Academic Writing

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Introduction to academic writing



In this section, we take you through some of the ways in which you can write using an academic style which is appropriate and grammatically correct. We provide you with information on what to expect and how to go about achieving a satisfactory academic style, including the use of inclusive language.

If you come from a background where English is not your first language, it will be helpful to you to look at the section on common problems in language construction. If you feel your style is too informal or colloquial, read the section on making your language sound formal and what to avoid. There is also a useful guide to using punctuation and for including the ideas from research literature in your writing.

If you would like further information, please contact staff from the Academic Language and Learning Success Program (ALLSP), who run free workshops for internal and external students on English language usage as well as developing your skills to edit and proofread your assignments.

Email: [allsp@cdu.edu.au](mailto:allsp@cdu.edu.au)  
Phone: 08 8946 7459

In this section you will find information about:

**Inclusive language**

Learn about the importance of how to use inclusive language while at university.

**Common problems in language construction**

Learn how to identify and avoid common problems in language construction in your writing.

**Making your writing sound formal**

Learn how to avoid the use of personal pronouns in formal writing.

**What to avoid in formal writing**

Learn how to use precise and uncluttered language.

**Interactive Sample Essay: introduction, body, conclusion**

These activities will help you become familiar with the structure, body and conclusion of a persuasive essay.

**Punctuation**

Learn how to use punctuation marks to organise your words into clauses and sentences.

**Quoting, paraphrasing and summarising**

Learn how to include the ideas of an expert in your text.

**Reference list**

Learn how to include a list of all publications referred to in your assignment.

Inclusive language

Charles Darwin University (CDU) is an education provider as well as an employer. As a public institution, CDU is legally obliged to ensure that all staff and students can work in an environment that is free from harassment and discrimination. It is important for all members of the university community to recognise and value cultural diversity and understand the importance of using inclusive language as a way of creating an harmonious environment.

What is inclusive language?

Inclusive language is language that does not belittle, exclude, stereotype or trivialise people on the basis of their race, gender or disability.

At university there are a number of people from different cultural and linguistic backgrounds as well as people with disabilities, different sexual preferences and holding varied religious or spiritual belief systems. We all have a responsibility to respect these differences and ensure that our speech and language is appropriate and non-discriminatory. This means avoiding terms which are offensive or using language that portrays certain people in negative ways.

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* Language and culture
* Language and Australians of language backgrounds other than English
* Language and sexuality
* Language and gender
* Language and disability

Common problems in language construction

In this section, common problems relating to language construction have been identified so that students can become aware of these and avoid them in their writing.

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* Sentence structure
* Parallel structure
* The use and non-use of articles

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