

## **UG\_ARTWORKS:**

### **ENGLISH FOR ACADEMIC PURPOSES COURSEHACK**

#### **1. CONCEPTS OF ACADEMIC ENGLISH**

##### **a. Academic English**

- Formal style of communication used in universities, research and reports e.g *writing an essay or project reply.*

##### **b. Purpose**

- To read, write, speak and listen efficiently in academic contexts  
*e.g writing assignments clearly and formally.*

##### **c. Features**

- Formal, objective, precise, well-organised e.g *avoid 'I think' use 'The evidence suggests'.*

**NB:** Academic English = clarity + formality + logic

## 2. Academic Reading Skills

### a. Skimming

- Reading quickly to get main idea e.g reading article title and first paragraph.

### b. Scanning

- Reading quickly to find specific information *e.g looking for a date or name.*

### c. Intensive Reading

- Careful reading for understanding *e.g reading lecture notes or research paper.*

### d. Critical Reading

- Evaluating the writer's arguments *e.g asking 'is this evidence strong'.*

**NB:** *Strategy – always read with a purpose: know what you are looking for.*

### **3. Academic Writing Skills**

#### **a. Essay Writing**

- Writing with introduction, body and conclusion e.g '*Causes of food insecurity in Malawi*'.

#### **b. Paragraph Structure**

- Each paragraph = one main idea e.g topic sentence + supporting idea + concluding line.

#### **c. Thesis Statement**

- Main argument of your essay e.g '*Food insecurity in Malawi is caused by poor storage and climate change*'.

#### **d. Coherence and Cohesion**

- Logical flow and connection *e.g using linking words like 'therefore', 'however', 'furthermore'.*

#### **e. Formal Tone**

- No slang, use academic words (British English) *e.g use 'assist' not 'help out'.*

**NB:** *One idea per paragraph.*

### **4. Types of Academic Writing**

#### **a. Descriptive Writing**

- Describe facts or situations *e.g 'Malawi's economy relies on agriculture'.*

## **b. Analytical Writing**

- Compares and explains causes or effects *e.g 'Unlike tobacco, maize production is more affected by rainfall'.*

## **c. Critical Writing**

- Judges value of arguments or evidence *e.g 'Although the study is useful, the sample size is too small'.*

## **d. Reflective Writing**

- Evaluating your own learning experience *e.g 'This course improved my teamwork and confidence'.*

**NB:** *Most essays on exams are descriptive or analytical.*

## **5. Sentence Structure and Grammar**

### **a. Simple Sentence**

- One idea *e.g 'Agriculture supports Malawi's economy'.*

## **b. Compound Sentence**

- Two ideas joined by and, or, but e.g 'Farmers work hard and they expect fair prices'. **c. Complex Sentence**
- Main clause and dependent clause e.g '*Although farming is risky, many people depend on it*'.

## **d. Subject-Verb Agreement**

- Verb must match subject e.g '*He writes reports*' not '*He write reports*'.

## **e. Tense Consistency**

- Keep same time reference e.g '*He was studying when the lecture started*'.

**NB:** *Grammatical accuracy = higher marks and clear meaning.*

## **6. Listening and Note-taking Skills**

### **a. Active Listening**

- Paying full attention and understanding message e.g *listening to lecture and taking notes.*

### **b. Note Taking**

- Writing key points only, not full sentences e.g '*Causes: drought, low fertilizer use*'.

### **c. Abbreviations**

- Short forms to save time e.g '*govt' for government.*

### **d. Outlining**

- Organising ideas clearly e.g '*1. Causes - 2. Effects - 3. Solutions*'.

**NB:** *Good notes are short, clear, organised by main ideas.*

## **7. Oral Communication and Presentation Skills**

### **a. Public Speaking**

- Speaking clearly to audience *e.g presenting group report.*

### **b. Presentation Structure**

- Introduction - body - conclusion *e.g 'Good morning, today we'll*

### **c. Visual Aids**

- Slides, charts, posters *e.g PowerPoint with maize production data.*

### **d. Pronunciation and Clarity**

- Speak slowly and clearly *e.g avoid mumbling.*

### **e. Confidence**

- Eye contact, posture, tone *e.g practice before speaking.*

**NB:** *Presentation success = preparation + confidence + structure.*

## **8. Referencing and Avoiding Plagiarism**

### **a. Plagiarism**

- Using someone's words or ideas without credit e.g copying from the internet without source.

### **b. Referencing (Citations)**

- Acknowledging sources used *e.g (Chirwa, 2021)*.

### **c. Reference List**

- Full list at end of work *e.g Chirwa, L. (2021). Food Security in Malawi. LUANAR Press.*
- d. Paraphrasing**
- Restating someone's ideas in your own words *e.g Original: 'Farming is hard'; Your version: 'Agricultural work requires much effort'.*

**NB:** *Always cite your sources, it shows honesty and academic maturity.*

## **9. Academic Vocabulary and Formal Language**

**Informal → Academic Equivalent:**

1. *a lot of* → *numerous or many*

2. *kids* → *children*

3. *get* → *obtain or receive*

4. *bad* → *inadequate or poor*

5. *good* → *effective or beneficial*

6. *think about* → *consider*

7. *show* → *demonstrate or indicate*

**NB:** Use neutral, precise and objective words.

## 10. Research and Report Writing Basics

### a. Title Page

- Topic and student details e.g 'A Study of Soil Fertility Management

*at LUANAR Farm'. b. Abstract*

- Short summary of report e.g *key aim, method, result.*

### c. Introduction

- Background and objectives *e.g 'This study examines...'*.

#### **d. Methodology**

- How data was collected *e.g interview, observation.*

#### **e. Results**

- What was found *e.g '90% of students don't...'*

#### **f. Discussion**

- Interpretation of results e.g 'This suggests poor awareness...'.

#### **h. Conclusion and Recommendations**

- Summary and advice *e.g 'More training needed'.*

**NB:** *Follow structure; avoid repetition.*

### **11. Exam Tips (Essay or Short Answer)**

1. Define the concept clearly.

2. Give one short example.
3. Mention one importance or reason.
4. Use formal grammar.
5. Writing – use introduction, body, conclusion.

**Examples of Exam Essay Topics (LDC):**

1. Importance of communication in academic life.
2. Effects of plagiarism in higher education.
3. Roles of English in academic success.
4. Steps in writing an academic report.
5. Qualities of effective presentation.