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Define academic writing?

Academic writing generally refers to all writing tasks assigned to students for the purpose of study at the college level. It is a formal way of writing. It is different from creative writing and various other informal and fictional writings.

Academic Material	Non-Academic Material
Books	Newspaper
University Database	Magazines
Peer-reviewed journal	News websites & online news feeds
Seminar/ conference papers	Radio, Television
Theses/ dissertations	Videos from youtube and other video sharing sites
Research reports	Most websites, social media sites, mobile network applications

Academic writing	Non-Academic writing
Formal language, use technical and formal vocabulary.	Simple language, use informal phrases and slangs.
Signal words to indicate organizational pattern at the work.	Language use suitable for a larger audience.
Formal introductory paragraph containing statement.	Short introductions using the subject a thesis matter of the work
Body paragraphs are long and with each sentence serving a specified purpose.	Main body paragraphs are shorter in length like topic sentence, substantiation and transition.
Elaborate explanation of the central idea or argument with supporting expert sources.	Ideas are elaborated well but supported with expert sources.
Referencing.	Personal stories impressions and no referencing.
Other ideas and answers incorporated to in body paragraphs as direct quotations, paraphrasing.	Direct quotations from others with out citing sources.
Author's stand on the issue raised in the essay but without expressions like 'I think', 'In my view'.	Author expresses opinion directly as 'I'.
Tables.	No tables and figures.
Precise figures.	Approximate figures.

Explain blind peer reviewing?

A paper submitted by a scholar for publication to a journal is sent to other scholars (reviewers) by the editor of the journal without the names and other details of the writer. The reviewers read the paper and determine if the paper is worth publishing. The identity of the reviewers is never disclosed to the author of the paper.

What is 'honor code'?

Writer of an academic paper is expected to adhere to certain basic ethics and they have to conduct themselves in a responsible manner. Some universities make it mandatory for all students to sign an agreement called 'honor code' at the time of enrolling for academic programmes. Honor code is like a pledge taken by students to the effect that they will uphold academic integrity and ethical behaviour and will not engage in any kind of cheating, stealing and misrepresentation.

Comment on the seriousness of plagiarism and suggest ways to avoid it?

Plagiarism is an act of stealing others' material as one's own. It is an unethical act, a serious offence, and is treated as a breach of academic integrity. The easiest way to avoid plagiarism is to distinguish your ideas from the ideas of others in your paper. That is, every idea borrowed from others need to be acknowledged in the text of your paper by separating them using quotation marks and providing the details of the sources.

What are the features of a case study?

Case study is widely used in Social Science and Science subjects like Medicine. The main skills involved in case study are problem solving, critical thinking and writing. Case study uses the method of analyzing sample cases- real or imaginary crises, hypothetical situations- to demonstrate how they are handled or resolved. The steps involved in writing the case study include describing the situation, identifying the issues to be resolved, analyzing the case using theories and approaches relevant to the discipline and giving recommendations or suggesting a series of steps to solve the problem in the best possible way.

How would you differentiate between a thesis and a dissertation?

Dissertation / thesis are often used as interchangeably to refer to the mandatory final projects in certain academic projects. In the universities of United States a thesis is the final project of masters Degree and dissertation is submitted for a doctoral degree, whereas in the United Kingdom a thesis is submitted for a doctoral degree and dissertation for a Masters degree. The structure followed in both is similar, although there are differences in the number of pages. A doctoral thesis/ dissertation is usually lengthier compared to a masters project. Dissertation/thesis are reports of research work carried out by scholars.

Bring out the major approaches to academic writing?

There are various approaches to academic writing. They are expository, descriptive, persuasive, analytical, critical/evaluative and narrative/reflective. The key feature of explanatory approach is to explain, inform, define or describe a subject. In descriptive approach the writer uses visual words and descriptions. Persuasive approach aims to convince readers to accept the writer's point of view. Analytical approach mainly contains elements of exposition, persuasion and description. Critical/evaluative approach aims at evaluating the merits of an existing work and provides alternatives. In narrative or reflective approach the writer presents a story, personal experience and ideas through narration.

Rhetorical Method	Key Functions
Narration.	Recounting events.
Description.	To describe/portray people, things and places.
Illustration or exemplification	Explaining with illustration/examples.
Division and classification.	To explain categories and parts.
Process analysis.	To explain how something works and to show how something can be done.
Comparison and contrast.	To show similarities and differences.
Cause and effect.	To explain using reasons and results.
Definition.	To explain what you mean by something.
Argumentation and persuasion.	To make claims and substantiate them convincingly.

Briefly discuss the step by step process of writing an academic assignment?

There are three major processes preceding the submission of an academic assignment. They are prewriting, writing and revising. Each of these processes involves certain steps to be followed.
i) Decide on what you want to study: The first step involves choosing a subject, find out an aspect or area within the subject to focus; and narrow down to formulate your topic. Understand the purpose and audience of your proposed work.
ii) Collect information or expert sources: The second step is to identify the sources of information, take down notes and prepare a working bibliography or list of works to be consulted or quoted.
iii) Prepare a frame work or structure to work on: The third step comprises finalizing the basic premises, key points, the organizational pattern of the work and grouping of points for paragraphs.
iv) Start writing: Drafting begins as a fourth step. Here preparing the first draft, going through the draft to ensure there are no structural and thematic inconsistencies, editing and revising the paper are the major steps involved. Language errors and use of taboo/ informal/ discriminatory words and expression are to be checked as a part of editing. v) Prepare the final draft and submit: It is always better to keep a checklist to verify if anything important is left out, before submitting.

Discuss the Importance of audience analysis in academic writing?

Audience analysis is an important prerequisite for effective communication. Academic writing is not different in this respect. Before venturing into an academic writing assignment, you need to have a clear idea about your audience. Ask yourself:

- Who am I writing for?
- What do I expect my readers to know about my topic?
- What do I want my readers to think about my topic?
- What do my readers know about my topic?

A clear idea about your reader and your purpose will make your writing understandable to your audience and help to satisfy their expectations. Depending on your audience, you may write to inform, justify your stand on a topic, and educate the audience on a subject or to persuade your audience think or act in the way you want them to think or act.

Consider brainstorming and outlining as effective pre-writing activities?

Brainstorming is a group activity conducted at the beginning of a project to generate ideas. In business and organizational contexts, brainstorming is used as a method to generate innovative ideas on an area of interest and sometimes to find leads to address problems, challenges or conflicts. Brainstorming can be of great use as a prewriting technique. Before you start writing it is essential for you to gather ideas and get into the heart your subject.

What are the kinds of sentences used in an academic essay? Explain their functions?

There are three types of sentences in an academic essay. They are topic sentence, substantiation, conclusion or transition. Each sentence in a paragraph has a function. Topic sentence expresses the main idea of each paragraph. It contains the focus of the paragraph and tells readers what the paragraph is going to be about. Although the topic sentence can be located anywhere in a paragraph in academic essays, it is usually located at the beginning of each paragraph. Successful academic writing requires claims and arguments to be substantiated with evidence from research or other authoritative sources. This practice goes to the heart of academic writing because it reflects the objectivity of your writing. Concluding sentence summarizes the points that you have made. It should tie the whole paragraph together without simply rephrasing the topic sentence. At the end of your concluding paragraph your concluding sentence should wrap up your entire argument and provide guidance to your readers about what to do with the information you have given them.

Three main process in academic writing?

Pre-writing, writing and revising are the major steps in planning an essay.

1. Pre-writing

Pre-writing activities are the preliminary steps before starting to write your essay. Understanding the question/topic, purpose and audience. Use pre-writing techniques like brainstorming, clustering/mind-mapping to list and organize your ideas. If your instructor has given you a question convert the question into a topic. If the topic is given by the instructor convert the topic into a question. If only a keyword is given, you are required to frame topic as well as the question. Identify the sources and gather relevant materials. Prepare an outline, decide the logical ordering of ideas/cluster ideas for paragraphs. Identify the thesis statement.

2. Writing

Frame the thesis statement and list the main points. Draft the introductory paragraph. Draft each body paragraphs with supporting points, substitution and transition. Drafts the concluding paragraph.

3. Revising

Edit and revise your essay: check for inconsistencies, tone, use of taboo words and expressions, grammar, spelling, punctuation and referencing.

NARRATION

The narrative mode is suitable for relating a sequence of events or thoughts

TYPES

1. Fictional – Examples: Short Story, Novel, Folklore
2. Non-Fictional – Examples: Autobiography, Biography, News Reports, Historical Accounts

Classification and Division

The general purpose of classification and division is break broad subjects into smaller parts. In academic writing a classification or division essay analyses people, things or ideas categorising them into groups and classes.

Features of Argumentative Writing?

- The author of an Argumentative essay takes a position or stand point.
- The thesis in an Argumentative essay is a claim or Argumentative that the author makes.
- the main aims to persuade the readers to accept the views of the author.
- the author's claim is only one approach to the issue or topic.
- It's perfectly all right to have your claims refuted by other writers
- Argumentative Writing is probably the most democratic of all rhetorical modes.

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<p>Academic Words List (AWL)</p> <p>The high frequency words in academic works in English language are referred to as Academic Words List. The AWL includes a main list and sub list, learning the words in the list will enable you to understand academic text as well. The important prerequisite to learn academic words list is the ability to use the most elementary words in English. The list includes words often using in different academic disciplines. You have to familiarise yourself with these words to make your writing more effective with suitable vocabulary. Averil coxhead from Victoria university of Wellington, New Zealand was among the earliest compilers of AWL. After examining papers from different disciplines, she came up with 570 headwords.</p> <p>parallelism:</p> <p>Parallelism is the use of components in a sentence that are grammatically the same. Or similar in their construction, sound and meaning. Because of the repetition the idea is conveyed deeply and properly. And also it adds the flow of the text.: the poem is lyrical, long, interesting and meaningful. It will improve the readability of your work .</p> <p>DISCOURSE MARKERS</p> <p>Discourse refers to a unit of language longer than a sentence. It may be very short like a conversation or long as a novel. Discourse makers refers to words and phrases that are used to keep the ideas expressed in different sentences intact. They are also called cohesive devices or linkers. They connect one discourse to another. They are used for the following purposes</p> <ol style="list-style-type: none"> 1. Sequencing ideas 2. Introducing a new idea 3. Balancing contrast 4. Emphasising 5. Changing of subject 6. Adding persuading 7. Giving examples 8. Summarize <p>AVOIDING WORDINESS</p> <p>It refers to the use of more words than that is required Ex: I returned back the book to the library I returned the book to the library. Such expressions are also called as verbal garbage Ex: The coat that Anitha wore for the party was blue in colour.</p> <p>HOW TO AVOID WORDINESS</p> <ul style="list-style-type: none"> • Use one word equivalence Ex: In close proximity to – Near • Avoid redundant expressions (Meet together – Returned back – Returned) • Avoid introductory It (It is easy to find fault with others – Finding fault with others is easy • Eliminate unnecessary qualifiers (I put his honourable umbrella on the honourable umbrella stand.) • Simplify sentence structure (It is unknown whether the medicine is effective). The effectiveness of the medicine is unknown. 	<p>Proofreading</p> <ul style="list-style-type: none"> • The process of reading your drafts repeatedly for mistakes after you finish writing. • This process of editing and rewriting certain words can be added or omitted, if necessary. • In proofreading grammar, vocabulary, spelling, sentence structure and format of the text are all thoroughly examined. <p>APA Style:</p> <ul style="list-style-type: none"> • This style guide is developed by American Psychological Association. • style is mostly used in scientific writing. • Academic writings which include empirical studies, literature review, case studies, and theoretical and methodological articles also use APA Style. • The different sections of an APA style paper are: <ul style="list-style-type: none"> × Title page × Abstract × Introduction × Results × Discussions × References × Appendices • Both in MLA and APA, there are specific guidelines on putting spacing, margins, page numbers and page headers. In in-text citation, MLA uses author-page citation and APA uses author-date citation. <p>MLA Style:</p> <ul style="list-style-type: none"> • MLA is a style guide for academic writing. • MLA is developed by Modern Language Association . • The MLA style guide is widely used by writers and researchers in academic writing. • MLA gives guidelines on: <ul style="list-style-type: none"> × Heading and Title × Abstract × Introduction × Formatting Text × Margins, space, font × Putting page numbers × Tables and illustrations × Punctuation × In-text or parenthetical citation × Work cited list or bibliography × Footnotes and endnotes × Plagiarism <p>Punctuation: key Points:</p> <ul style="list-style-type: none"> • A bunch of marks or signs used to bring clarity of expression in writing . • Punctuation helps the writer clearly convey the message. • Brings accuracy in writing. • Strengthens the arguments. • Helps emphasize the major idea discussed in the paper/ article. • Wrong use of punctuation makes the ideas vague and complicates meaning. 	<p>Film Review</p> <p>Lucifer Lucifer, starring Mohanlal, Manju Warrier and Vivek Oberoi, hit the screens this week. The film, directed by Prithviraj, is a fan tribute to Mohanlal's stardom. The death of chief minister PK Ramdas has his party search of his successor. Ramdas' son-in-law Bobby comes with an offer for funds, and a means to wrest power while pushing his illegitimate business. But, there's one man standing in his way - Stephen Nedumpally. Lucifer shows much promise in the beginning, as it sets up the premise of an intriguing political thriller. The Kerala CM PKR (Sachin Khadekar) is dead, and the next question is, who will succeed him? The story is baSRd in Kerala. You don't need to be a genius to figure out which are the political parties being represented on screen. PKR's grieving daughter Priyadarshini (Manju Warrior) is married to the conniving Bimal Nair, who for some reason is nicknamed Bobby (Vivek Oberoi). Her brother Justin Ramdas is the next in line for CM, though not by choice. Bobby, who is in cahoots with the drug mafia, is desperately seeking power. However, standing in his path is PKR's trusted disciple Stephen Nedumpally (Mohanlal). Bobby tries to get Stephen out of the way, but as the audience learns, you should never mess with Mohanlal So what begins as a nail- biting political drama, quickly becomes a revenge tale, with Mohanlal beating up villains left right and centre, with a migraine-inducing score in the background. During the final battle, there's a dance number that seems to go on 'for eternity, till you almost wish that Mohanlal knocks you too out with a hammer. The film is generously peppered with references to Mohanlal's previous films, and that is quite enjoyable, for a while. For instance, he says in a deadpan tone, "Narcotics is a dirty business," like his character Sagar in Inupatham Nottandu. Stephen stotically says, we don't know anything about the journey taken by the son of God, so we don't need to know anything about his either. Philosophical or just plain convenient for the writers, that's len for the audience to decide. In the department of acting, Manju Warrier shines in the small role she has. We almost wish that there had been more development to her tragic story. Vivek Oberoi starts off impressively, but slowly becomes a cartoonish sketch of a villain, who plays with a lighter and looks out of the window as he spewsvenomous dialogues.</p> <p>What is a case study?</p> <p>Case Study is a written account that gives detailed information about a person, group or thing and their development over a period of time. As an instructional strategy, case studies have a number of virtues. They bridge the gap between theory and practice and between the academy and the work place. They also give practice to students in identifying the parameters of a problem, recognizing and articulating positions, evaluating courses of action, and arguing different point of view.</p> <p>Surveys</p> <p>Survey is a method of collecting information by asking questions. Sometimes interviews are done face to face with people at home, in school or at work. Other times, questions are sent in the mail for people to answer and mails back. Increasingly surveys are conducted by telephone. There are many instruments are to conduct surveys. Questionnaires are one of the main tools to collect information.</p> <p>Book Review</p> <p>It is a special form of academic writing that gives a student the opportunity to critically examine a topic in details. Book reviews play an important role in academic communication. If you are going to review a book, you should;</p> <ul style="list-style-type: none"> • Read the book carefully • Write down your impression • Research the author and his other works • Reviews should give a balanced, critical evaluation of the text • Evaluate the contribution of the text • Set the work in a larger, broader context • Identifies the strengths and weakness of the arguments • Involves the reader in the discussion. • Make sure that your review contains • The title, the author(s), the publisher ,the publication date, the format, the price, the number of pages. 	<p>CV, bio-data and resume</p> <p>While a CV, bio- data and resume are roughly equivalent documents, there are important differences in its usage and content. Biodata, the short form of biographical data emphasis on personal particulars like date of birth, sex, nationality, marital status and so on. It has a specific format whereas Resume is an advertising tool for selling oneself as the most qualified candidate. It is typically used in business and there is no specific format for a resume. The most basic difference between CV and resume is in its length. A CV is used primarily when applying for fellowships and grants and it is static.</p> <p>Components of a CV</p> <p>A CV will have the following sections:</p> <p>Personal Details: It is vital that the reader can spot , at a glance, not only your name but also precisely how to get in contact with you. Your CV should be headed with your name – boldly and clearly before any other details. Then you can add your address, phone number, email address, date of birth, sex, marital status, religion, and a number etc</p> <p>Professional Profile: Professional profile is a brief statement at the very beginning of a CV which conveys the reader an overall impression of your key personal and professional characteristics. This part includes your academic or personal experiences and your abilities which are crucial for the job. Objectives: The task of the objective section is to explain your preferred career direction and details on what you hope to achieve from your future career. While writing an objective Statement you should write down the types of positions, types of organizations or settings, and specific skills you want to use or develop in your next job.</p> <p>Educations and Qualifications: This part includes,</p> <ul style="list-style-type: none"> × Descriptions of your qualifications. × The dates you received your qualifications × What grades/class/marks/ you achieved × The names of the institutions × Special certifications, licenses, additional vocational trainings etc <p>Etiquette /netiquette in Writing</p> <p>Etiquette is the customary code of behavior in society among members of a particular profession or a group. While using internet we have to follow certain code of conduct to ensure the reputation of both personal and professional. This correct or acceptable way of using the internet is called netiquette. Here are some rules to follow as part of email etiquette:</p> <p>Maintain privacy: If you're sending a message to a group of people and you need to protect the privacy of your list, you should always use "Bcc". Additionally, avoid giving out e-mail addresses to a third party. Keep separate accounts for personal and business or professional emails. Check emails at least once a day and respond in a timely fashion.</p> <p>Briefly introduce yourself: Do not assume the person receiving your e-mail knows who you are, or remembers meeting you. If you are uncertain whether the recipient recognizes your e-mail address or name, include a simple reminder of who you are in relation to the person you are reaching out to.</p> <p>Be clear in your subject line: With inboxes being clogged by hundreds of e-mails a day, it's crucial that your subject line gets to the point. It should be reasonably simple and descriptive of what you have written about.</p> <p>Don't e-mail angrily.: E-mailing with bad news, firing a client or vendor, expressing anger, reprimanding someone, disparaging other people in e-mails are all major no-no's. Avoid using shortcuts to real words, emoticons, jargon, or slang. Words from grown, business people using shortcuts such as "4 u" (instead of "for you"), "Gr8" (for great) in business-related e-mail is not acceptable. You wouldn't put a smiley face or emoticon on your business correspondence, you shouldn't put it in an e-mail message.</p> <p>Your e-mail is a reflection of you: Every e-mail you send adds to, or detracts from your reputation. If your e-mail is scattered, disorganized, and filled with mistakes, the recipient will be inclined to think of you as a scattered, careless and irresponsible person.</p>

COVER LETTER FOR CV

To,
Secretary
------(institution)
Vengara
Malappuram

Respected Sir/Madam,

Please accept this letter and the accompanying resume as an expression of my interest for the ----- Position offered by your organization.

As my years of education and experience make me feel confident that I can excel and leave up to the expectations in performing the duties assigned. My enclosed resume provides more details on my qualifications, skills and work experience.

I put forward my candidature with firm belief and strong conviction that you will find me the proper candidate and if give the opportunity I promise to justify my selection and confidence in my ability.

Thanking you
Yours truly
NAME

NAME
Current Location :
Mobile :
E-mail :
Photo

OBJECTIVES

Objective is to work in an exciting and professional environment of the organization with personal development and growth possibilities and to achieve company's goal through professional ethics, sincere commitment and hard work.

ACADEMIC QUALIFICATIONS

- Bachelor of Commerce, (CA) Computer Application
- Calicut University 2012 – 2015, Main: Commerce & Management.
- Specialization: Computer Application.
- Completed Higher Secondary education in Commerce in 2012 from Board of Higher Secondary Examinations, Kerala.
- Completed SSLC from Board of Public education (Kerala) in the year 2010.

COMPUTER PROFICIENCY

- TALLY 9.0 ERP
- GO FRUGAL
- MS OFFICE.
- E-MAIL AND E-COMMERCE.

WORK EXPERIENCE

- Accountant in ABC Super Market &Dept. Store, Perinthalmanna, Kerala for a period of 20th September 2016 – 31st August 2018.
- Worked in Accounts Solutions as Accountant in Perinthalmanna,Kerala for a period of one year.

RESPONSIBILITIES AND TASK

- Calculating and checking to make sure payments, amounts and records are correct
- Reconciliation of: bank, debtors, creditors
- Preparing fully transaction entries (Journal, Bank, Cash, Credit/Debit Note
- Record business transactions and key daily worksheets to the general ledger system
- Excellent communication skill and answering any queries
- Preparing Invoice, Outstanding Reports and updating the system
- Internal Assets verification
- Prepare tax documents and e-filing .

PERSONAL INFORMATION

Address :
Gender :
Age & Date of birth :
Nationality :
Passport No :
Religion :
Marital status :
Language known :

DECLARATION

I hereby declare that the above information's are true to best of my knowledge.

Place: NAME: