

Title Writing Practice
Notes

Week 5 - 10

Notes

Tense forums

[WEEK - 5]

Tenses in Academic Writing

- Most commonly used tenses in academic writing
 - Simple present
 - Simple past
 - Present perfect
- Other tenses can also be used

Simple Present

Functions	Examples
State the objective or present an argument	This study analyzes the impact of social media on undergraduate students from Andhra Pradesh, India. (objective)
Generalize or comment on the findings of the previous or current study	Many studies report that IITs make several impactful scientific inventions.
Refer to tables or figures	The study identifies that cortisol secretion is impacted by mental stress.

Simple Past

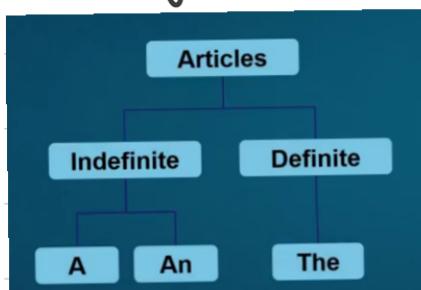
Functions	Examples
Report the findings of the previous studies or the current study	Spencer (2008) reported the gendered language use in workplace email communication.
Describe your methodology for approach, data, and research tools	Five hundred students participated in the online survey.
Used after past-time markers	After 2000, Indian companies had to stop the purchase of typewriters.

Present Perfect

L7

Functions	Examples
Introduce recent research trends • Continuing research interest in the field • Present research from the past to present	After the Paris Agreement, there has been renewed interest in studying the impact of CO ₂ emissions in developing nations.
Summarize the findings of previous research	Studies have found that 50% of urban households in India depend on municipal water.
Indicate a gap in the research literature	The National Education Policy has emphasized the need to encourage bilingual practices in schools.

Use of Articles:



- Consonant sounds → 'a'
- Vowel sounds → 'an'

a university

an honor

Indefinite Article: A/An

- Used with singular countable nouns that are not specific

I do not own a TV.



I want to have an orange.



Definite Article: The

- Used only before specific nouns
- Singular and plural nouns
- Countable and uncountable nouns

The book you asked me to read was amazing.

The books displayed in the library lounge are quite useful.

The next one is whenever you use A or An, it becomes the when you are referring to the same object second time. For example, if you have a sentence like this, a couple of sentences here, I saw a car parked on the left side of the road. The car started moving towards my department.

Definite Article: The

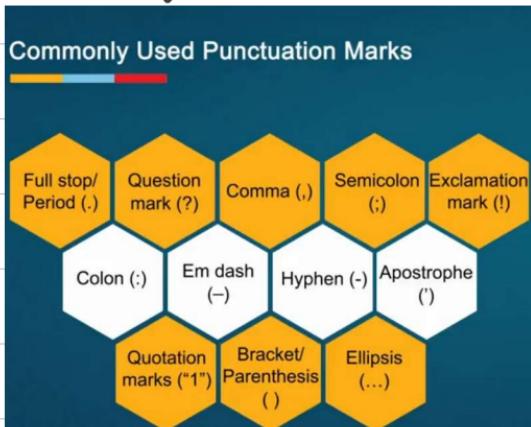
- When there is just one
 - The moon
 - The president of Japan
- Superlatives
 - The tallest building
 - The fastest animal
 - The greatest batsman
 - The greatest goalkeeper
- Already been mentioned at least once
- Referring to a category
 - The tiger (Tigers are) is a dangerous animal(s)
- Referring to a category
- Regions/rivers
- Musical instruments
- Institutions or bodies
- Services
 - The police
 - The train

Next, when you refer to a category, you can also use The before the category. For example, instead of saying tigers are dangerous animals, you can say the tiger is a dangerous animal. So here the tiger refers to the category of all tigers.

Then before regions or rivers, you can also use The, for example, the Nile, Nile is the river and you are using the Nile, Ganges is another river. You use The before Ganges and, for example, Himalayas, you are talking about a region or a mountain range. You can use the Himalayas.

And musical instruments also, they take The. For example, she plays the piano, she plays the guitar. And then before institutions or bodies you can also use the, for example, the Unesco, the United Nations, okay? And

Using Punctuations!



Apostrophe ('')

- Contractions

He is vs. He's

- Possessives

My mother's

Students'

it's vs. its

should be avoided in academic writing

commonly used in academic writing

It's, i-t and apostrophe s and then i-t-s. When you say it's, first one means it is. Second one its of it. There is a difference. Second one is a case of possessives, the first one is a case of contraction. The next one is semi-colon.

Semicolon (;)

Linking two connected phrases

- Between comma and full stop
- For Citation

Example: Rima cited only relevant studies; her presentation was focused.

But semi-colons are between comma and full stop in terms of their strength, how far they stop or how far they slow down our progress when it comes to reading. They are generally used for citations.

Colon (:)

- Introducing explanations

I have canceled the class: I am down with a fever.

- Starting a list

Two people were selected: Sam and Azad

- Introducing a quote

He ended with the words of Freire: "Education is an act of love."

- Emphasis

He wanted to study in one place: The University of Edinburgh.

Comma (,)

- Commas to separate words and phrases

I have left a shirt, an umbrella, and a book in the bus.

- Separating independent clauses when separated by coordinating conjunctions: but, yet, so, etc.

I did not have any food, but the dog refused to leave.

- After introductory clauses, starting with while, if, though, since, etc.

If you heat iron, it expands.

Example:

Adamson 2005;
Brian 2008

Inverted commas or Quotation marks (" . . . " / ' . . . ')

- Emphasizing a word

The word 'weird' is difficult to define.

- Quoting an author

According to Freire (1978), 'Education is an act of love.'

- Double quotation marks to indicate quotes within quotes

'Education is an "act" of love.' (UK Style)

"Education is an 'act' of love." (US Style)

Accuracy in Academic writing?

What Is Accuracy? Why Is It Important?

Being correct in terms of grammar, vocabulary, and following style guidelines

Conveying ideas or information properly

Lack of accuracy results in wrong inference and reduced engagement with your text

desired meaning

Accurate writing

Meaning reaches readers correctly



Common Problems

1.



Grammar

- Wrong verb forms
- Missing article
- Singular or plural use
- Agreement error
- Wrong article



2.
Sentence Structure

- Missing apostrophe
- Incomplete sentences
- Clumsy and overly long sentences

Writing Process



First, when we paraphrase, we can think of avoiding plagiarism, not by copying information from direct sources. For example, if you are citing somebody and the text is let's say 30 maybe 70 words or 60 words or something like that and then you need permission from the author.

You want to write to them and obtain their permission to quote exactly the same words and phrases they have used in their text. It becomes really problematic, so what you can do is you can paraphrase the portion and cite them as the source of information and you can continue writing.

Paraphrasing academic texts: → Purpose of paraphrasing:

● Avoiding plagiarism

Not copying information from direct sources

● Synthesizing information from other's work

Essential for academic writing

● Building a credible argument or analysis

For example, if you are reading a piece of text and you have information, some information you find on page one, some on page two, page three. And then you put them together and paraphrase them and put it together and then writing include in your text, cite the author.

What I'm repeating here, if you have observed what I've done here, is that I have said that you need to cite. So when you're paraphrasing doesn't mean that you can just paraphrase and continue your writing.

Paraphrasing includes mentioning the original source of information or the author who created the piece of text. And then the third thing is building a credible argument or analysis.

So when we're paraphrasing, the aim is to build something, build your own argument with the help of what others have talked about.

What others have discussed or argued, you take their arguments together, put them together and develop your own argument and you can do that by paraphrasing original text.

Example:

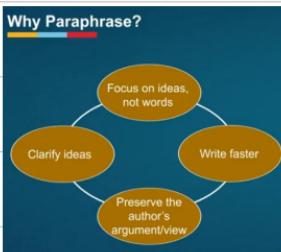
Effective Paraphrasing Improves Credibility



Source: Experience in Peru, Bolivia, South Africa, and Paraguay, all of which saw dramatic new multilingual language policies in those years (see below), convinced me that in an ecology of languages where indigenous languages and speakers have been marginalized for centuries in post-colonial contexts, bilingual intercultural education can become a vehicle for promoting language equality, language rights, and biliteracy. (Horberger, 2022)

According to Horberger (2022), education involving exposure to an array of cultures in two languages as part of the latest multilingual approach to policy-making can be adopted to promote linguistic equality and rights and literacy in colonized countries and use multiple languages.

Why Paraphrase?



Why Use Synonyms in Paraphrasing?

To restate the words without distorting the original meaning

Using synonyms in paraphrasing:

Example:

Source: More than half of the shopkeepers who attended the protest rally have been in the cement business for 20 years.

Paraphrase: The majority of the retailers who participated in the dissent event were in the construction material business for two decades.

Example:

Source: In the beginning, the framers of the Indian Constitution had disagreements on many aspects of the Constitution.

Paraphrase: Initially, Indian Constitution designers differed on multiple features of the Constitution.

This is not really a good paraphrased version because we have two more steps to follow, and we'll talk about those steps little later. First step is how you change the word class and then next step, we change the word order, which will happen later.

Source: Student activists are fighting against the fees raise in government institutions. If the protest continues for a month, then the government might reconsider the decision.

Poor paraphrase: Student leaders are protesting against the fee hike in public institutions. If the demonstration/dharna is prolonged for more days, then the government might review the move.

Better paraphrase: The fee hike in public institutions might be reviewed if student leaders prolong the dharna beyond 30 days.

changing word class in paraphrasing

Changing the Word Class

Changing some of the words given in the text from one part of speech to another:

evolve (verb) → evolution (noun)

finance (noun) → financial (adjective)

careful (adjective) → carefully (adverb)

If there's a word like a noun like finance, it can become an executive like financial. Careful an adjective, can become an adverb like carefully. In the process of doing that, we don't change the meaning exactly, but we change the way the sentence sounds.

finance
(noun)



financial
(adjective)

- The manager discussed the company's finance with the press.
- The company's financial details were talked about with the media by the manager.

Ex:1

evolve
(verb)



evolution
(noun)

- Technologies evolve too fast for older people to catch up.
- The evolution of technologies is too quick for older people to keep up with.

careful
(adjective)



carefully
(adverb)

- The expert undertook a careful analysis of the components.
- The elements were carefully examined by the specialist.

Ex:2

Strategies for Changing Word Class

- Change a verb to a noun by adding suffixes like -ment, -ance, -ence, -tion, or -sion.
Examples: appointment, performance, election.
- Change a noun to an adjective by adding suffixes like -ly, -al, -able, -ful, -ish, -ary, -y, -less, or -like.
Examples: childish, customary, comfortable.
- Change an adjective to an adverb by adding the suffix -ly.
Examples: probably, gently.

~~Paraphrasing~~: The first stage is changing synonym, finding synonyms, replacing the original words with synonyms.

And the next stage is changing the word class, last one is changing the word order. So, we are in the last stage of paraphrasing her. When you think about changing the word order, it means we are changing the order of the words used in the text.

When we are doing this, we are not changing the meaning, we keeping the original idea of the meaning intact. ~~Strategies~~

Changing word order in Paraphrasing:

Changing the Word Order

- Changing the order of the words while retaining the idea or the concept
- A major strategy in paraphrasing that helps avoid plagiarism
- May change the emphasis on specific ideas or concepts
- Grammatical accuracy is a prerequisite



Examples of Changing the Word Order

- During the Industrial Revolution, several countries across the continents of Europe and America began transitioning to newer manufacturing processes.
- Several countries in Europe and America transitioned to newer manufacturing processes during the Industrial Revolution.
- The transition to newer manufacturing processes in Europe and America happened during the Industrial Revolution.

In each of these sentences, the emphasis changes from the Industrial Revolution to the countries involved to the newer manufacturing processes.

Examples of Using the Passive Voice

Example 1 - "Observe" and "were observed"

- The study observed the changes over the next 14 months.
The changes over the next 14 months were observed.

Example 2 - "recommend" and "is recommended"

- We recommend using an alternative methodology for efficiency.
Using an alternative methodology is recommended for efficiency.

Using the Passive Voice

By changing sentences from the active voice to the passive voice.

Passive structures:

- is/am/are/was/were + past participle
- has/have/had been + past participle
- can/could/will/would/may/might/shall/should + be + past participle
 -

Example 3 - "have performed" and "have been

- The participants of the study have performed various tasks.
Various tasks have been performed by the participants of the study.

But remember when you're paraphrasing something, do give credit, due credit, to the author who came up with the original idea or original text or maybe chart, graph, diagram or anything. Driven by intellectual property rights, they have the rights so **you need to give them credit, don't forget that.**

Purpose of summarising academic texts

Summarizing Academic Texts

- Offering a preview of what to expect in the text

For example, the summary of an argumentative essay will include:

- An introduction
- The central claim
- The author's purpose
- The main points that support the argument
- The significance of the argument

- Citing the original text
- Paraphrasing

Purpose of a Summary

- Provides precise and relevant information
- Saves a lot of time as it is shorter than the original text
- Makes the required information easily accessible and simple
- Leaves out extraneous or unnecessary information
- Allows a person to decide in a short span of time whether to read the entire text
- Demonstrates understanding of the original text
- Helps remember essential information

Example

Principally, this study chooses to focus on how neural networks may be used to help investors make better decisions by observing various factors that are relevant to their finance, such as stock prices, cash flow, creditworthiness, diversification, and so on. In addition, the number of studies on neural networks is published each year in the ever-growing field of artificial intelligence and artificial neural networks. It is possible to observe only a selected few that focus on the application of neural networks in financial markets. In addition, among a number of these studies were conducted over 10 years prior to our study and described models that are no longer in productive use in our current day practice.

Summary: This study focuses on the use of artificial neural networks for investment decision-making and, in the process, addresses the issue of research in the area.

continued

Checklist for Verifying the Accuracy

Content checklist for a summary



If it's a paragraph, it's always the main idea or the topic sentence, if it's an essay, it's always the thesis statement.

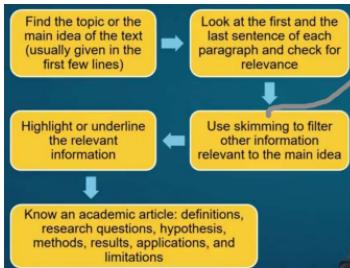
If you are talking about a report, it's always the summary or executive summary, or if you're reading an article, it's always the abstract, that tells you what the entire text is all about.

Structural and language features checklist for a summary



Identifying key points in academic texts

the action of reading something quickly so as to note only the important points.



Example

You may have wondered how waves, such as voice, music, temperature, etc. that exist in the real world around us are processed by systems such as computers. This is made possible by digital signal processors (DSPs). The analog or continuous waves are taken and first converted into a series of zeros and ones, known as digital signals, by an analogy to digital converter (ADC).

These digital signals are processed by the DSPs, which help perform actions with the signals by storing them in memory, sending them to an output device such as a speaker, or even creating a visual display output. Without DSPs several applications, such as sonar, radar, or image and speech processing, would be impossible.

How We Did It

- Identify the main idea: the passage is about DSPs
- Identify important points about DSPs by skimming through the passage
- Highlight the key points in the passage

Creating a Summary of the Key Points

- Arrange the key points in a logical order
- Connect the key points together using conjunctions or linkers as applicable
 - Examples: so, and, but, then, not only...but also, etc.
- Check for cohesion in the text

Using Conjunctions or Linkers

Summary:

Initially, continuous waves are transformed into digital signals by analog to digital converters (ADCs). Then, digital signal processors (DSPs) are employed to process these signals. Such DSPs are essential to applications like sonar, radar, image, and speech processing.

That means you think whether the ideas that you have mentioned, they're flowing properly and they're not really odd when you are reading. Something that should come in the beginning is coming and they are properly arranged, they make sense to you.

You think that they clearly reflect what is there in the original text.

Context

WEEK - 6 Writing e-mails

Why Should We Write Formal emails

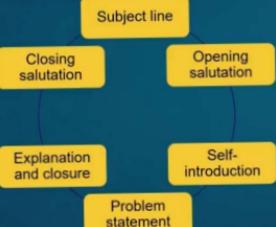
Seeking information, providing information, and acknowledging the receipt of information

Lodging a complaint and responding to a complaint

When you're working on a project, some kind of collaborative work, we need to constantly get in touch with each other and share the kind of status on your kind of developments.

Structure of Email

Formal



And, generally, the way the subject line functions is a kind of an ideal email, when you need to convey the kind of information that you want to convey with your boss or supervisor or collaborators that the subject line shouldn't be very heavy or clumsy or complicated.

So, that should be very brief and precise and also to the point. So, the subject line would convey the particular idea or particular concern on the questions you have.

Tone & politeness In Emails: Significance in writing Email

Tone refers to the "voice" that communicates the attitude of the author

The right tone helps the recipient perceive the meaning of the message the sender intends to convey

Since non-verbal cues are missing in emails, it is important to maintain the right tone while writing emails

FACTORS THAT DETERMINE THE TONE OF EMAILS

Target recipient

The tone depends on the recipient of the email

Email	Tone	Example
Professional	Formal	Peers
Personal	Informal	Friends

Recipient's comprehension

How the recipient is expected to comprehend and interpret an email.

Message type

The tone depends on the type of message to be conveyed.

Example: The tone of an email with a personal invitation to a wedding will be different from the tone of an official email sent to a colleague.

Politeness in Emails

Significance of politeness in emails

- Important to maintain politeness
- Reflects respect and consideration toward the recipient
- Required for effective communication

Email Language

Email Language

- Language should be courteous and non-judgmental
- Use of words should reflect politeness
- Language should be clear and precise
- Use of emotions should be avoided in formal emails
- Discretion needs to be maintained in using interjections
- Proper punctuation is necessary

Email Etiquettes

- Spellings should be correct
- For formal emails, there should be proper salutation
- Message should be clear and concise
- Unnecessary use of carbon copy (CC) should be avoided
- Unnecessarily replying to all should be avoided
- Use of all capital letters should be avoided

Replies to formal emails

- Thanks for the update
- Thanks for the prompt response
- Thanks for attending the lecture

Emails offering an apology

- Please accept our sincere apologies.
- I apologize for the inconvenience caused.
- Sorry for the delay in replying.

Emails with requests

- I would really appreciate it if you could give us your valuable feedback.
- Could you please let us know when the project begins?
- I will be grateful if you could write a recommendation letter for me.

Emails with attachments

- Please find attached the report for your reference.
- Please have a look at the attached file.
- I have attached the question paper for your review.

What to Avoid?

- Avoid lengthy subject line
- Do not shout or capitalize words unnecessarily
- Do not overuse emojis
- Do not write misleading subject line

Email Subject line

- The subject line is one sentence or few words summary of the content written in an email

Subject line

Summary to the content of the email

- Draws the reader's attention
- Helps the readers decide to read or ignore the email

Strategies to Write Subject Line

Keep it short

- Download e-receipt
- Announcement
- Check the test result
- Provide update

Use question forms

- What is your view on the issue?
- Can you send the document by EOD?
- Can we schedule a meeting?

Give command

- Join the meeting
- Proofread the document
- Read the document

Opening Salutations in Emails

Professional Email Salutation

- Salutation helps address the people
- It indicates your relationship with the receiver of the email
- Incorrect use of salutation can lead to "misgendering"
- Selecting the appropriate salutation is important in professional email communication

Some Points to Keep in Mind

- Ensure that the language used is formal and polite.
- Use one or two paragraphs.
- Use simple language to explain the problem or purpose.
- Use bullets or a numbered list for multiple problems or purposes.

Some Points to Keep in Mind

Example:

Thank you for writing back to me about the document verification process. It would be really helpful if you could offer some clarification for the following questions.

1. What are the documents that I need to submit for the verification process?
2. Is it possible to complete the verification process online?

Explanation of closure in Emails

Like sometimes we know that we are writing to a director of some kind of organization, or some person who is in charge of some kind of a project, some kind of team. So you know by their designation or the work they do, but not in person.

Example

It appears that the mix up was due to a typographical error that I made in the file name. Please find the updated information in the document attached below. Sorry for the inconvenience caused.

Closure

- Thank the recipient for their time or for any help they may have provided.
- If there is a deadline or time period for the recipient to respond, mention it clearly.
- Reference any subsequent interactions you hope to have with the recipient.

Why Explanation?

- After stating the problem or purpose, further explanation may be required.
- The explanation may answer questions like what, why, where, when, or how.
- A mistake or misunderstanding, acknowledge your own contribution and take appropriate responsibility.

Example

Please send in the relevant documents as a reply to this email by the end of the day. Thank you for your time. Feel free to reach out to me by phone for any clarifications you may need.

1. Formal Salutation

Use	When
Dear Sir/Madam	Do not know the name of the recipient
Dear Mr. Kamal/Ms. Kamal	Know the gender of the recipient (avoid using "Mrs." in professional communication)
Dear Dr. Praneetha	Address a medical practitioner or a PhD holder
Dear Harpreet Kaur	Do not know the gender of the recipient
To Whom It May Concern	Writing to an institution

2. Less formal (Not informal)

Use	When
Dear colleagues,	Communicating with the whole group
Dear Rubin,	Know the recipient and want to be less formal

So you know that person from some collaboration or like a person who is a colleague of yours whom you have been interacting or working with for some time. Then you may use the first name rather than using the full name of that person. So you can start like Dear Rubin or something like Dear Zareena.

Selb introduction

When you start your e-mail and your writing to some person, and you're expressing certain concern and question or sharing some ideas, some points, it's very important to share who you are and what you represent **before you are coming to the problem statement part** of your e-mail or the other part of your e-mail.

Self-Introduction in an Email

- Briefly introduce yourself in one or two sentences.
- Mention your name and how you are related to or relevant to the recipient.
- You may also include your role in your organization, such as student or job title.

Self-Introduction in an Email

Examples:

I am Krithi Sen Gupta, and I am currently a student of BSc Computer Science at BITS. I recently read your research paper on Big-data-as-a-service.
I am Bharat Mukherjee, Associate Software Engineer at ABC IT Solutions. We briefly discussed the services offered by our company over the phone yesterday.

Closing Salutation

- After the explanation and closure of the email, use a closing salutation like regards, sincerely, best, respectfully, etc.
- Closing salutations make your email sound professional and polite.
- After the salutation, mention your full name, position or title, organization, and contact information like phone number or email address.
- If you are writing on behalf of a company or organization, you may also need to add its logo.

Stating the Problem or Purpose

- Provide details on "why" you are writing the email.
- Concisely state your problem or purpose.
- Mention what you hope to achieve by writing this email.

Stating the Problem or Purpose

Example:

I am writing to enquire about applying to the Diploma program in Cloud Computing offered at your university. I was hoping to get some more details about the course structure. Could you please send me a detailed description of the course?

Example

Thanking you,
Raju Srivastava,
Software Developer, FYV
Software Solutions Pvt. Ltd.
rajusrivastava20@fyssolutions.co.in
Ph: 0123456789



TYPES OF EMAILS (FORMAL)

Email of Request:

Purpose of Writing an Email of Request

- Make a professional request in a formal yet easy manner
- Seek professional help from an expert in the field
- Ask for resources or documents for your work or research
- Record requests made so that appropriate follow-up is possible
- Seek permission or signature on documents to superiors in the organization
- Seek participation or presence in an event you are organizing

specify or
correct

Complaint Email:

Complaint Email

- A type of business email written with the hope for a grievance to be addressed.
- Although written often for unpleasant reasons, it must be written carefully.
- Maintain discretion regarding using words
- Include formal, courteous, non-judgmental, and non-discriminatory words.

Example of a Complaint Email

Dear [Title],

This is a complaint regarding a steam vaporizer I purchased on [date] from your online selling site. I placed the order through your shopping app. I received the product today, and I can assure you that no defective product has been delivered to me. A noticeable smell emanates from the vaporizer.

I have made an opening video of the product. Please find the attached video.

I would like to return the product and would expect you to initiate a refund.

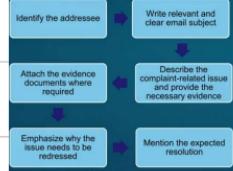
Looking forward to hearing from you soon.

Thank You,
(Name of the sender)

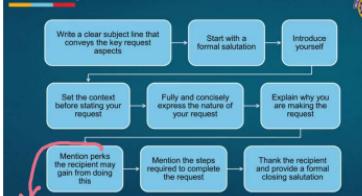
Types of Complaint Emails

- Customer
- Users
- Administration of organizations
- Individual complaints

Steps to Write Complaint Emails



Email of Request: Structure



an advantage or benefit arising from a particular situation.

Example

To: adrianmch@abcuniversity.edu

Subject: Request for reading suggestions

Hello Dr. Adrian Chia,

I am Ritika K, pursuing my first year at BISG Computer Science at ABC University. I am currently working on a project on traffic monitoring using computer vision. I was inspired by the guest lecture that you gave on this topic. Could you please suggest some books or articles in this area of research for me to read? I would highly appreciate any recommendations that you can give me. Looking forward to hearing from you.

Thanking you,

Ritika K,

BISG Computer Science, ABC University.

Responding to complaint Emails:

Responding to Complaint Emails

The service provider or the customer care executive should

Acknowledge the customer's frustration

Be sympathetic toward the customer who sends a complaint email

Address the complaint in a professional manner

Thank the customer for reaching out and assure them of the issue redressal

Consider offering a discount to the customer on the further purchase

Sentences Commonly Used to Reply to Complaint Emails

Thank you for reaching out to us

We are sorry for the experience you had with our service

I am sorry to hear about the complaint

We are sorry for the inconvenience caused

We are proud that you chose us as the service provider

Your complaint will be addressed at the earliest

Example of Reply to Complaint Email

Dear [Name],

Thank you for reaching out to us. Customer satisfaction is our first priority. We apologize for the damaged product that has been delivered to you. I would like to let you know that we are investigating the issue immediately.

We assure you that the damaged product will be replaced.

We genuinely apologize for the inconvenience caused. We hope to offer you better service in future.

Please let us know if you have any further query.

Thank You,
(Name of the customer care executive)

Enquiry Email:

Enquiry Email

To get information about a product, process, person, or something



One of the most commonly used email types in the workplace



The subject line should state, "What is the information required."



It should be clear and concise



Structure of an Enquiry Email

Salutation

Formal salutation

Example: Dear Madam/Sir,

First

State the purpose clearly

Example: I visited your website for pearl ornaments and would like to know your store address in Kochi.

Second

Introduce yourself only if it is necessary

Example: I am a trader from Cuttack.

Third

Ask for the information required

Example: It will be great if you could also send your e-catalog to this email id.

Closing

Thank and politely remind about the request

Example: Thank you. I look forward to receive the information and e-catalog.

Sample Enquiry Email

From: XXXXX@gmail.com

To: XXXXX@gmail.com

Subject: Request for a price quotation.

Dear Madam/Sir,

We request you for a price quotation for 300x4x30 inch office tables. We are a medium-sized engineering company in New Delhi. We would like to buy 50 office tables with chairs for our new office. In addition, please mention the transport and fitting charges in the quotation. We are looking forward to receive your price quotation.

Thank you.

Regards,

XXXXX

HR

ENO Engineering, New Delhi



Email etiquette:

Email Etiquette: While Drafting an Email

- Use a professional subject line
- Use appropriate tone and be aware of intercultural differences
- Double-check your recipient's addresses
- Keep relevant stakeholders in the CC
- Use a professional email ID
- Use a professional signature
- Name, title, designation, and contact details
- Use standard fonts

Email Etiquette: While Replying to an Email

- | | |
|--|------------------------------------|
| Respond to emails appropriately | Use "Reply all" only when required |
| Respond to emails promptly | Avoid one-line or curt replies |
| Be brief and reply to the point | |
| Do not assume; ask for clarification if the information is unclear | |
| Do not react but respond to criticism | |

General Email Etiquettes

- Use professional greetings
- Organize your points
- Avoid using too many abbreviations
- Avoid using inappropriate emojis and symbols
- Avoid humor that might be culturally inappropriate
- Avoid forwarding or attaching irrelevant information
- Value the recipient's time
- Proofread your emails
- Check if your attachments are enclosed before sending

WEEK - 7 { Writing short essays }

Structure of Academic Essays

An academic essay consists of three parts

01 Introduction

- Presents the topic and the thesis statement
- Conveys information on the significance of the study
- Presents the main argument of the essay
- Explains the design of the discussion

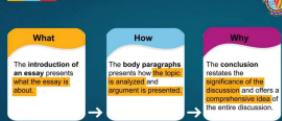
02 Body paragraphs

- Contain an analysis of the topic in an in-depth manner
- Elaborately present the argument and supporting literature/evidence to support the argument
- The discussion on the topic takes place in this section

03 Conclusion

- Restates the main points
- Summarizes the analysis
- Presents an overall understanding of the topic

Mapping an Essay



Types of Academic Essays

Academic essays can be broadly categorized into four types

Descriptive essays

Describe a person, place, object, experience, situation, and so on
Provide information about something

Analytical essays

Analyze a specific topic
Critically examine the given topic using supporting literature and examples

Persuasive (argumentative) essays

Present an argument
Persuade the readers to adopt a certain point of view

Expository essays

Examine an idea and explain it
Present an argument comprehensively

Outline of an Essay

Purpose of an Essay Outline

- The first step to writing an essay
- A blueprint of an essay
- Used to brainstorm the main ideas and points to include in the essay
- Helps organize the ideas and points in an appropriate order
- The basis for creating sections and subsections of the essay
- Gives clarity to the writer

Strategies to Create an Outline

- Brainstorm ideas → *If working as a team*
- Research → *Collect of gather info*
- Pick main points → *Ideas to be included in the essay*
- Sequence main points → *In a logical sequence using numerical lists, such as roman numerals or alphabets*
- Include sub-points → *Related ideas under each main point using bulleted lists*
- Review the outline → *Remove unnecessary points, fill in missing information, or rearrange points to improve cohesion*

Essay Outline Example

Essay Topic: Ethical Use of Artificial Intelligence

Introduction to Artificial Intelligence	<ul style="list-style-type: none"> What is AI? Examples of AI
Data Privacy	<ul style="list-style-type: none"> Issues of privacy Alternatives
Machine Bias	<ul style="list-style-type: none"> Erroneous assumptions Types of bias
Conclusion	<ul style="list-style-type: none"> Defining success Periodic evaluation

Making notes for an essay

Purpose of Note-Taking

- Concrete the understanding of the text.
- Get a complete understanding of the text.
- Understand the flow of information in the text.
- Revisit the text for future references
- Organize the text in our own words

Reading Precedes Note-Taking

Types of reading

Skimming

To understand the gist or the main ideas of the text

Scanning

To look for specific information

Primary reading techniques

Helps decide whether to read a text or not

Intensive reading

Comprehending, interpreting, and distinguishing between fact vs. opinion, argument, and evidence

Mapping the flow of information

Critical reading

Evaluating the text and sources

Questioning the assumption and biases

Reading the text in relation to a larger context

How to Make Notes?

- Comprehend the text
- Identify the key points
- Identify the specific details
- Identify the structure of the text
- Identify the genre of the text
- Rewrite the point in your own words
- Based on the text, rewrite the text
- Points
- Flowcharts
- Tree diagrams
- Organize the notes in a logical order
- Notes should reflect the structure of the text

You're reading certain ideas, and arguments, and analysis of a person who is the author of particular texts, but now you are organizing like that person's ideas and interventions in your own words which definitely would give you a better sense of the text, and the key arguments and key ideas of the text which is represented there.

Strong thesis statement!

What Is the Thesis Statement?

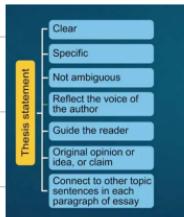
- A formal statement/claim/generalization to be discussed in the essay
- Written in one or two sentences
- Usually found in an introductory paragraph
- Placed at the beginning or end of the introductory paragraph
- Must connect with the topic sentences in each paragraph of the essay

What Is the Thesis Statement?

Example:

Hydrogen-powered fuel cell electric cars are more efficient and greener than conventional gasoline-powered cars and electric cars using lithium batteries. (Claim)

(Strategies for writing strong thesis statement)



Writing an introductory paragraph:

Features of an Introductory Paragraph

- Starts with an opening statement
- The opening statement can be general statements about the topic
- Provides context and background for the topic
- Introduces the purpose and aim of the essay
- Indicates the organization of the essay
- Defines the key terms important for the topic
- Mentions the limitation or what will not be covered in the essay

How to Write an Introduction?

- Start with a general sentence
- Define the thesis statement in one or two sentences
- Expand the thesis statement or the argument
- Mention the scope of the study
- State the limitation of the study or topic
- Define the important terms or concepts
- Describe the order in which the ideas will be presented

It's an academic essay where certain terminology, certain concepts you will be using, and you were thinking kind of an essay to also a layman viewer who has not been exposed to this kind of terminology, certain concepts might not be even known to all the people from the discipline itself.

So, it's kind of responsibility to define those important terms and concepts and what you meant. And sometimes also there are certain kinds of terms and concepts which might have different meanings in different contexts.

So, you should make it very clear in your introductory paragraph, what you are using for this particular term and concepts, and this is what they signify for you and also for the readers in this particular essay.

If you give them a kind of a proper structure, I will start with this part, this part will be followed by this part, and then finally, we'll be dealing with this kind of thing.

So when the reader is reading your introductory paragraph, he is actually seeing how the essay will be developing in time. So that kind of expectation helps the reader a lot when he or she will be reading the entire essay.

Example of an Introductory Paragraph

It has been identified by many researchers that mansplaining is common among Indian men, and it is prevalent in communication studies. It is common that the male bias associated with mansplaining, for example, mostly male members of the family are consulted to discuss investment plans. This behaviour stems from the belief that men are more knowledgeable than women. Mansplaining can be defined as "substitution of institutionalized sexism which contributes to the silencing and marginalizing of women's voices" (Kotwica, 2017, p.2). This perspective makes us understand how different institutions like family, politics, business, and workplace have mansplaining. In 2012, Linda (2014), the psychological perspective explains that this practice can pose serious women's confidence and self-esteem (Kotwica, 2017, p.2). This perspective makes us understand how communication patterns and conventions are aiding the practice of mansplaining (Liu, 2014). This essay will discuss mansplaining from these three perspectives to understand the sociocultural functioning of this social phenomenon. This perspective is not gendered, but it is not gendered separately but it is limited under the sociological perspective.

Concluding paragraph

Features of a Conclusion Paragraph

- Starts with the summary of the main points
- Repeats the thesis statement or the main argument in different words
- Defines the findings or outcomes of the study
- Specifies the limitation or shortcoming of the study
- Mentions the implication of the topic or the study
- Can state the future possibilities

How to Write a Conclusion?

- Summarize all the main points again
- Reiterate the thesis statement once again
- Mention the implication of the study
- State the limitation of the study or topic
- Recommendation for the future study
- Can end the essay stating the possibility or solutions

Example of a Conclusion Paragraph

From the above discussion, it is clear that mansplaining is institutionalized and manifested in individual and group communication. Moreover, it is manifested in various fields such as politics, business, and workplace. Mansplaining can be observed that social and decisory factors play decisive in providing social sanction to this practice. In addition, the role of institutions in this practice is also significant. To further understand the practice, it is important to study the operation of mansplaining in different social and economic settings. This could help in understanding this phenomenon in different classes and ethnic groups in India. This research can also help in understanding the role of institutions in encouraging institutions to practice gender-inclusive communication.

Body Paragraphs definition & Purpose:

Components of Body Paragraphs

- | | |
|----------------------|---|
| Topic sentence | Appears at the beginning of a body paragraph |
| Supporting sentences | Captures the core idea of the body paragraph |
| Explanation | Introduces the readers to that idea |
| Conclusion | Present an argument and provide evidence to support the claims |
| | The evidence includes direct quotations, literature reviews, laboratory experiments, or even personal experiences |
| | Provides an extensive explanation |
| | Presents the analysis of the study in the essay |
| | Summarizes the discussion |
| | Presents a new understanding on the main idea of the essay |
| | Often a transition to the following section, the essay conclusion |

depending on what kind of essay, supporting sentences will be followed

- Present an elaborate explanation of the main idea of an essay
- The argument of the topic is presented with supporting evidence and discussion
- Present evidence to a claim, so general information is followed by specific information

An academic essay consists of three parts

- | | | |
|-----------------|-----------------------|--------------|
| An introduction | The body of the essay | A conclusion |
|-----------------|-----------------------|--------------|
- Body paragraphs
- Written between the introduction and the conclusion
 - Comprise the largest volume of an essay

Mapping Body Paragraphs

Purpose of writing

It should be well outlined in the paragraphs

Arguments and counterarguments

It might include counterarguments to strengthen the argument based on the claims made in the essay

Paragraph breaks

Add clarity and comprehensibility to the discussion for more than one body paragraph in an essay.

Revision

Proofreading, editing, and revision are essential factors that make any academic writing concise

Signposting

Major signposting

Linking words and phrases

This essay critically examines...

The aim of the present study is to...

The current argument is based on an interesting viewpoint...

However, another perspective of this study suggests...

The evidence focuses on...

To summarize/conclude...

The essay has highlighted four factors...

The argument that has been established in the present study...

In introductions

In body paragraphs

In conclusions

Unity in an Essay

- It is important for writing an essay
- It retains the relevance of the discussion and makes an essay comprehensible
- An essay remains unified when the main idea that is mentioned in the topic sentence

Strategies to achieve coherence in an essay:

- Following a logic in presenting the argumentistic
- Transitions can be used to connect the ideas from one sentence to the next
- Examples: moreover, next, nevertheless, certainly, in other words, finally, etc.
- Chronology can be ordered in a chronological sequence
- Repetition of key words, maintaining a pattern of discussion

Example: from general discussion to specific question to answer, or from issue to effect.

Strategies for maintaining unity and coherence in an essay:

- The essay should be developed around a single main idea, which should be clearly stated in the topic sentence.
- The discussion should have a logical flow and should stick to the main idea.
- The essay should be revised after eliminating irrelevant and redundant sentences.

Coherence in an Essay

An essay becomes coherent when

- The sentences follow a logical representation
- The thoughts are not presented in an isolated manner but they stand in關係 well

Signposting

Signposting refers to the words and phrases that guide readers through an academic essay or dissertation.

Editing & Proofreading:

Editing an essay

Done while an essay/dissertation is being written

Starts from the first draft onward and continues until the writing is submission ready

Adds clarity and precision to writing

Check if the discussion is supported by proper evidence

Have a clear introduction and conclusion

Check if there is unity and clarity in the whole writing

Include citations in the correct format

Check if each paragraph has a proper topic sentence followed by a relevant discussion

Check if the tone of writing is appropriate to the topic

Read the essay backward

Read the essay aloud

Focus on the correct use of punctuation

Proofreading Strategies

Take time to read the essay carefully and find out the errors

Underline the places with errors

Correct one type of error at a time

Example: while correcting grammatical errors, the typing errors might be ignored and can be taken up next.

Rules for citing references of different kinds, such as journal articles, books, websites, etc., are given for both the reference list and in-text citation.

Style sheets in writing

What is a Style Sheet?

Presents a set of rules for academic writing in a specific field or publications

Lists out specific elements and how they are used in the writing

Spelling, punctuation, formatting, etc., are included

Varies based on the type of publication and the field in which research is being conducted

Social sciences often use the APA style while business and management style of writing is often used in history

Purpose of Using a Style Sheet

Helps maintain consistency in academic writing

Improves readability by providing more clarity

Makes your writing appear more reliable and professional

Provides a standard for a global audience

Allows institutions to communicate and contribute to the existing field of knowledge consistently

Helps comply with the publishing standards and requirements of journals or other bodies

Helps maintain the brand value and image

Numbering

Rules for numbering sections, subsections, figures, lists, etc., are given.

Style Guide Purview

Punctuation



Various punctuation used in academic writing of a particular field of research are outlined with examples, and restrictions are mentioned.

Spelling and acronyms



The use of spelling, punctuation, and short forms varies across different cultures, so standardization is attempted.

Formatting



The type of fonts, size of text, use of images and figures, spacing, indentation, etc., are mentioned so that a standard is followed across articles

Reference



References are formatted according to the statement

Such as: Author's name, year of publication

Author's name, date of publication, etc.

Check if references are properly included

Check if references are mentioned

Rules for citing references of different kinds, such as journal articles, books, websites, etc., are given for both the reference list and in-text citation.

Citations & Referencing

APA Style Sheet

- A writing format and style by the American Psychological Association
- Commonly used in fields like psychology, sociology, education, anthropology, criminology, and so on
- The seventh edition was published in 2019

Note:

APA is one of the many style sheets used in academic writing.

The choice of writing style can vary based on the publication and field of research.

Reference List: Commonly Used Formats

Book

Author's last name, first name initials. (year of publication). Title of book. Name of publisher, URL.

Journal article

Author's last name, first name initials. (year of publication). Title of article. Journal Name, Volume Number(Issue number), first-page number-last page number, URL.

Website

Organization/company name. (year of publication, month/day if given). Post title. Name of blog, URL.

Blog article

Author's last name, first name initials. [screen name if applicable]. (year of publication, month, day of publication). Post title. Name of blog, URL.

Writing Short Essays

Putting it all together - A checklist

Sections and subsections are ordered and numbered correctly

All necessary parts from the notes are included

Stronger evidence is provided

Writing is organized and cohesive

Conclusion is logical and effective

Introduction is strong and effective

Body of the text is organized and cohesive

Data and figures are appropriately cited and used

In-Text Citation

How the writer mentions other articles or resources within the main text

Below is an example of a definition cited from a book.

Hornsey and Sahn (1976) define an algorithm as "a finite set of instructions which, if followed step-by-step, will solve a particular task." We will use this rather simple definition to further explore data structures.

Writing Short Essays

Putting it all together

To improve the acceptability of academic articles

Ensures that the necessary parts are included

Helps correct homographs or grammatical errors

Website

(Organization name/group, year of publication)

For example,

UNESCO (2020) commented on the digital divide

and inequitable distribution of technology.

Writing Short Essays

Putting it all together - A checklist

Structure and organization are good and clear

Body of the text is organized and cohesive

Data and figures are appropriately cited and used

Writing is organized and cohesive

Conclusion is logical and effective

Introduction is strong and effective

Academic Writing (WEEK-8)

Academic Report Writing

Def:

An academic report is a specific type of academic writing to communicate

- Analyses of literature
- Laboratory experiments
- Investigations on issues
- Project findings

Academic reports are written for various readers or audience

- Academics
- Legal practitioners
- Corporate managements
- Government organizations
- Customers or clients

To write an effective report, it is important to keep the readers/audience in mind.

Present the analysis of research findings, scientific experiments, case studies, surveys, etc.

Provide the readers/audience with the rationale for the research or experiment, or survey that has been done

Present the analysis objectively

Create the scope for further studies and help other researchers to work further on a specific topic

Purpose of an academic report

- report

Structure of an academic report:

Title

- The specific topic of the report

Acknowledgments • To briefly thank those who helped in providing and compiling information/data for the report

Table of contents • A list of main sections with corresponding page numbers

Abstract

- The main aspects of the report that help readers know if it is relevant to their research

Introduction

- The background, context, purpose, and scope of the report

Literature review

- An analysis of the literature relevant to the research

Methods

- The research design and how the research has been done

Results/discussion

- A summary of the results or findings of the research

Conclusion

- The conclusion of the research that has been drawn based on the analysis or experiments

References

- A list of sources that have been used and mentioned in the report

Complimentary close

Includes a polite remark that ends the letter
Examples: "Best Regards," "Thank You," "With Appreciation," etc.

continued

Signature line

Describes the sender's full name

6.

Laboratory Report

Laboratory reports are written

- To explain scientific concepts
- To analyze laboratory experiments

→ 2.

Laboratory Report: Components

Title

Describes the experiment that has been conducted.

Abstract

Mentions the summary of the experiment and introduces the purpose and results.

Introduction

Includes the background of the study, the motivation behind the experiment, the relevant theory, and the research hypothesis.

Methods and Materials

Discusses the steps taken to conduct the experiment, including the equipment and apparatus.

Results

Reflects the findings of the experiment and is represented through tables and figures.

Body

Has three parts—introduction, findings, and recommendation.

4.

Discussion

Analyzes the findings, strengths, and weaknesses of the experiment design.

Conclusion

Summarizes the whole process, findings, and significance of the study and offers scope for further research.

in a brief precise manner

continued

Research Report

Research reports are written to

- Present an in-depth analysis of systematic research.
- Clearly describe the purpose, process, and results of the research.

Types of research reports

- Quantitative research report
- Qualitative research report

Research Report : Components

• Summary

A brief overview of the research, its purpose, and objective.

• Introduction

Introduces the research, the research questions, and the research hypothesis, if any.

• Methods

Mentions the steps taken to complete the research

• Results

• Discussion

Analyzes the research results.

• Conclusion

Presents a summation and new understanding of the research topic.

• References

Includes the list of sources mentioned in the research.

Writing styles & format in Academic Reports:

Styles of Academic Reports

The format of writing the report depends on which style of report you are writing.

Formats of three styles of academic reports

1. Research or lab report
2. Conference report
3. Inspection report

Research or Lab Report

- Used to record an experiment or a study
- The focus is on facts, analysis of results, and describing the methodology

Research or Lab Report

Format	Introduction Methodology Results Analysis and discussion Conclusion References and appendices
--------	--

Conference Reports

- Written by an attendee or by a member of the organizing committee.
- Convey information such as theme, sub-themes, host institution, speakers, date, and location.

Format

Statement of purpose

Proceedings and key information

Learning achieved and reflections on the experience

Acknowledgments to funding bodies or persons of importance

Inspection or Performance Reports

To measure if an expected standard or benchmark has been achieved.

For example

- National Assessment and Accreditation Council (NAAC) report on various universities
- Appraisal reports by managers

Format

Purpose of assessment
Frameworks or rubrics used
Summary of findings with evidence
Results
Recommendations

Components of Academic Reports

Title page
Abstract
Table of contents
Introduction
Literature review
Methods
Results and discussion
Conclusion
Reference section

Title page
Gives key information about the academic reports
Title
Writer's name
Designation
Institutional affiliation
Date of submission

Literature review
Talks about the available research, such as previous studies related to the report in question
7

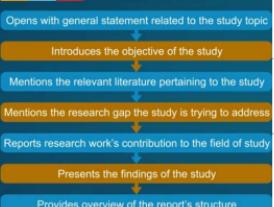
Reference section
Lists out all the other works, such as books, journal articles, and websites, which were referred to by the author while writing the report

Structure of introduction section:

Function of Introduction in Academic Reports

- Has a specific function in academic reports
- Introduces the study and places the study in the research literature of a particular field
- Provides information about the perspectives available in the field and specifies the perspective adopted in the study
- States the theoretical framework of the study
- Mentions the current research trends in the field of study
- Defines the scope of the study and clearly states what is not included in the study

Structure of an Introduction



Introduction: Examples

- Artificial Intelligence (AI) systems powered by deep neural networks (DNNs) are pervasive across society. (General statement)
- The surveys cover a large body of work that may prove hard to navigate and synthesize a broad view of the field. Instead, this article investigates a simple space of foundational explainable DNN methods. (Objective of the study)
- They run in our pockets on our cell phones (Georgiev et al., 2017), in cars to help avoid car accidents (Jain et al., 2015), in banks to manage our investments (Chong et al., 2017), and evaluate loans (Pham & Shen, 2017). (Relevant literature)

Different components of introduction section!

Essential Components of an Introduction

1. Introducing the research objectives

Example: In this paper, we, for the first time, integrate motifs into MASs and propose a Motif-Aware Weighted Multiagent System (MWMS) framework for consensus control (Xie et al., 2021).

2. Briefly stating the relevant literature and the research gap

Example: At present, motifs are mostly used for analyzing network structure in biology (Kim & Choi, 2009), engineering (Milo, et al. 2002), social media (Collet, et al. 2017) and statistical relational learning (Das, et al. 2019). However, there is still a lack of work studying and leveraging motifs in MASs. According to our experiments, the introduction of motifs to consensus protocols in MASs can achieve better results (Xie et al., 2021).

3. Presenting the findings of the study

Example: In our experiments, we compare the traditional and proposed algorithms under the same initial topology network. The results show that the convergence effect of the proposed MWMS framework for MASs is better, i.e., the splitting of the system can be effectively reduced by introducing motif into the control function (Xie et al., 2021).

4. Presenting the structure of the paper

Example: The rest of this paper is organized as follows. In section 2, some definitions of symbols and necessary knowledge are given to facilitate the following model description: Section 3 contains the construction of the MWMS framework and its application in multi-agent consensus (Xie et al., 2021).

Optional Components of an Introduction

1. Opening the introduction with a general statement

2. Presenting state-of-the-art research or theories in the field of study

Techniques Used in Literature Review

Quotating: directly quoting the extracts from the original source. It must be used judiciously in a research report.

Examining: Kelly's (2002) definition of evidence suggests an argumentative act of presenting and against individual or specific groups motivated by ideology or hatred (p. 9).

Summarizing: to systematically synthesize the communities in different research studies.

Example: Many efforts have been made in developing decentralized consensus algorithms, such as hybrid multi-agent systems (Cheng, Ma, and Wang, 2018; Niu, Bao, He, and Wang, 2019), co-ordination problem of multi-agent systems (Xu, He, and Wang, 2019; Yang, and Wang, 2019), the consensus of multi-agent systems (Xu and He, 2018; Motsch and Tadmor, 2014).

Comment: to present the authors' view on a work or a theory or group of works.

Example: Our techniques do require that agents can participate in many interactions, parallel to the work of others in the same area. Nowadays, however, obtaining these rehearsal interactions is likely cheaper than crafting a logical or empirical resource that is useful to obtain arguments.

Paraphrasing: to paraphrase the points from relevant work.

Example: Steele (1998) explored mechanisms by which a group of agents forms a vocabulary by sharing their common experiences through local interaction and without central control authority. His focus was on robotic agents that share the same semiconductors capabilities and whose communication is based on helping their own shared ontology, creating and grounding their vocabulary on the perception of a shared physical space.

Purpose of Literature Review

- Place the research study in the literature
- Avoid repeating the work and make the work original
- Express our understanding of the field
- Establish the gap in the research literature
- Contribute to the field by addressing the gap in the research literature

Literature review sections?

What Is Literature Review?

- Reading and reviewing research works in the respective discipline

What Is Literature Review?

- Includes objective evaluation of the study in terms of theoretical framework, methodology, findings, and interpretation of the findings
- Compares the objectives, theoretical frameworks, methodologies, findings, and interpretation of the findings between studies
- Studies in the fields are classified and grouped according to themes that can be reported in different paragraphs

Includes

- Understanding the study objective
- Theoretical framework employed
- Data type
- The methodology followed
- Data collection tools used
- Findings of the study
- Inferences made from the findings

Two common types of referencing in the literature review section

- Information-prominent referencing
- Author-prominent referencing

Information-prominent referencing

- Used to highlight the information
- Author's information will be backgrounded

Example: The impact of smoking is high among Indians because of the moderate living conditions (Mutlu, 2015; Prakash, 2016; Sen, 2019).

Collecting, Summarizing, and Synthesizing Information from Sources

- Identify the argument in each source or work
- Collect specific information from each source regarding the theoretical framework, methodology, and findings
- Compare the information gathered from each source
- Track the different streams of arguments and frameworks from the sources

Use synthesis grid to classify the themes from sources

	Source 1	Source 2	Source 3	Source 4	Source 5
Theme A	1	2	3	4	5
Theme B					

There can sometimes be overlap i.e CfJ or MfJ

Organizing the literature review depends on the researcher's intent

	When the researcher...
Chronological C	Wants to highlight the field's evolution
Thematic J	Has identified recurring themes in the field
Methodological M	Wants to highlight how using different methodologies has provided varied results
Theoretical Jh	Categorizes research works based on the theoretical framework

Author-prominent referencing

- Used to highlight the author's contribution
- It indicates the importance of the author's contribution to the current study

Example: Littlejohn (2006) has studied the impact of smoking on the quality of sleep.

Method section?

The methods section includes:

The steps that were taken to answer the research questions	Offer a description of how the research was done
Justify the research design	Provide a description of how the findings were studied

Methods Section and Its Significance

The methods section of a report refers to

- The equipment and apparatus
- The literature used to conduct an experiment
- The research on which the report is written

- It offers significant information on the validity of the research
- It is required to clearly state the procedure of how an experiment or research was done and the rationale behind determining that procedure

Structure of the Methods Section

Explanation

- Each subsection of the methods section states
 - The underlying principles behind the research
 - Rationale behind choosing the tools to conduct the research
- Offers a detailed explanation of all these components

Meticulous description of details

- Each step of the research has to be mentioned meticulously in the methods section
- The research design has to be clearly outlined, providing justification for the design choice
- The reliability and validity of the selected research tools depend on the research design
- The research design has to be described in detail

Ethical approval

- The method section should clearly mention that the measures adopted for the study have ethical approval from the concerned authority

Specifications of the variables

- The control, dependent, and independent variables must be analyzed and specifically mentioned in the methods section

Visual representations

- The methods sections can include visual information to add clarity to the description of the research design

Research Methods

- Refers to the tools and steps adopted to conduct a research
- Refers to how the research methodology is conducted
- Comprises different techniques to conduct the research
- Used to find solutions to research problems
- The scope is narrower than the research methodology scope

Research Methodology

- Includes an analysis of those steps and provides an explanation for choosing them
- Explains the rationale behind the research/experiment
- Includes the entire strategy that can be adopted to complete the research
- Outlines the correct process that can be followed to determine the solution
- Has a wide scope and dimension

Diff components of Methods Section

Data collection

- An effective research tool for both qualitative and quantitative research
- The methods section mentions
 - Details about the data collected
 - The justification behind determining the type of data collected
 - The analysis of how the data provides answers to research questions

Components of Methods Section

Research design

- Refers to the strategy adopted to answer the research questions
- States the justification for adopting a specific strategy for a specific research
- Often included in the first paragraph of the methods section

Setting

- For research that includes surveys, fieldwork, or even laboratory experiments
- The methods section must justify the rationale behind choosing a specific setting

Ethical approval

- Includes the ethical approval for a research
- An institutional review committee or a regulatory body must approve the research
- It is a significant component in the methods section

Data analysis

- Followed by data analysis
- Its subsection often includes statistical analysis as well

Important Points to Remember

Reviewing samples of relevant methods section from relevant journals provides an effective understanding of the sample collection process or participant's selection

There are specific procedures for collecting data. Being acquainted with the procedures creates convenience and makes the research organized

An understanding of the literature relevant to the field of research is required for conducting effective research

The subsections and information in the subsections of the methods section should be presented in a logical and comprehensive manner

The researcher should avoid redundancy as redundancy can result in incomprehensibility

a situation in which something is unnecessary because it is more than is needed

Describing Tools & Materials

- Forms a part of the methods section
- Clearly describes the various tools or materials used by the researcher and the purpose of its use
- Provides clarification on the choice of particular tools or materials
- May compare the tools or materials used to other alternatives available

Pv. Cherif, and Hobet (2022) describe their tools as follows:

Current Max-SAT solvers are able to efficiently compute the optimal value of an input instance, but they do not provide any certificate of its validity. In this paper we present a new tool called MS-Bulder, which generates certificates for the Max-SAT problem in the particular form of a sequence of equivalence-preserving transformations.

Additionally, we propose an extendable tool called MS-Checker, which is able to verify the validity of any Max-SAT certificate using Max-SAT inference rules.

Both tools are evaluated on the unweighted and weighted benchmark instances of the 2020 Max-SAT Evaluation.

Do's

- Describe each tool separately and concisely
- Include physical tools like questionnaires and equipment used
- Mention versions and sources of software used
- Use appropriate sub-headings or bullet points to improve readability
- Use appropriate citations to refer to tools or materials created by other researchers

Don'ts

- Include standard software and lab equipment such as Microsoft word or a keyboard
- Give long descriptions of tools or materials if already available in referenced sources

Example ↑

Describing the process of data collection:

Data Collection

- Allows us to answer research questions and prove hypotheses
- Includes description of various kinds of data gathered from different sources
- Helps give validity to conclusions and generalizations

It can be done through a variety of methods:

- Surveys
- Questionnaires
- Observations
- Measurements
- Interviews
- Focused group discussions
- Monitoring databases or forums
- Tracking online sources

The data used in this study was collected from Fair Health Services, which works with 14 hospitals across the state. All the patients who consented to participate were seen over a period of two weeks at the respective hospitals. Medical professionals collected data such as demographics, vitals, medications taken over the previous year, and results of laboratory tests, which were updated on a secure, shared database. This data was then used for statistical modeling of patient outcome based on current patient descriptors to improve the medical decision-making process.

Describing Data Collection

What was the purpose of collecting the data?	Who performed the collection of data?	Where did the data collection take place?
When or over what time period did the data collection take place?	What were the different kinds of data collected?	How does the collected data help answer the research question?
What modes were used to collect the data?	What tools were used to collect the data?	How was the data stored?

→ Example

WEEK-9 (Result, Discussion & Conclusion)

The Structure of Result section?

Function of the Result Section

The result section should

- Present the findings of the study
- Report the findings with a less subjective interpretation or no interpretation
- Show your contribution to the field

In the result section

- Findings must be reported and commented on
- Findings can be reported with the help of tables, graphs, or any other visual forms

Presentation and organization of the result section are crucial to gain the attention of the academic reader and community.

Structure of the Result Section

Different ways of organizing a result section

- In the order of research questions or hypothesis
- In themes and sub-themes

There are different ways of organizing a results section, obviously, what academic report you're writing, what research you have been into.

- Overall results can be presented in the beginning and followed by the specific results
- Arrange your results in a logical order
- The structure of the result section should contribute to the overall objective of the study

Examples of the Result Section

1. We show that for the general submodular diffusion models, with both the full-adoption feedback model and the myopic feedback model, the solution output by the greedy algorithm is exactly $(1 - \epsilon)\pi^*$ (Section 3). In addition, this result can be extended to the two well-studied submodular diffusion models: the linear threshold model and the independent-set threshold model. This is proved in two steps. (Overview paragraph)

2. As the first step, in Section 3.1, we show that there are different ways of organizing a results section, obviously, what academic report you're writing, what research you have been into.

Source: Cen, W., Peng, R., Somervale, G. A., & S., S. (2022). Adaptive greedy algorithms for submodular diffusion maximization. Journal of Artificial Intelligence Research, 74, 303-335.

Results Section: Example 1

To evaluate the effects of missing data and imputation strategies on model fairness and performance, we explore the experimental data aligned to the three main factors of the experimental design, i.e., i) percentage of missing data, ii) machine learning model, and iii) imputation strategy and their effect(s) on fairness and performance metrics. (stating the structure and providing background for the result section.)

Results Section: Example 2

Clearly, a strongly popular partition is also popular, and a popular partition, interpreted as a probability distribution with singleton support, is mixed popular. Furthermore, every coalition structure supporting a mixed popular partition is Pareto optimal. This already follows from a more general statement by Fishburn (1984, Prop.3). We give a simple proof for completeness.

Proposition 2: Let $p = \{\pi_1, p_1\}, \dots, (\pi_k, p_k)\}$ be a mixed popular partition. Then, for every $i \in [k]$ with $p_i > 0$, π_i is Pareto optimal. (Presenting the result with proposition.)

How to Write the Result Section?

- Provide background information and briefly state the finding
- Present the data in visual form
- Elaborate the data
- Provide an explanation and supporting details

- Comment on the data with reference to research question / hypothesis
- Explain the difference in results if results don't support hypothesis
- Report anomaly in data

Results Section: Example 4

Overall, considering the first part of the research question posed (whether the imputation strategy affects the fairness and/or performance of a machine learning model), an initial inspection of the distribution of performance and fairness outcomes visualized in Figures 1 and 2 suggests that the choice of imputation strategy significantly affects both the performance and the fairness of the resulting predictions.

(Connecting your research question to findings.)

Results Section: Example 3

There is also a notable increase in outliers. Whilst neither of these observations is surprising, that different imputation strategies appear to affect specific performance and fairness metrics differently is. This would initially indicate that care is needed when handling missing values, and that significant testing is needed when treating missing data.

(Comment or interpretation of the data)

Using figures in the result section's

What Is the Use of Figures or Tables?

- Effectively present the data
 - Logically organize the data
 - Present the result clearly and concisely
 - Effectively communicate the results to the academic community
 - Facilitate the result comprehension
 - Present the complex process precisely
- give more clarity to your report or findings*

Two Ways to Explain the Figures or Tables

1. Reporting the figures or tables

- To describe figures or tables but not to comment on the data
- Used when the author wants the reader to make the inference

Example: Figure 2.1 explains the correlation between smoking and hypertension in adult females

Figures and Tables: Example

Entry/frames	Objective function	Lower bound	Upper bound
Market entry-frames	Social welfare	$n = v, n > 0$	in (Claim 10)
Market entry-frames	Revenue	(Claim 20)	
Market entry-frames	Social welfare	$(2-v) \cdot v > 0$	2 (Claim 25)
Market entry-frames	Revenue		2 (Theorem 14)

Table 3: How preselection can improve the objective functions of envy-free solutions in multi-unit markets with identical items. All lower bounds hold, even in the case of single-minded buyers.

We show how preselection can improve the revenue and the social welfare of both market and envy-free solutions. These results are summarized in Table 3.

2. Interpreting the figures or tables

- To describe and interpret the figures or tables
- Used when the author wants to state the interpretation explicitly

Example: Smoking increases the risk of hypertension in adult females (Table 2.2).

Language use in the result section's

Tenses Used in the Result Section

- Past tense is predominantly used to report the data

Example: In brief, more than 60% of students born after 2000 faced mental stress in their teens.

- Present tense is used to report the table and interpret the data.

Example: Table 2.2 illustrates the income difference between students from international schools and normal private schools.

Example: The findings show parents in rural India want their kids to be educated in English medium schools.

Impersonal or Personal Style?

Impersonal Style

Most authors use an impersonal style to present their data. It helps achieve objectivity in their writing.

Example: This phenomenon reflects the need for a robust framework to develop biliteracy among school children.

Personal Style

Experts in the field or established authors might use a personal style to report or interpret the results.

Example: We report that a robust framework is necessary to develop biliteracy among school children.

Avoid Adding Value to the Data

Do not add value or adjectives to your data.

Example: Most interestingly, the tables show that Artificial Intelligence (AI) projects are approved by the government after the recent International summit on AI.

Reporting should make it an interesting observation.

Example: The tables show that the government has approved 580 Artificial Intelligence projects in the last three months, between April to June. There is a 30% increase in the government's approval rate after the recent International summit on AI.

Structure of discussion section's

- Appears toward the end of a report and precedes the conclusion
- Provides analysis and interpretation of the findings of the research
- Focuses on offering an explanation and evaluation of what has been found in the research

Explains how the research findings

- Provide solutions to the research question
- Offer justification for the methods applied to conduct the research

Analyzes the findings in the context of the literature review

Provides support to the argument presented in the research

- Presents description, interpretation, and analysis of the research results or findings
- Provides an overall discussion of the findings

Purpose of Discussion Section

The key components of the discussion are

- An analytical review of the findings
- Insights on its relevance in the context of the entire research
- Discussion on all the preceding sections of a research report
- Insights into the logical connection that exists between the sections

Discussion section

- Provides an analysis of the results
- Explains why the results are significant in the respective field of research

Structure of Discussion Section

Introductory paragraph

- Outlines the results of the research
- Provides an idea on the supporting evidence
- Explains how the evidence are related to the results

Intermediate paragraph

- Comprises the body of the discussion
- Offers a comprehensive interpretation of the key findings
- Provides comments on the shortcomings of the research
- Analyzes any unexpected results

Concluding paragraph

- Summarizes the discussion
- Offers an understanding of the connection between the research hypothesis and the findings
- Highlights the rationale of the discussion section
- Mentions the scope for future research

Components of Discussion Section

Summary of key findings

- Begins with a summary, including
 - The key findings
 - An analysis
- Includes how these are related to the research questions and research hypothesis

Context

- The research findings must be analyzed in the context of the literature reviewed
- This analysis reflects the significance of the research in the respective field of study

Interpretation of findings

The researcher

- Discusses the nature of the findings
- Comments on whether the results have been per expectations
- Highlights any unexpected results

Discussion on unexpected results

- The unexpected results must be discussed, and an interpretation must be provided on
- Why the results are unexpected
 - How or whether those results impact the research

Scope for future research

- Includes an outline of the scope for future research
- Must include a recommendation about the potential areas of research

Results Section

Provides the findings and the rationale behind the results

Discussion Section

Offers a detailed interpretation and evaluation of those findings

Limitations of the research

- Highlights the limitations of the study
- Acknowledging that the limitations add clarity to the findings
- Increases the credibility of the researcher

Conclusion

Presents a summary of the overall research report

Briefly and generically restates the key points of the overall report

Discussion Section

Offers a comprehensive and rigorous analysis of the research results

Includes the implications and limitations of the study

Conclusion and restatement of findings

Concludes with a restatement of the findings and their implications

Different components of discussion sections - its significance and how it is different from other section which come before after it.

The discussion section is the last segment before the conclusion that provides an in-depth research analysis.

Limitations writing in Academic Report

Limitations of a Study

- A common factor associated with research
- Every research has some shortcomings or weaknesses

It is essential to highlight it because:

- Adds more authenticity to the research
- Increases the credibility of the researcher
- Reflects that the researcher has a proper understanding of the study topic
- May impact the research conclusion
- Its analysis creates scope for further research

The limitation of a study is included toward the end of the discussion section of a research report.

Limitations that commonly impact a study

Time constraint

- Constraint of time and inability to meet deadlines

Inaccessibility of information or data

- Limited accessibility or inaccessibility of information or data
- Unavailability of relevant literature

Limitations in research design

- The nature of research questions
- The hypotheses and research methods to be adopted
- A shortcoming in the research design

Limitations in research methodology

- Lack of insight regarding adopting an effective research methodology

Biased viewpoints

- Biased ideas and perspectives regarding the selection of research tools and literature

Writing Limitations of a Study

Components in writing the limitations of a study

Description of limitations

- Clearly and concisely describes each limitation of the research
- Reflects the researcher's analytical skills

Explanation

- Examines and explains the reasons behind the limitations

Impact of limitations

- Assesses and analyzes the impact on the overall research

Scope for further research

- Includes discussion on how the limitations can create scope for further research

Discussion section

For instance, when you're doing a survey and collecting data, very often the survey or data could be a result of bias viewpoints. You can also mention that in your discussion section. So, the components included in

Language use in the

Language use in the

Research findings

Subsections and subheadings add clarity to the analysis

Tables or figures must be numbered and titled

The significant portions of the research findings must be highlighted

A researcher must be clear and specific about stating the limitations of the research

Research findings

- "This study suggests that"

- "The key findings that emerge from the present study"

- "The findings demonstrate an understanding of"

- "This finding is better than the results that are currently accepted"

Summary of the results

- This section summarizes the findings in a concise fashion"
- "The purpose of the study was to provide a better insight on"
- "The findings of the present research support the hypothesis of"
- "The findings of the present study offers evidence to support the research question"

Comparison with prior research

- "In accordance with the previous research"
- "The findings of the present study are consistent with"
- "Contrary to the results of...it is to be determined"
- "Whereas past studies have demonstrated... (citation)...the present research claims"

Research Results

- "The results of the present research focus on"
- "The findings strongly indicate that"
- "The interpretation of the findings suggest"
- "Finally, we found evidence of"

Research limitations

- "There are two potential limitations of the research – (specific mention of those limitations)"
- "Certain limitations of the present research can be addressed in future research"
- "An apparent limitation of the methodology is"
- "A major limitation has arisen due to the lack of"

Scope for future research

- "The present research establishes that much work has to be done for a complete understanding of the topic"
- "In addition to those already stated, some other potential avenues of research are"
- "In terms of future study, it would be useful to examine the current findings"

Closing statements

- "The present research contributes to a growing body of evidence"
- "To summarize, the present study establishes"
- "The present research has enhanced the understanding of the (research topic)"

Structure of the conclusion sections

Conclusion Section

- Usually shorter than introductions
- Can be of several types
- Summarizing the main ideas
- Confirming answers to research questions

Conclusion Section: Structure

- Achievement of research objectives
- Answers to research questions
- Implications of research findings on real-world applications
- Summary of the main ideas
- Limitations of the study (if applicable)
- Comparison with results of other studies (if applicable)

Conclusion Section: Example

We have introduced a family of novel tree-regularization techniques that encourage the complex decision boundaries of any differentiable model to be well-approximated by human-simulable functions, allowing domain experts to quickly understand and approximately compute what the model is doing. Overall, our training procedure is robust and efficient.

More broadly, our general training procedure could apply tree regularization or other procedure-regularization to a wide class of popular models, helping us move beyond sparsity toward models humans can easily simulate and thus trust.

Different components:

Conclusion Section: Components

- Summarizes the main ideas or arguments in one or two sentences
- Mentions how this study contributes to or improves on existing research
- Shows that the research objective has been achieved or research questions have been answered
- Suggests directions for future research

Conclusion Section: Example

- This paper presented a novel semi-exact method for the maximum weight clique problem (MWCP), which aims to solve large graphs within a short time limit. The method interleaves clique finding and graph reduction.
- Experiments on large real-world graphs show that FastWCl finds better solutions than state-of-the-art algorithms while using less time on most instances.
- As shown in this work, semi-exact solvers take the advantage of solving and proving and seem a promising direction for solving large combinatorial optimization problems.
- A significant direction for future work is to apply the semi-exact method to other combinatorial optimization problems.

In the final couple of sentences...

The authors concisely presents the method introduced in the paper

In the next statement...

The authors mention how this method is promising and how it benefits the field

In the fourth statement

The authors mention how the suggested method satisfies the research objective

In the last statement

The authors suggest a future research path

Giving directions for further research!

Further Research

- Research addresses one possible research gap
- It adds new knowledge to the existing body of knowledge and thereby raises new questions
- Conducting research in a particular area allows you to open new avenues of research in the same area

Because the research doesn't seek to completely cover an entire area of knowledge, but rather to address one possible research gap to a certain extent. We never expect that any research coming from any scholar would be a all-inclusive, and it you would have all the answers relevant to the field.

It's only up to a certain point of time, certain questions that will be answered but then again, there will be gap, and our future researcher will take up this gap.

Giving Directions for Further Research

- Include some suggestions for the possible research areas in the conclusion section
- Seek to address the limitations in future studies
- Describe the new phenomenon and mention the need to explore it further
- The scope and scale of the study can be increased in subsequent years based on
 - Availability of funding
 - New technology
 - Other factors
- Compare your study with others and find ways of improving the methods or techniques used

Research Direction: Examples

- We intend to consider a more complex case study and to extend our work with a number of additional aspects.
- Incorporating a degree of norm violation, and altering the sanctions used to enforce the norms, is another interesting extension of this work.

- Similarly, the study here reported focused on a single MAS objective and on a boolean evaluation of such an objective. In future work, we also intend to extend the proposal to multiple labels, thereby supporting multiple objectives.

Language use in conclusion section;

Language Use in the Conclusion Section

- Present the key points concisely
- Give a strong take-home message
- No new arguments are introduced
- Raise questions or set the context for future research
- Present next steps to be taken

Phrases to be Used for Limitation

- The scope of this study was limited to...
- However, this study does not consider...
- Owing to a small sample size, the study may not represent...
- The findings of this study are only relevant in terms of...
- The data suggests that we still require...
- It is difficult to arrive at conclusion/a generalization with respect to...

These are the fields where your research or your findings will be applicable, will be relevant but may not be in a similar way in other set of research field. Or you can write, the data suggest that we still require, when you can also indicate the possibility of future research.

So when you're into a statistical kind of research and you're doing a sample survey kind of thing depending on the requirement of your research, but you may maybe only include a small sample for your research, so you can also state that this is not a kind of a data which represents the entire population and demography or a kind of a sample like that.

So there's still kind of a requirement of certain kinds of research which is related to your findings. So you covered up to a certain point, up to certain part, and then you're expecting or hoping the future research will take up those gaps and the research will proceed in some directions.

Phrases to be Used for Further Research

- In future work, the following need to be considered...
- Investigating ... in future studies is a possible avenue to be explored.
- A key issue to be considered in future studies is...
- With advancements to technology in the future, we may able to...
- This phenomenon requires additional exploration as...
- These initial findings can be confirmed further by...
- Earlier studies in the domain can be replicated by...

Because in results section, what your readers are interested in is to find like see what are the things which you collected, collated, got like hold of rather than how we were engaging and reading and interpreting them.

Module wrap up session

- Presentation and organization can be presented in
 - Themes
 - Subthemes

END OF WEEK - 9

WEEK-10 (Writing Abstract, Sop f Publishing Research)

Structure of Abstract:

Definition of Abstract

An abstract is a concise summary of a research paper, thesis, or dissertation.

Structure of Abstract

Introduction

- An abstract does not have a formal introduction section
- It presents the main idea of the respective research

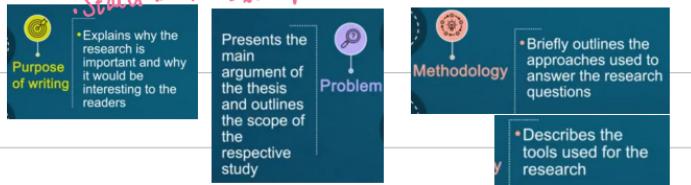


Components of Abstract:

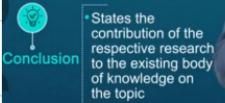
• Stated the purpose of the study

The Significance of Abstracts

- Reasons are required for submissions of research articles to academic journals for publication
- A thesis or a dissertation
- Apply for research grants
- Submission of proposals for conference papers
- Submission of proposals for research projects



Specifies the findings of the respective research



Language used in Abstract:

Contents of an Abstract

- Provides information on the background and context of a study
- Specifies the topic of the study
- States the central idea or the main argument that the study aims to address
- States the rationale and the goal of the study
- Mentions the methods adopted to conduct the research
- States the research findings
- Provides a brief discussion on the implications of the findings

Types of Abstracts

Critical Abstract

- Provides a critical evaluation of a study
- Provides information on the rationale and reliability of a research
- Usually, have 400–500 words as they include basic information and critical interpretation

Descriptive Abstract

- Indicates the type of information found in the research
- Does not provide an evaluation of the research or the research results
- Includes keywords from the main text and may include the purpose, methods, and scope of the research
- Usually, very short, 100 words, or less
- Written to present a short outline of the entire research

Language Used in Abstracts

Pronouns

- Personal pronouns are written as s/he and she/he.
- They is preferred as a singular pronoun.

Voice

- Use of active voice is common.
- Many sentences are constructed in a passive structure.

Tense

- Past tense: To write about the background, purpose, methods, and results of a study.
- Present tense: To refer to facts and general truths.

Modality

- Modal verbs are used to strengthen a claim.
- Can, could, may, might, must, and should.

Reporting verbs

- Describe, demonstrate, study, observe, provide, mention, discuss, and focus.

- Use specific words, phrases, concepts, and keywords from the main text

- Write in a clear, precise, and descriptive manner

- The point of view is objective

- The writing is concise but constructed with complete sentences

- Avoid using jargon and acronyms, without adequate explanation

Some important points to remember while writing an abstract:

Every important word from the title of a research paper should be included

Must be edited carefully within the required word count

Avoid lengthy background or extensive contextual information

Must avoid unnecessary use of adverbs and adjectives, repetitive information, and redundancy

Avoid using ellipses [i.e., ending with "..."] or incomplete sentences

Must not comprise any sort of image, illustration, figure, or table, or references to them

Writing abstract for science and engineering discipline:

Abstract: Example

People interact with online systems all the time. In order to use the services being provided, they give consent for their data to be collected. This approach requires too much human effort and is impractical for systems like Internet-of-Things (IoT) where human-device interactions can be large. Ideally, privacy assistants can help humans make privacy decisions while collaborating with them. In our work, we focus on identifying and representing privacy requirements in IoT to help privacy assistants better understand their environment.

Points to Ponder

- Follow the word limit mentioned by the journal/publication
- Keep the abstract short, concise, and simple
- Mention the exact name of software or technology used per the official documentation or website
- Make examples specific
- Use only well-known jargon or domain-specific vocabulary

Introduction, Format, and Tips for writing SOPs

SOP - an introduction

- A statement of purpose
- Announces the scope
- Builds the direction of the thesis paper
- Tells the specific focus and what to expect in the paper



For the analysis, argument, research, and organization of the supporting information

- Usually appears toward the end of the introduction
- Highlights the development of the argument
- Does not preview the conclusion that the writer has drawn

SOPs are an important part of your report when you submit your research report to the sponsor, to collaborators, and sometimes, very often, the people who sponsor your research, are willing to sponsor your research, they also ask for a separate SOP where you can just make your research relevant in the field.

It should be accurate, specific, and indicate the range of thrust of the analysis or arguments. Don't include things which are not so much relevant or pertinent to your research questions and findings and just make it up very lengthy and elaborate without a proper reason of that.

Format of Statement of Purpose

Topic statement

- Meets the writing and topic goal

Development of precise opinion

- Offers the reader's comprehension of the goal of the essay

Formulate blueprints of reasons

- Determines the shape of the thesis paper

Sample SOP

The goal of this paper exams the effect of the country's agrarian reform that currently affects the lives of rural peasants. The nature of the topic dictates the usage of comparative analysis and chronological scrutiny of the peasants' life at numerous points during the reform period.

Tips for Writing SOP

Avoid informal language

Satisfy the requirement of the topic

Express in an entire paragraph or several sentences

Be specific while developing the thesis statement

Maintain coherence in the research process

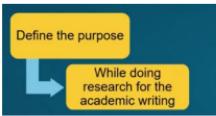
Components of Statement of Purpose



The major components include:

- Motivation
 - That drives the writer's dissertation
- Research significance
 - That the writer plans to carry out
 - Research questions
 - That the writer will address in the thesis

It should draw and keep the reader's attention throughout the academic writing piece



The aim of the research

Graduate writing prowess and perfect their academic writing skills

It should show your interest and motivation clearly to the reader, to the collaborator, to the sponsor, or the regular academic like target reader that you are planning to propose your research. This is something you should keep in mind.

Why your research is so important in the field, how valuable it is in the existing knowledge discourses and the scholarship which is there, and how it's connected to an entire scholarship, and it's also like something which bringing the newer avenues or proposing certain near avenues, and perspectives or arguments depending on what research you're carrying out.

SOP: Writing Strategies, Checklists, and Language Features

Writing Strategies for Statement of Purpose

- Avoid copying templates
- Maintain coherence while writing the statement of purpose
- Avoid the use of redundant words
- Use a formal tone while writing the purpose statement

We only stick to the report and words and structure which are relevant and central to your research question and research finding. Rather than including everything in your statement of purpose. It becomes obligatory to use a **formal tone** while writing the purpose statement.

Sometimes it might look like an easier way out that use Google search for a certain name or a template of SOP and then you get some 10s or 20s or 30s of 50%. Then you'll get an idea, this is how to do that thing.

But that might be helpful for some purposes sometimes that maybe you're using the template you get, may not serve your purpose when you are writing your statement of purpose. Rather, let's invest more and then write your own statement of purpose.

That would sound a unique thing coming from you, rather than sounding the same, similar thing which have been already done to that thing. You should avoid copying templates. A writer is

Checklist for Statements of Purpose

- Use descriptive language and storytelling method
- Maintain the flow of the content while providing a proper structure to the sentence
- Usage of proper vocabulary is imperative
- Avoid using jargons
- Precise usage of the grammatical components to bring out the actual meaning

When you're writing on your own and you're just connecting two different first thoughts and information, and plans and goals and research findings, you should be very careful that you maintain certain coherence.

Some Points to Keep in Mind

- Address the university's or funding organization's SOP-specific questions carefully.

- When switching to a different field, mention how your experience will contribute to the pursuit

- When applying in a non-English speaking country, ensure the language is very simple.

- Research about the department/organization
- Identify their work areas
- See how your knowledge can contribute

Writing SOP for Science and Engineering Disciplines

SOP in the Field of Science

- Mention specific details related to your domain
- Subjects/courses that you have studied
- Real-life experiences
- Research papers/books you have read

List out academic accomplishments

- Projects, internships, field/industry visits, in-plant training, and certifications

Mention some extracurriculars

- Volunteer work to develop soft skills such as teamwork or problem-solving

Link all the above details together

- State your short-term and long-term goals
- Demonstrate how the university or funding body may contribute to it

• Use one basic outline and modify it with respect to the recipient's projects or interest areas.

• Mention experience from other domains of science/technology

• Focus on the domain you are applying to

Each Research Article/Paper Should Have a Story

- Do I have something to share with the respective academic community?

If it's just summarizing of what has already been talked about, researched upon, then we just give it a second thought, and when you really feel there's something really new or unique, you're coming from yours, like outside your research and report, then you decide maybe you can try for a publication.

- Develop and present the argument in a logical manner
- Decide the type of research paper
 - Review paper
 - Data-driven research paper
- Review the literature and analyze the data as the essential component of a research paper

There's an existing knowledge base, there's an existing knowledge platform, the literature in that knowledge platform, you are reviewing them and then you're saying, this is where the gap is and this is where you are intervening with your findings, your research.

Why to Avoid Predatory Journals?

Predatory journals are academic journals that do not follow academic standards and ethical procedures to publish a research paper.

- Demand publication or processing fees
- Do not follow the standard peer review process
- Not listed in Scopus, Web of Science, and other rankings
- Have fake ISBN No and journal metrics like impact factors
- Have made up names on the editorial board

Using Technology for Writing

Technology for Writing

Includes software and applications to make the writing process easier or more organized

Help improve productivity by speeding up or simplifying the process

Multiple alternatives available with different functions and features

Choose different software based on style and process of writing

Note: These may not be completely error-free and will require you to proofread and edit your writing.

How to Publish Research; Writing For Journals?

Increase the Chance of Getting Published

- Read the previously published papers in the target journal
- Choose the relevant journal and be clear about its scope
- Understand the scope of the journal and the editor's instruction
- Develop your argument through substantiation
- Follow the appropriate submission procedure

Points to Remember

- Follow the style sheet and instructions provided by the journal editor
- Give yourself enough time to develop the argument of the paper
- Take peer feedback for your article before submitting
- Proofread and edit your writings before submitting
- Keep the international readers in mind while writing the paper
- Be open to criticism
- Do not react but respond to reviewers' comments with data
- Be patient, publishing a research article is a long process

Identifying Journals for publication

How to Find a Right Journal?

- Does the journal publish papers related to the topic or field of study?
- A good journal follows a blind peer-reviewing process
- Identify the type of articles published by the journal
 - Review papers
 - Data-driven papers
 - Case studies
 - Theorems
- Reputation of the journal in the study field
- Editor and editorial board should include well-known academicians from the field
- What is the Impact factor of the journal?
- Journals' contribution to the field of study

Different Ways to Access the Quality of Journals

- Web of sciences (Independent global citation database)
- Scopus (Citation database which provides journal rankings)
- SJR (Scimago Journal Rank)
- Journal Citation Reports by Clarivate Analytics
- Eigenfactor
- Article Influences

Role of Search Engines in Academic Research

- Search specific academic terms and author name
- Download the reference list
- Export citations in different formats using the different style guides
- Access the full text
- Explore publications by the researcher and field
- Find the related research articles in the study field
- Check citations for the research articles

Popular Search Engines

- | | |
|--------------------|---|
| Google scholar | > Research articles and patents |
| BASE | > Academic web resources |
| Microsoft Academic | > Research works |
| CORE | > Open access research articles |
| ScienceGov | > Access the materials of U.S. federal agencies |

Other Search Engines and Academic Networking

- | | |
|---------------|--|
| ResearchGate | > Academic social networking with content database |
| Lexis Web | > Database for legal topics |
| ERIC | > Education related research works |
| Wolfram Alpha | > Answer factual questions |
| DataElixir | > Database for open datasets |

Word Processors

- Software for input, output, editing, and formatting text.
- Examples: Microsoft Word, Google Docs, etc.

Grammar and Spell-Checks

- System that checks for correct use of grammar and spelling.
- Examples: Grammarly, Hemingway, etc.

Plagiarism Checks

- Checks for plagiarism in a given document and generates a report.
- Examples: Turnitin, ProWritingAid, etc.

Note-Making

- Creating and maintaining notes digitally often on cloud-based storage.
- Examples: Evernote, Notion, etc.

Bibliography Management

- Used to manage citations and references.
- Examples: Zotero, Mendeley, etc.

Graphic Design Tools

- Used to create visuals, charts, infographics, etc. to represent data.
- Examples: Canva, Adobe InDesign, etc.

Typesetting or Document Preparation Systems

- Applications used in document preparation for printing or digital distribution in a set format.
- Examples: LaTeX, Markdown, etc.

Spreadsheets

- Application used to compute, organize, analyze, and store, data in tabular form.
- Examples: Google Sheets, Microsoft Excel, etc.

Points to Remember:

- Use technology to simplify or improve the writing process
- Avoid using illegally procured software
- Use free or open-source alternatives if available
- Use free trials or freemium for short-term projects
- Change language settings in the software according to your requirements.



End of Week - 10

