UTS:

HELPS HIGHER EDUCATION LANGUAGE AND PRESENTATION SUPPORT

WELCOME TO ORIENTATION!

Writing in Academic Style





UTS:HELPS U:Learn U:PASS U:Connect



CB01.05.25



(02) 9514 9733



Melps@uts.edu.au



www.helps.uts.edu.au

IGHER EDUCATION LANGUAGE AND PRESENTATION SUPPORT 🛭

Request for a Commonwealth supported place and a HECS-HELP loan

www.studyassist.gov.au

The fine print: this is important information you need to know about:

- · completing your form.
- . vour CSP, and . your HECS-HELP loan (if applicable).

NOTE 1 - Residency requirements for NZ SCVs

You must provide evidence to your provider, on or before the census date, that you first began residing in Australia as a minor at least

*For the purposes of this form, "lest day" means the first day you successfully applied for a HELP loan as an eligible NZ SCV holder for a unit that formed part of the same course of study, if you have not previously applied for a HELP loan for a unit that forms part of your course of study then the 'test day' is the date you submit this form.

NOTE 2 — Residency requirements for permanent non-humanitarian visa holders and other NZ citizens

Permanent non-humanitarian visa holders, and NZ citizens who do not meet the eigibility criteria noted at item 8 in section C are only eligible for a CSP, You are not eligible for a HECS-HELP loan and must pay your student contributions upfront and in full, on or before the cersus date, or your enrolment as a Commonwealth supported student will be cancelled.

NOTE 3 — The importance of your TFN

By providing your TFN on this form, you are requesting a loan from the Government for the student contribution amount for the unit(s) in your course outstanding at the census date. Privacy and taxation laws protect your TFN information. There may be severe penalties if these laws are broken. If you want to use

a HECS-HELP loan to pay for your study, you must meet the TFN requirements. This is because repayments on your HELP debt are made through the Australian taxation system.

TFNs are usually provided within 28 days of application. It is essential that you apply early to make sure you have your TFN on or before the census date. For more information on requesting a TFN, visit www.ato.gov.au.

NOTE 4 — Repaying your loan

You must start repaying your HELP debt through the tax system once your income is above a certain level (the compulsory repayment threshold. The threshold is adjusted each year, Repayments made through the Australian taxation system are called 'compulsory repayments'. In accordance with Chapter 4 of the Act, these repayments will continue while your income is above the compulsory repayment threshold until you have repaid your whole debt, even if you have not completed your studies and regardless of where

HELP debts are managed by the ATO. You can view your HELP debt, confirm your payment reference number (PRN) and view payment options online. To do so, you need to create a myGov account and link it to the ATOs online services find out how at: www.ato.gov.au/OnlineLoanBalance.

For more information on repaying your HELP loan visit www.ato.gov.au or phone 13 28 61 between 8.00 am and 6.00 pm, Monday to Friday.

NOTE 5 — Use of personal information

The Department of Education and Training (the department) collects your personal information, including your TFN, in accordance with the Australian Privacy Principles for the purpose of administering Government assistance, including verifying eligibility for a CSP and if applicable, your FECS-HELP loan, and for overseas HELP debt recovery under the Act. The department also collects your personal information for the purpose of research, statistics, policy formation and program management. If you do not provide the information required on this form, you may not be eligible for Government assistance.

The authority to collect and share your personal information is contained in section 19-70 and Division 180 of the Act. Your personal information may be shared with other government agencies including, but not limited to, the ATO and the Department of Immioration and Border Protection. Information may also be shared with overseas agencies for the purpose of HELP debt collection. Your personal information will not be disclosed without your consent unless authorised or required by law.

IMPORTANT INFORMATION

Full details of how the department harxles personal information for the purpose of CSPs and HELP loans is available at vww studyassist.gov.au.

The department's Privacy Policy is available at www.education.gov.au/condensed-privacy-policy. Should you wish to correct the personal information you provided on this form, please contact your provider directly.



Read the booklet. Complete each

You must use this form to accept your enrolment in a subsidised Commonwealth supported place (CSP) and to apply for a HECS-HELP loan (if you are eligible). A student enrolled in a CSP is called a Commonwealth supported student.

WHAT IS A CSP AND WHAT IS A HECS-HELP LOAN?

The total cost of a CSP is split into two parts: the Australian Government (Government) pays one part-this is a subsidy, and you pay the other part-this is called your student contribution amounts. You will either pay your student contributions upfront, or if you are eligible, you can use a HECS-HELP loan.

Section Olis to access a CSP and if eligible section D is to get a HECS-HELP-loan.

at section E.

Keen the student

copy for your

records.

section and

question that is

relevant to you.

If you do not pay your student contributions (either upfront or if eligible, with a HECS-HELP loan) by the census date, then your approved education provider (provider) will cancel your enrolment in the CSP.

HOW TO COMPLETE THIS FORM

- 1. You MUST read the Commonwealth supported places and HECS-HELP information for 2017 booklet before completing this form. You can download your copy from www.studyassist.gov.au. This booklet contains detailed information about:
- . who can get a CSP and how it works.
- Sign the form . who can get a HECS-HELP loan and how it works,
 - . the terms and conditions of the loan, and
 - · an explanation of the words and terms used in this form.

Return the To complete this form read the Notes on the back page. completed form to your provider.

- Complete each question that is relevant to you. Your form will not be valid unless each question is completed correctly
- Return the completed PROVIDER COPY of this form to the student administration or enrolments office at your provider on or before the census date for your unit(s) of study.

5. Keep the STUDENT COPY of this form for your records.

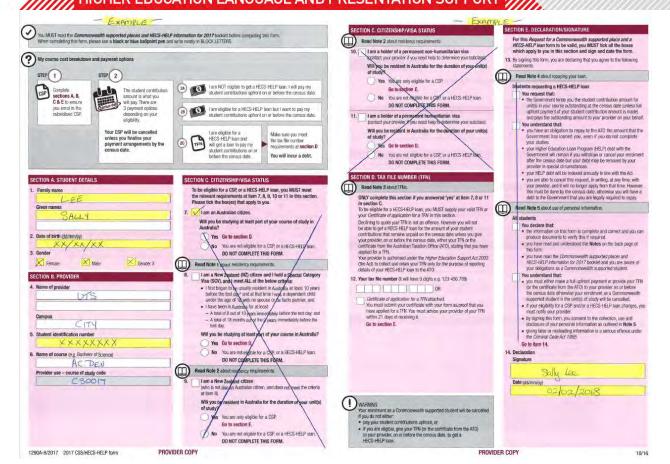




- · Your provider may set an earlier administrative date for the submission of the form-you should
- The Government issued duplicate form is the only valid paper version of this form. PDF printputs are not valid and you will not be eligible for a HECS-HELP loan if you submit a PDF printout of this form.

UTS:

HIGHER EDUCATION LANGUAGE AND PRESENTATION SUPPORT







About HELPS (Video)



Click on the image to play video





Learning Objectives

- To understand & appreciate the characteristics and stylistics of academic writing
- To practice rewriting sentences in a more formal register





 You can get an idea of the kind of writing style favoured in your subject area by looking at relevant readings.

 Your ability to write in an effective academic style will improve the more you read, and the more practice you get in writing.





Formal, academic style has some of the following characteristics:

- It uses an **impersonal style**: the third person ("it", "he" and "she") and often the **passive voice** (e.g., "It has been noticed that...").
- It uses complex words and sentences to express complex points (e.g. "state-of-the-art").
- It does not use contractions(e.g. it's for it is or it has; would've for would have)
- It does not use many abbreviations, though there are some abbreviations used in formal texts, such as titles with proper names (e.g. "Mr.")
- It does not use vague expressions and slang words.
- It uses appropriate and clear expressions, appropriate vocabularies
- It uses an **objective style**, citing facts and references to support an argument.





Avoid colloquial language and slang

Informal	Formal
pretty good	Persuasive; insightful; was well researched
very bad	poorly researched unsubstantiated;
heaps of data	provided significant data; detailed data
pros and cons	merits and demerits; positives and negatives





Use acronyms (e.g. TAFE) and initialisms (e.g. UTS) correctly

- The general rule is to write the name in full first time with the acronym in brackets immediately after.
- For the rest of the essay, use the acronym.
- Be consistent—once you have written the acronym, use it all of the time.
- Do not use full stops between the abbreviated letters (e.g. UTS).
- If you need to make an acronym into a plural, then add a lower case 's'
 without using an apostrophe.
- If an abbreviation is commonly used as a word, you can use it in the abbreviated form without writing it in full first (e.g. NSW, FAQs).





Avoid abbreviations

- It is preferable to avoid using e.g., i.e. and etc., particularly in the body of your text. Instead, use for example and that is.
- Avoid using common abbreviations (such as e.g., i.e., viz., etc.)
 It is best to write the full term in the text of your writing. For example:

```
cf. (use 'compare' instead)
e.g. (use 'for example' instead)
i.e. (use 'that is' instead)
vs. (use 'versus' instead)
& (use 'and' instead)
viz. (use 'namely', 'that is', 'to be specific', 'specifically' instead)
```





Avoid using run-on expressions

Run on expressions include phrases such as 'and so forth', 'and so on' or 'etc'. Try to complete the sentence properly; do not use these if you can avoid them; for example:

Informal (includes run on)	Formal Alternative
Nurses must take into consideration patients' dietary needs resulting from allergies, medication, medical conditions and so on.	Nurses must take into consideration patients' dietary needs resulting from allergies, medication and medical conditions.
Public transport includes vehicles for public use on the roads, airways, waterways etc.	Public transport includes vehicles for public use, such as buses, trains and aeroplanes.





Avoid Rhetorical Questions

A rhetorical question is a question for which no answer is expected.

Readers might not know the answer and the point being made could be more strongly and clearly expressed as a statement.

Informal (includes rhetorical question)	Formal
Industrial sites cause vast amounts of environmental pollution, so why do we still use them?	The question surrounding the continued use of industrial sites, given their vast pollution production, still remains.
What is a team? A team can be one person but will usually end up including many more.	A team can include one person but usually involves many more.
The question is, however, does the "Design School Model" provide a practical solution to the problem of how to formulate strategy?	It is questionable whether the "Design School Model" provides a practical solution to the problem of strategy formulation.





Avoid using Phrasal Verbs

Phrasal verbs are usually two-word phrases consisting of **verb + adverb** or **verb + preposition**. For example:

- Put forward
- Carry out
- Be made up of
- Point out
- Work on
- Go into





Activity

Replace the phrasal verbs in the sentences with a more appropriate verb. Don't forget to keep the same tense.

- (1) In her latest article Kaufmann puts forward a theory which is likely to prove controversial.
- (2) Parliament is **made up** of two houses.
- (3) Smith **points out** that the increase in life expectancy has led to some economic problems.
- (4) The document **sets out** the terms of the treaty.





Possible answers:

- (1) In her latest article Kaufmann **proposes** a theory which is likely to prove controversial.
- (2) Parliament consists of two houses.
- (3) Smith **indicates** that the increase in life expectancy has led to some economic problems.
- (4) The document **outlines** the terms of the treaty.





Academic writing requires the use of **precise vocabulary**.

_		
NON-ACADEMIC	ACADEMIC	
got	became / received	
got better	improved	
turned down	rejected	
looked into	investigated	
bring down	reduce	
put on	gained	
kids	children	
a hit	successful	





Activity

Replace the underlined words in these sentences with words that are clearer or more meaningful.

- a) Accountants should write letters well.
- b) There are many things involved in doing an assignment.
- c) The <u>population</u> often doesn't know what their local politician is doing.





Possible Answers

- a) Accountants should write letters **clearly**.
- b) There are many **factors** involved in **addressing** an assignment.
- c) **Constituents are** often **unaware** of what their local politician is **accomplishing**.





Power Words

- Develop a list of power words which say a lot very succinctly,
 e.g. 'a controversial idea' is a much more precise way of saying
 "an idea that not everyone agrees with"; nocturnal is a more
 precise word for "active at night".
- Use powerful reporting verbs. When you discuss other people's research you can create extra meaning by using a more precise reporting verb.





Other useful reporting verbs are:

•	contend	examine	state	disagree
---	---------	---------	-------	----------

•	persuade	dismiss	refute	object
---	----------	---------	--------	--------

- contradict recommend concur propose
- describe observe assert support
- purport examine suggest claim

When would you use these reporting verbs?

(see handout)





Avoid using personal language

 As most academic writing should be objective, do not use personal pronouns in your formal writing (e.g. I, me, my, we, us, our, you).

impersonal

personal

Research has shown

We believe

- However if you are asked to use examples from your personal experience in your writing, then it is quite appropriate to use personal pronouns in that part of your essay.
- Sometimes you will be asked to write 'reflectively'. This may be as part of an essay or it may be for a <u>reflective</u> diary or log. Here you need to talk about yourself what you have done, what you have learnt, what you might do differently. In this case it is quite acceptable to use 'I' or 'we'





Activity

Rewrite these sentences without personal pronouns.

a) When we study coal production, we find these figures.

Example: Studies of coal production have revealed these figures.

- b) With this evidence I have proved my hypothesis that reading out aloud is an effective editing strategy.
- c) You can only do this after the initial preparation has been conducted.
- d) The figures are accurate to within 1%, but you should note that local variations may apply.
- e) In the second section of the report, we will consider the environmental consequences.





Avoid Emotive language

If you feel strongly about a topic, you may be tempted to use emotive words that are inappropriate for academic writing.

Be careful that you use language in a neutral way so that you keep your likes and dislikes (emotions) to yourself. Appealing to your reader by using strong words is not acceptable in most academic writing.

For example:

It was extremely disappointing that the bureaucracy chose to target students who did not understand the rules of plagiarism in the first year of their university studies. Some caring lecturers approached the issue by delivering a series of brilliant workshops to assist the students to overcome their referencing problems. It was a fantastic strategy as most of their students did not have to face being accused of plagiarism

Passive Voice

- When describing processes, use the passive voice. When using the active voice, the subject (the person or thing performing the action) is important.
- It is not as important who did the action as what the action is.

For instance, when preparing a lab report, instead of writing:

I prepared the test-tubes by heating them.

It is preferable to write:

The test-tubes were prepared by heating them.





Use language sensitively

Avoid using 'strong' language. It is wise to use a **cautious tone** in your academic writing because many issues being discussed are issues for which there exists no absolutely right answer, or absolutely correct definition, or absolutely perfect solution. It is usually better to 'suggest', rather than 'state'. **Avoid** words like: 'very', 'really', 'quite' and 'extremely'.

Rather than write:	Try writing like this:
Smith has an extremely important point to make because	Smith's view is significant because
This view is correct because	It could be said that It appears that It is evident that





Hedging words and phrases

When evaluating theories and discussing implications academic writing should appear to be well-considered, reasonable and cautious. If it is appropriate for you to be tentative, you can use language techniques to 'soften' your claims to indicate the degree of certainty you want to express. This technique is called hedging.

Examples of cautious or tentative style

It appears that

This suggests that

It is likely that

It is possible that

This may be attributed to





Words that indicate the level of certainty

Low Certainty	Medium Certainty/Hedging	High Certainty
seldom, rarely, never, improbable, impossible, unattainable	probably, perhaps, likely, occasionally, sometimes, generally, may, might, can, could, appears to be, seems to be, tends to be, suggests, considers	undoubtedly, absolutely, certainly, definitely, particularly, very, vitally, totally, wholly, often, must, would, should





Activity

Try making these statements more cautious:

- 1. Global warming will have disastrous consequences for the whole world.
- 2. Teleworking leads to isolation.





Avoid generalisations

Do not stereotype, generalise or make assumptions

This especially applies to individuals or groups on the basis of their: gender, race, nationality, religion, physical and mental capacity, age, sexuality, marital status, or political beliefs.





Other things to avoid

- Avoid using dashes to add information
- Do not use dot/bullet point lists unless you are permitted to do
- Do not shift verb tense unnecessarily
- Do not use exclamation marks (!!!)
- Do not use questions or commands
- Do not misuse font styles (including italics & underlining)



Include Other Writers

 Academic writing refers to information from a range of print, digital and other sources, all of which must be clearly referenced in your text.

 Remember! You must always clearly identify the work and ideas of others in your writing.





Always use evidence for:

- claims, assertions and arguments
- qualifications and justifications
- expression of your voice





Referencing

Evidence must always be referenced. There are three main reasons why you **must** reference clearly, systematically and consistently:

- ➤ If you include the work or ideas of others without referencing it clearly, this is plagiarism. Plagiarism is a form of academic cheating and carries strict penalties.
- A well-referenced piece of work demonstrates to your lecturer that you have thoroughly researched the topic, and that your work is based on evidence.
- Readers of your work may wish to look at the external information you have referred to in your writing, so will need full details of the source to locate it.



UTS:HELPS U:Learn U:PASS U:Connect



Discover these!

- Online self-help learning resources
- Drop-in & 1:1 consultations
- Writing support sessions
- Conversations@UTS
- Intensive academic English programmes
- Daily workshops
- Volunteer programmes



www.helps.uts.edu.au

UTS:**HELPS**

Supporting your Learning

1:1 Assignment Advice

Have an in depth 40-minute discussion with an Advisor in relation to your specific assignment needs.

WriteNow! Writing Support

Work on your assignment while an Advisor is on hand to help.

Daily Academic English Workshops

Learn about subject areas such as Writing Skills, Study Skills and Communication Skills.

Online Self-learning Resources

Develop your academic language and learning skills independently. Advisors at drop-in sessions can guide you to the resources most suitable to your needs.

Conversations @ UTS

Develop your self-confidence in your spoken English in a relaxed, supportive group environment.

Intensive Holiday Courses

Extend your skills in Academic Writing, Academic Speaking and Workplace Communication in a collaborative environment over a 5-day period.

HELPS U:Learn

1

Drop-in sessions allow you to meet with an Advisor for 15 minutes to ask questions about your studies and assessments.

The Advisor can then refer you to suitable programs and services. No appointment is needed.

1

HELPS U:Connect Volunteers & Buddy Program

HELPS U:PASS

The UTS Peer Assisted Study Success Program

Other UTS Contacts & Services

Advisors at drop-ins can refer you to the most relevant UTS service or contact person based on your individual needs. Our cooperative relationship with faculty and support services allows for cross-referrals to and from:

UTS Faculty Academics

UTS Library

UTS Counselling Service

UTS Special Needs Service

UTS Careers Service

UTS:

HIGHER EDUCATION LANGUAGE AND PRESENTATION SUPPORT



SIMIN PENG **Nursing student**

HELPS not only supports you with academic English, but also improves your confidence and encourages you to continue pursuing your dream. It can be proven as I have been actively participating in a variety of workshops from the beginning of my course, and it wouldn't happen if I did not find it helpful and comfortable."

SANDY LAM **Business student**

"I used to be a shy girl; but, my experience as a HELPS student and HELPS volunteer has enhanced my confidence and communication skills. I am also suffering from the stress of study but seeing the smile and the progress of the students I help, I have more motivation to do better in my work and my study as well."



Business/Law student



CYNTHIA VAIKUNTHAN.

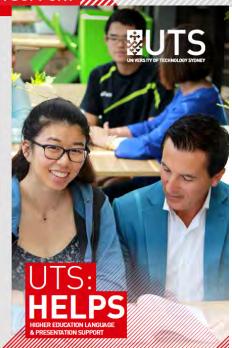
Volunteering with HELPS gave me so many new opportunities, including the chance to work at HELPS to expand its volunteer programs. I developed my skills in leadership, crosscultural communication and teamwork that I believe helped me get my graduate job with Commonwealth Bank. Volunteering and working at HELPS enabled me to grow as a person and enhanced my confidence in my abilities. I would recommend that everybody get involved in their programs!"

Higher Education Language and Presentation Support (HELPS) enhances learning experiences by providing individual and group support in a friendly and respectful environment. It aims

to create independent and confident learners so they can reach their study and career goals through the development of their English language and academic skills and understanding.

HELPS Staff

The friendly and approachable HELPS Advisors are all trained teachers who are committed to supporting students with a range of academic language and literacy issues. HELPS Advisors can assist in editing your assignment WITH you, not FOR you.



Building 1, Level 5, Room 25, 15 Broadway, Ultimo NSW 2007

+61 2 9514 9733 helps@uts.edu.au

www.helps.uts.edu.au

UTS CRICOS PROVIDER CODE: 00099F UTS-MCU / 20576 / JANUARY 2017

Winner of

- > 2015 UTS Teaching and Learning Award for Academic Support
- > 2016 Citation for Outstanding Contributions to Student Learning, Australian Awards for University Teaching

STUDENT SERVICES UNIT



HELPS Buddy Program

Meet a volunteer at UTS 1 hour each week for conversation practice

Volunteers are students, staff, alumni or working outside of UTS.

Learn about **Australian culture**Improve your **conversation skills**, including your **pronunciation**Some students **exchange languages** eg. English/Mandarin; English/French
Join Buddy **Events** and make more friends

'It was more like if we meet a friend'
'I think it helped me to follow the speed of native English speakers'.

Buddy Program

http://www.uts.edu.au/current-students/support/helps/english-speaking-practice/helpsmates-buddy-program Conversations@UTS

http://www.uts.edu.au/current-students/support/helps/english-speaking-practice







Higher Education Language and Presentation Support

HELPS Orientation workshops

Check out HELPS workshops designed to help you succeed at Uni

- Studying at UTS: Preparation for University Study
- Avoiding Plagiarism at UTS
- Writing in Academic Style
- Giving a Presentation

Register at https://orientationregistration.uts.edu.au/

For more information, visit www.helps.uts.edu.au

Your career starts today

UTS Careers offers multiple sessions to help you.

- U:Professional
- Secrets of Success
- Finding a Part-time job
- LinkedIn Lab

https://orientationregistration.uts.edu.au/

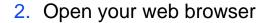
Orientation.uts.edu.au

- Amend your Orientation schedule
- Book in for new sessions
- Stay connected with updates

Before you go... Tell us what you think!



1. Take out your mobile device





3. Type bit.ly/aut18write

4. Tell us what you think in 30 seconds!