1.Question 1

What two pieces of advice does Dr Marie Stevenson give for writing a good first draft?

a. Get started.

c. Make a plan and be flexible.

2.Question 2

What two pieces of advice does Dr Helen Drury give for refining and editing a first draft?

c. Check that your introduction matches your conclusion.

d. Read you topic sentences to make sure they predict the main idea of the paragraph.

3.Question 3

How does Dr Alyssa O’Brien see use of visual aids at university as different from using visuals in other rhetorical situations?

a. Visual aids serve as evidence for your argument.

d. Visual aids must be cited correctly.

1.Question 1

According to Sowton (2012), what are the three functions of an essay introduction?

a. A map

d. A marketing tool

f. A microcosm

2.Question 2

Which of the following are characteristics of the language of professional reports?

a. The sentences are less complex than in formal academic writing.

b. Use of recommendations

3.Question 3

Consider the following excerpt from a university essay.

Crop rotation changed considerably in the 18th century in Britain. Farmers in Flanders pioneered a four-field crop rotation system which meant fewer fields were left fallow. Charles Townsend introduced this to Britain, and, as a result, crop yields improved. The introduction of greater cultivation of turnips and clover also lead to a rise in the number of ruminant animals raised, and the use of these animals increased yields of meat and dairy products.

What can this writer do to improve cohesion in this passage?

d. Use Theme-New structures to connect sentences better.

1.Question 1

Consider the following essay question.

*Discuss the series of events that led to the First World War. What part did the system of alliances play in causing the conflict? Was a military arms race between the Great Powers a major influence? Did colonialism play a part in leading to the conflict?*

Here is a student’s essay introduction and conclusion in response to this question.

*The First World War was one of the largest conflicts of the 20th century, leading to millions of deaths both in Europe and around the world. Unlike other conflicts in the 20th century, the causes of the conflict were many and various, and historians have had a difficult time deciding what the primary causes were. The system of alliances, rising militarism amongst the Great Powers, the politics surrounding a united Germany, and even the Industrial Revolution have been posited as short and long term causes of the war. However, it is two of these in particular – the system of alliances in Europe, and a military arms race in Europe – that were particularly prominent causes of the conflict.*

*To sum up, the combination of the system of alliances and rising militarism amongst European countries – leading to an arms race amongst the countries – were the two main causes of the First World War. The system of alliances lead to an “excessively rigid framework” (Taylor, 1969), which was unable to deal with diplomatic events such as the assassination of Archduke Franz Ferdinand. Coupled with this was the immense military buildup and planning amongst the Great Powers, which created a great impetus for war. It is these two issues, in excess of others, that led to the bloodshed of the First World War.*

The student has unfortunately failed to address one part of the question. Which part of the question has the student failed to answer?

*Check one option.*

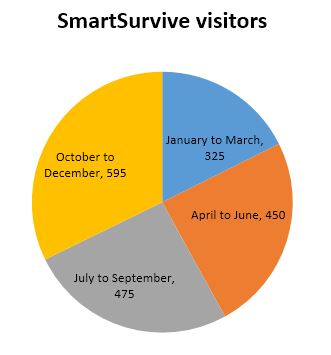
b. The role of colonialism in causing the First World War.

2.Question 2

Which of the following techniques for polishing and refining academic writing are usually *specific* to writing reports and proposals?

a. Writing section headings.

b. Writing an abstract or executive summary.



*“Usage of the SmartSurvive site gradually increased throughout 2015. After its launch in January, the first quarter saw 325 visitors to the site. Usage plateaued in the second and third quarters at 450 and 475 visitors respectively, before jumping to 595 visitors in the last quarter.”*

Which of the following statements about the visual aid and accompanying writing are true?

b. The visual aid has not been properly labelled.

c. The wrong form of visual aid has been used.

1.Question 1

Why does Sowton (2012) suggest reading your text backwards?

c. To check the grammar

2.Question 2

How can you use the search function on a word processor to check your writing before submission?

a. To check for names in references

3.Question 3

What question should you ask yourself first when checking the format of your writing?

d. “Does this look like an essay/report?”