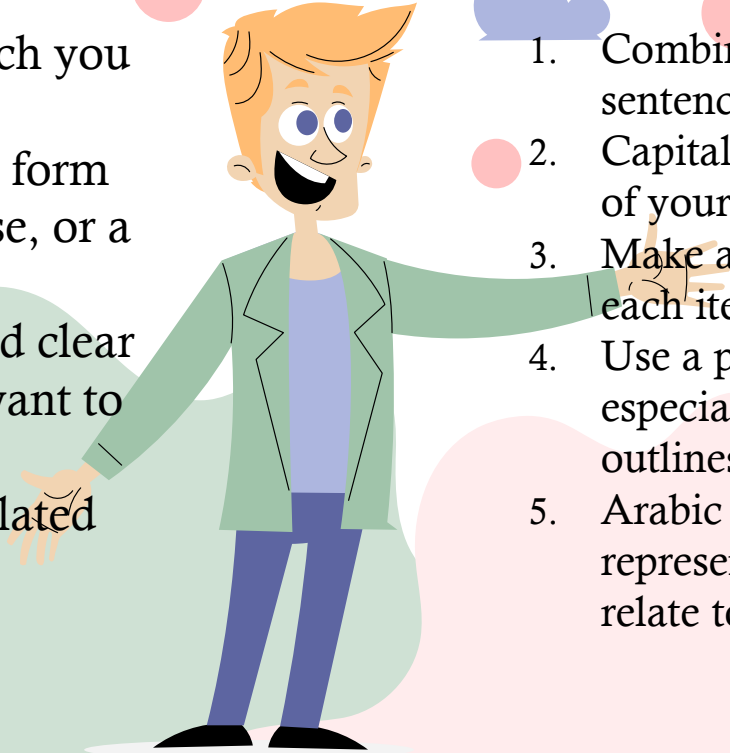
1. How do you think preparing an outline help you save time in writing and re-writing?
2. How do the logical relationships among the elements in your paragraphs affect what you want to say?

1. An **outline** is the **skeletal framework** of your paper. It may be any of the following: *informal, topic, sentence, or paragraph* outline.
2. Because the ideas in the outline are categorized as major or minor, you must devise a technique that will show their similarities

—KEY TAKEAWAYS

Based on the given descriptions, identify the type of outline (paragraph, sentence, topic, informal)

1. Set of ideas which you jot down
2. Presented in the form of a word, phrase, or a clause
3. Indicates full and clear ideas that you want to pursue
4. Composed of related sentences



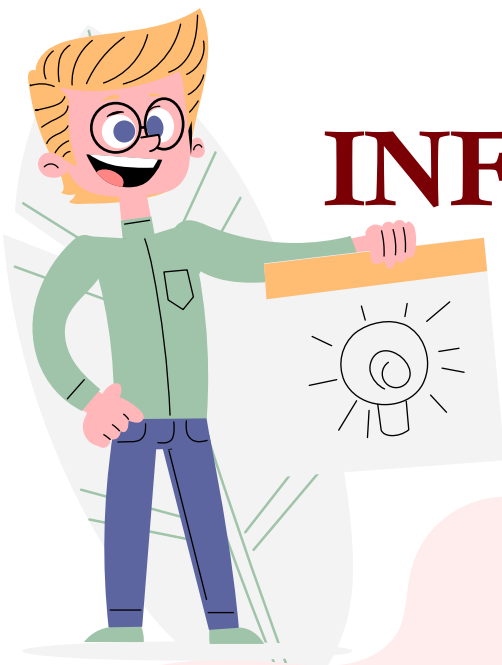
Dos and Don'ts: Examine the statements about preparing an outline. Identify which numbers fall under do's and don'ts.

1. Combine a topic outline and a sentence outline.
2. Capitalize the first letter of the entry of your outline.
3. Make at least one subdivision under each item.
4. Use a period after the sentences especially in sentence and paragraph outlines.
5. Arabic numbers and small letters represent the items or sub-ideas that relate to the preceding specific ideas.

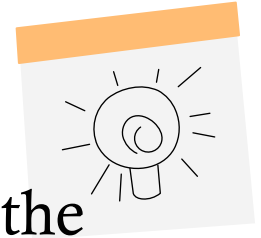


COMMUNICATION ARTS 3 AND ENGLISH &
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ORGANIZING INFORMATION USING ORDERING STRATEGIES



ORDERING STRATEGIES



- It is used when you want to show the development of one situation or event out of another



- It examines a subject by evaluating one of its aspects—weighing evidence and possible casual linkages.

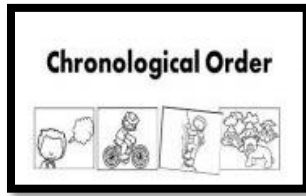


- It explains the similarities in some aspects of an idea with those that are dissimilar.

ORDERING STRATEGIES



- It has as strongly developed main idea or topic.



- It presents the details or actions in the same order as they actually happened.

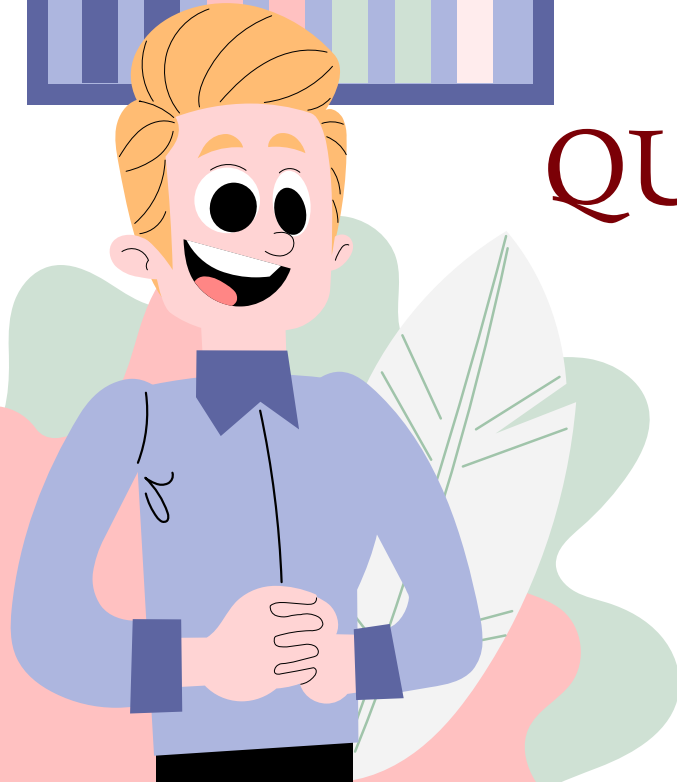


- It expounds the meaning of some terms in the paragraph that are complex, technical, or abstract.

PATTERNS OF ORGANIZATION



- Chronological Patterns
- Sequential Patterns
- Spatial Patterns
- Compare-Contrast Patterns
- Advantages- Disadvantages Patterns
- Cause-Effect Patterns
- Problem-Solution Patterns



QUESTION TO PONDER

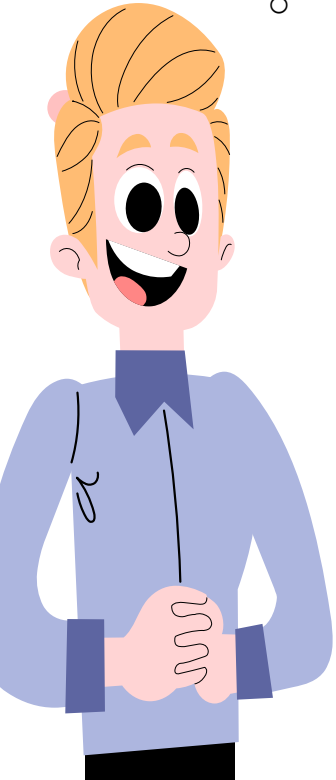
- *Why is it important to arrange and link the sentences in the paragraph?*
- *What do you think is the most effective strategy?*

RESEARCH REPORT



- This **presents information** gathered from *reference books*, *observations*, *interviews*, or other sources.

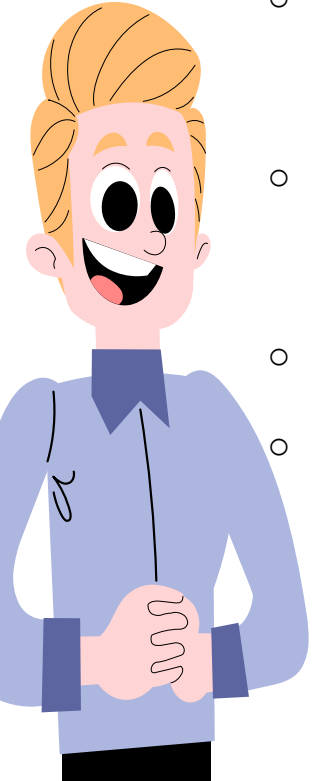
A **good research report** also *helps readers* form an overall picture of the subject.



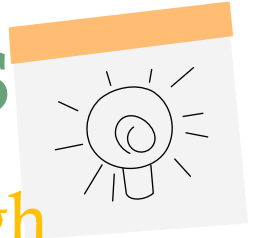
ELEMENTS OF A GOOD RESEARCH REPORT



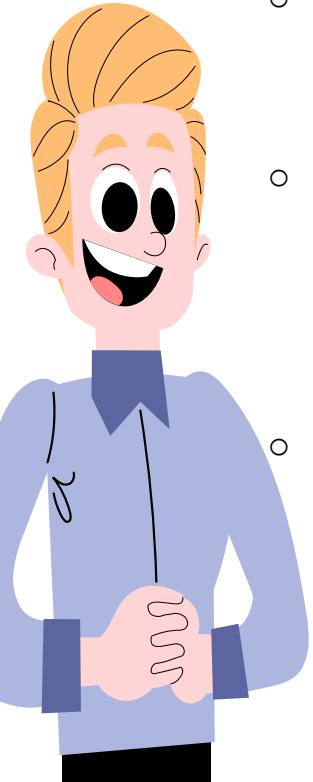
- An overall focus or main idea expressed in a thesis statement
- Information gathered from a variety of sources
- Clear organization and smooth transitions
- Facts and details to support each main point
- Accurate, complete citation identifying sources



SOME OTHER TYPES OF REPORTS



- *Biographical sketches*, which report high points in the life of a notable person.
- *Reports of scientific experiments*, which present the materials, procedures, and results of experiments.
- *Documented essays*, which use research to support a point or examine a trend.



- ❑ In summary, different aims of writing require different modes of paragraph development.
- ❑ For academic writing, the suggested **ordering strategies** are *cause-and-effect, paragraph analysis, analogy, topical, chronological order, and extended definitions*.
- ❑ It is important that at the very start you should know your purpose in writing so that you can focus on one dominant type of development.

—KEY TAKEAWAYS



COMMUNICATION ARTS 3 AND ENGLISH &
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LANGUAGE AND STYLE IN ACADEMIC WRITING



Academic writing

What is academic writing?

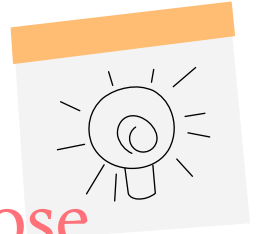
A brief introduction

Dr. Ellen Turner

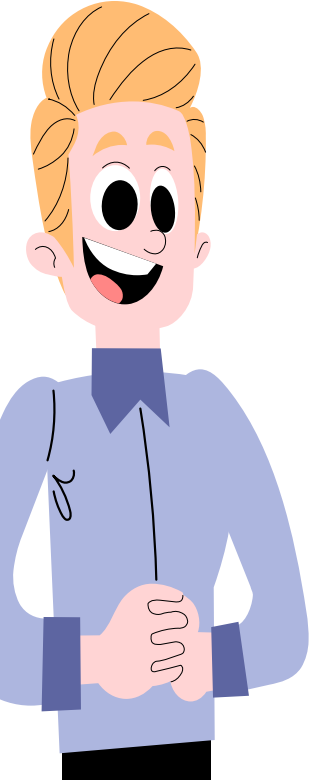
SENIOR LECTURER IN ENGLISH LITERATURE
CENTRE FOR LANGUAGES & LITERATURE
LUND UNIVERSITY



Eight Key Principles



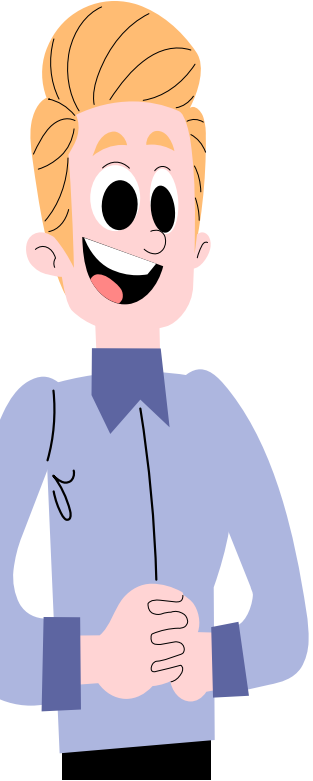
- Your papers must have a clear purpose.
- Your papers must present your original point of view.
- Your writing must have a single focus.
- You must follow a standard organizational pattern.
- You need to provide clear, logical, and simple explanations to your reader.



Eight Key Principles



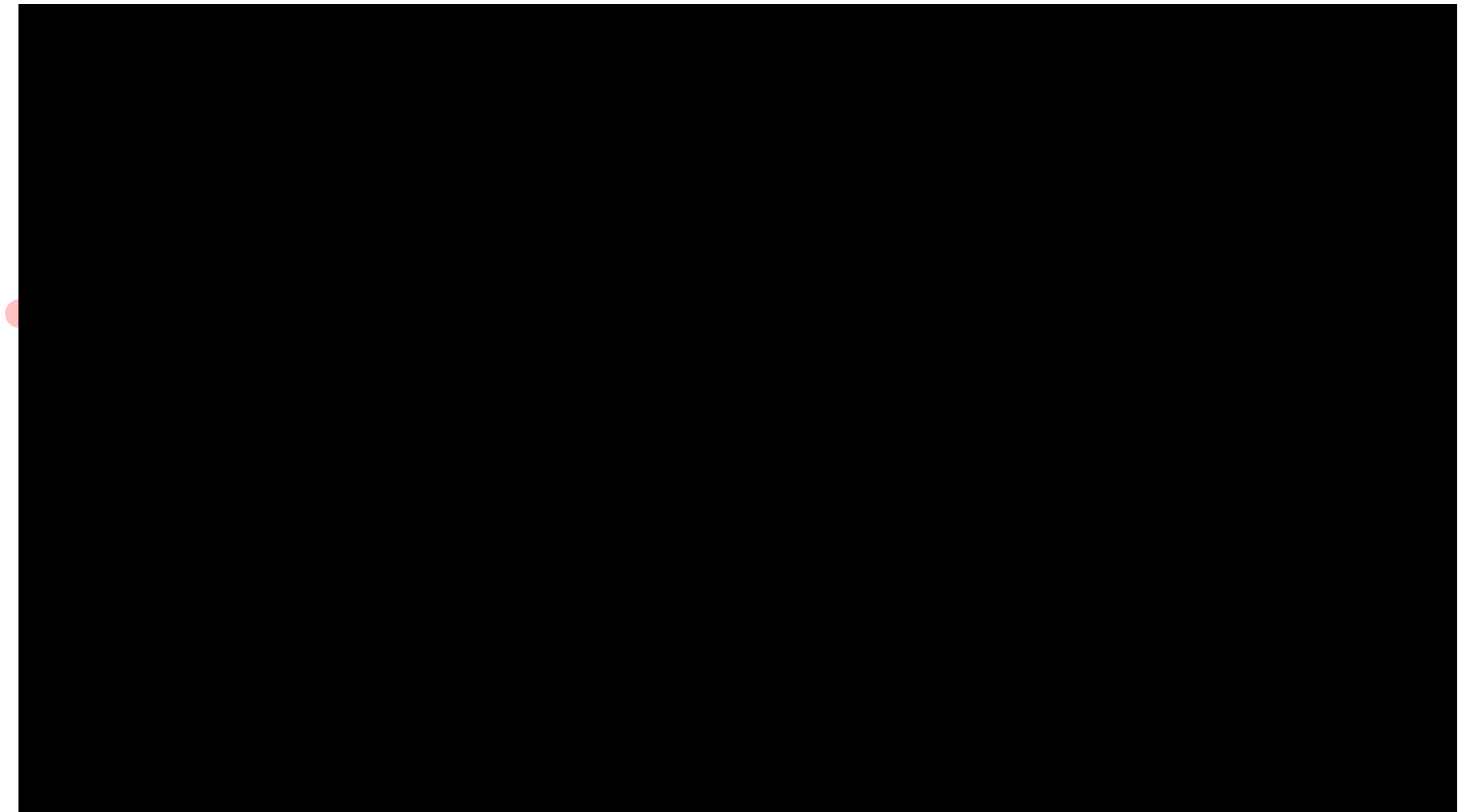
- You should refer to a number of scholarly resources.
- To ensure academic integrity, all papers should be formatted using one of the specific citation styles.
- You need to use your own words and natural language – neither too formal nor too technical.





QUESTION TO PONDER

1. Is academic writing devoted only to topics and questions that are of interest to the academic community?
2. What are the essential steps in the writing process?



ESSENTIAL TIPS OF THE WRITING PROCESS

1. **Select an interesting topic.** If you lack ideas, you may search the internet. Look through your notes or consider your course reading or current new.
2. **Do research and record sources.** Keep in mind that you may need to continue researching as you develop your thesis. Make an outline, write and revise the document.
3. **Formulate a strong thesis statement** that you will argue in your paper.



ESSENTIAL TIPS OF THE WRITING PROCESS

4. **Plan your essay and make a basic outline.** Take notes from your sources and add details to your outline and make sure that you have supporting evidence for each of your points. It is a good practice to have at least two main points to argue.

5. **Write the first draft of your paper.** You can start from any part, and you shouldn't worry about grammar, punctuation and spelling as you construct your sentences. You will fix it later.



ESSENTIAL TIPS OF THE WRITING PROCESS

6. **Revise your first draft and improve the content, logic, and the flow.** Make the transitions between your ideas smooth and logical. Make changes to improve the content and rewrite your draft.

7. **Edit and proofread** your final draft to ensure your paper is flawless.



Throughout the paper, it is important to observe stylistic elements such as:



Tone

- ☐ It is the attitude conveyed in a piece of writing.
- ☐ When considering this, the arguments presented must be fair and appropriate.

Language

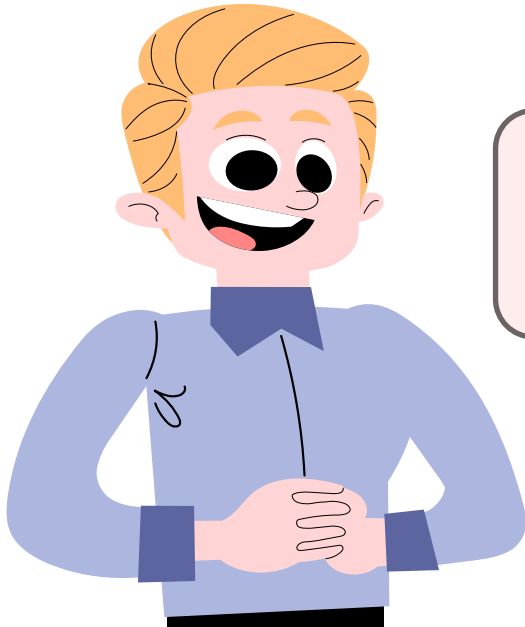
- ☐ Avoid unambiguous language.
- ☐ It must be concise, formal, and direct.

Diction

- ☐ It refers to your choice of words.
- ☐ Awareness of the words you use is important because the words with the same denotative meanings can have different connotative implications

Structure

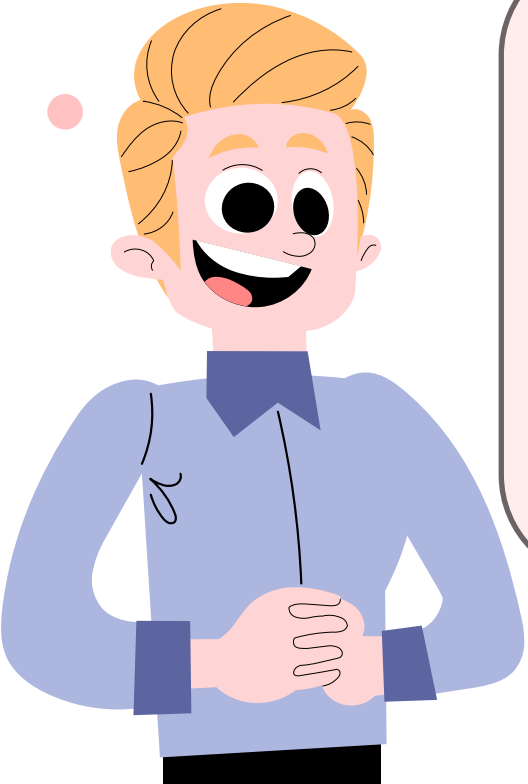
- ☐ Focus on clear writing, excellent grammar, and consistent stylistic approach.



WHAT IS A RESPONSE ESSAY?



It is also called a **reaction paper** which is a type of writing that requires you to produce your own ideas and perspectives towards the problems mentioned in the original text.



Consider the following guidelines in writing a Reaction Paper:



Value Commitment

- ☐ Sound critical judgment
- ☐ A fair and balanced assessment of situations or events, people, and things

Purpose

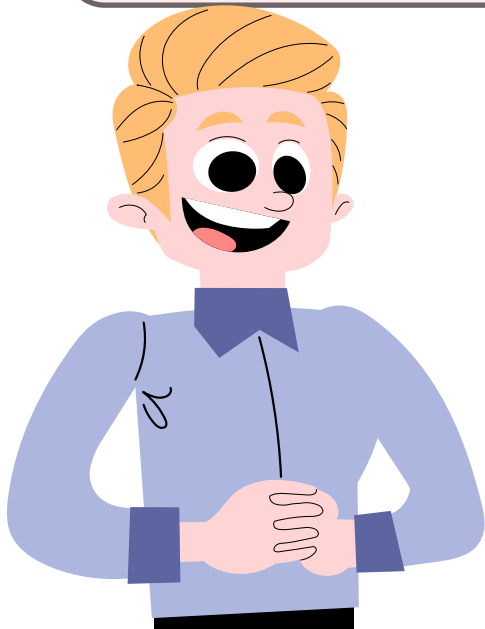
- ☐ Reacting to or commenting on a particular event of social, economic, political, or historical import
- ☐ Reviewing a cultural event
- ☐ Reviewing a book or other scholarly publications
- ☐ Critiquing a literary piece

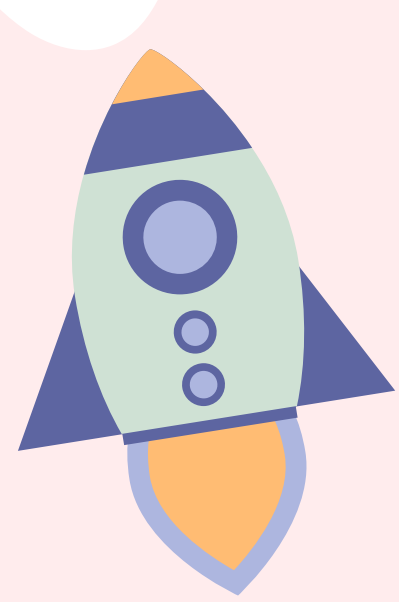
Basic Moves/Patterns of Development (Paragraph Level)

- ☐ Describing
- ☐ Narrating
- ☐ Comparing
- ☐ Contrasting
- ☐ Classifying
- ☐ Listing
- ☐ Cause and Effect

Point of View

- ☐ Subjective-Personal
- ☐ Objective-Impersonal





In summary, there are key principles in academic writing that one must adhere to in order to write effectively and to render excellently the outputs.

—KEY TAKEAWAYS



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THANK YOU!

