

Higher Education Language & Presentation Support

Writing in Academic Style

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- **Check out our self-help study resources on our website**

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Contact us

- Understand and better your academic writing style
- Use of grammar for academic purposes
- Develop better unity and cohesion in your writing
- Importance of structure & planning!
- Effective editing techniques / meet criteria

Workshop program

- Developing academic style + formality
- Having good structure in writing
- Developing appropriate vocabulary
- Importance of editing
- Polishing your presentation

Our checklist today

Developing Academic Style



- Q: What are some of the features of academic register/ writing?

Features of Academic writing

Features of Academic Writing

- It has few personal pronouns, such as 'I', 'we' or 'they'.
- It is highly structured & has a very formal style.
- It is impersonal and non emotional -usually fact based.
- Its grammar makes greater use of the passive tense.
- It is often research based and not opinion based writing. It uses references and quotes to show this.
- It features no jargon or slang words.
- It has no colloquialisms. e.g. *The kids in school nowadays.*
- No grammatical contractions e.g. 'can't, won't, doesn't etc.
- Demonstrates high levels of critical thinking and critical analysis.

Bad example

The insight I gain about me is that I have improve my study habits. I have learned about different ways of note taking. which I only knew about mapping and outlining methods of note taking. Even though I have never used the other methods. Communication skill are important, now I have learned more techniques to help me being careful of what I do online as well. The course has help me learn more about facts from fiction.

Better example

It is **imperative** that students at university gain adequate study skills as well as effective study habits. There are several ways that this can be achieved. Some useful techniques that should be **acquired** are mind-mapping and effective note-taking methods. Furthermore, building effective communication skills are an **essential element** to university life which are also transferred later in life into the working environment. Therefore, it can be stated that learning, building and maintaining a range of study skills will enhance students' learning, participation rates and success whilst undertaking **tertiary** education.

What are some of the most common mistakes university students make?

Native speakers =

- Poor overall structure
- Poor academic style – too casual
- Informal use of vocabulary
- Writing in the 1st person 'I'

Non-native speakers (the above... plus) =

- Subject verb agreement – They has a lecture.
- Use of articles (a, an, the)
- Preposition errors (in, for, at)
- Countable/uncountable / sing/pl nouns (evidences)
- Verb tense
- punctuation

- Answers the set question in a logical structure/argument
- Develops logical arguments which draw conclusions
- Matches the marking criteria
- Demonstrates critical thinking and critical analysis
- Uses reliable academic sources to validate and underpin arguments made
- Appropriate academic style with good standards of grammar, punctuation, spelling and presentation
- Work that shows thought, reflection & complexity of ideas

What are Lecturer's looking for?

Developing Grammar



- Like anything –you need to practice!

Also....

- **Read** what you want to write.
- Write often in the style required.
- Use grammar books to self-teach.
- Get friends/peers to check/tutor

How to improve your knowledge of
grammar.

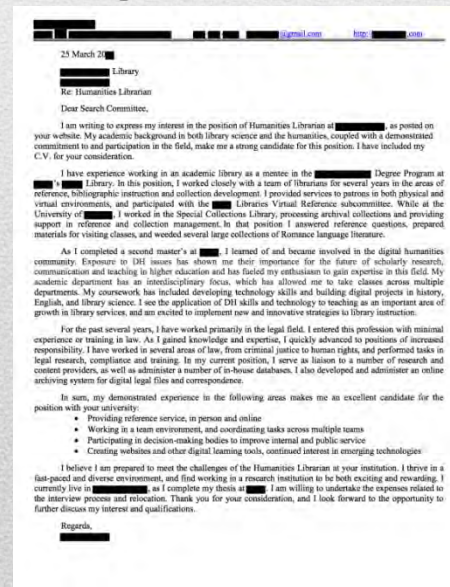
- Passive voice
- Increased nominalisation
- Neutral –non-emotive

Essential elements

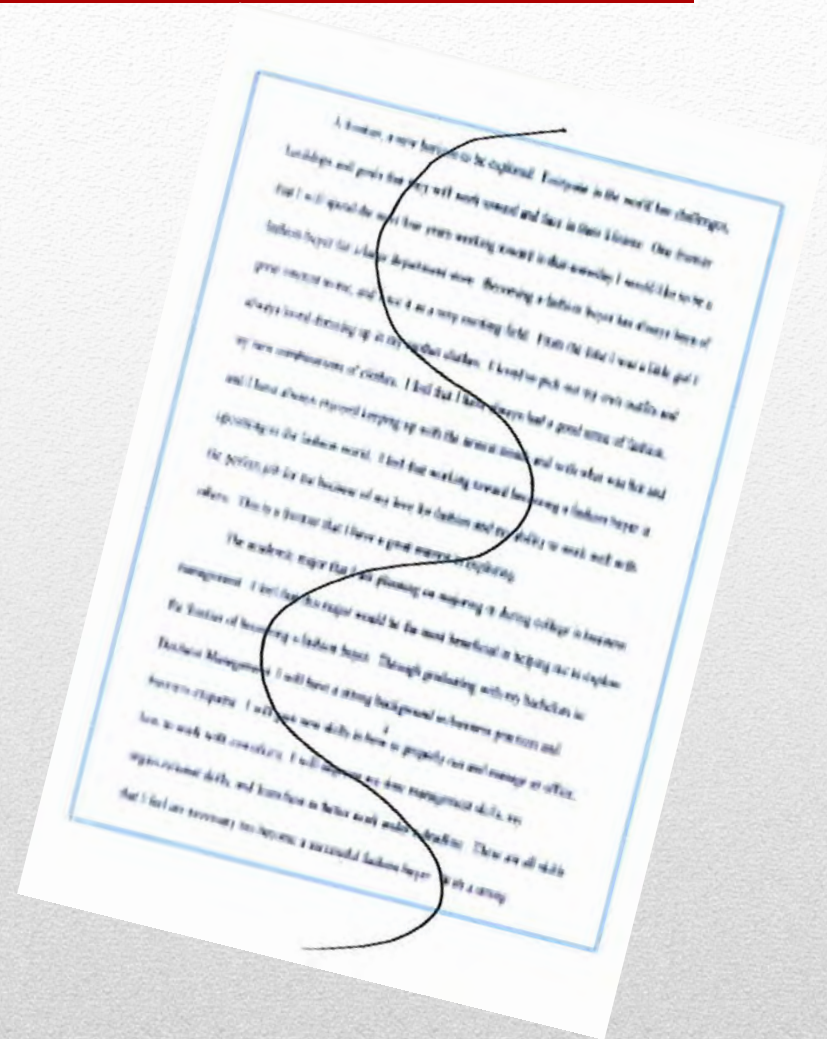
- What is the passive voice?
- Why do we use it in academic writing?

Passive Voice / 3rd person

Developing Your Style



- Smooth flowing
- Logically linked ideas
- Logically linked text
- Order of importance
- Relevant ideas



Developing cohesion

⇒ Developing Unity:

- Having paragraphs all related to the main topic sentence ensures unity in the writing.
- Keep to your controlling idea (topic sentence)

Developing Unity & Cohesion

➔ Cohesive Devices

- Cohesive devices are words and phrases that connect sentences and paragraphs together, to create a smooth flow of ideas. Cohesive devices are words such as transitions, pronoun references and the repetition of key supporting ideas.

Developing Cohesion

- There are many transition words and phrases in English that are used in academic writing to connect sentences together or relate ideas to one another. Here is a table of some of the common examples.

Time markers	Comparison transitions	Contrast Transitions	Additional Information	Giving Examples	Cause and effect	Concluding ideas
Since Secondly Whilst Before	Compared to Similarly As...as Likewise	However Yet In contrast	And Furthermore For instance Moreover	For example Particularly Generally In general For instance	Therefore As a result because	Finally In conclusion To summarise

- Unity and cohesion are **vital** elements in your writing. They ensure that your writing is logical, well connected, relevant to your topic sentences.

Importance of Unity and Cohesion

Effective Vocabulary



- Need to avoid generalisations & broad sweeping statements
- e.g. People living in hotter climates are happier than people in colder ones.
- e.g. Small sized businesses are not as profitable as larger ones.
- e.g. Poor education leads to crime.

Being Cautious

- Developing a cautious style is necessary in many areas of academic writing e.g.
- People living in hotter climates tend to be happier than ones living in colder countries.
- Studies suggest that smaller companies may not be as profitable as larger ones.
- Poor levels of education may be a resulting factor in higher crime rates in some instances.

Developing caution



Putting it all together

- Let's see at how the grammar, vocabulary and structure work together.
- Let's also identify the VOICE in academic writing.

Text Analysis

- Q: How many drafts of your assignment do you do before you hand-in your work?
- Q: What are the minimum number of drafts you should do, before hand-in?

Editing and Proofing Academic Writing

1. Proof and edit for **clarity of meaning**.
2. Proof and edit for **style and grammar**.
3. Proof and edit for **presentation/typos / refs**.

Edit X 3 rule

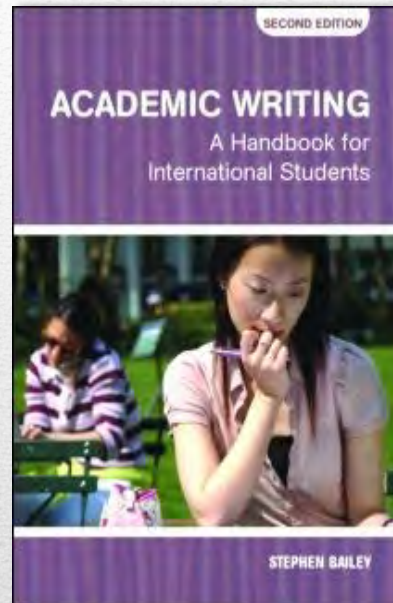
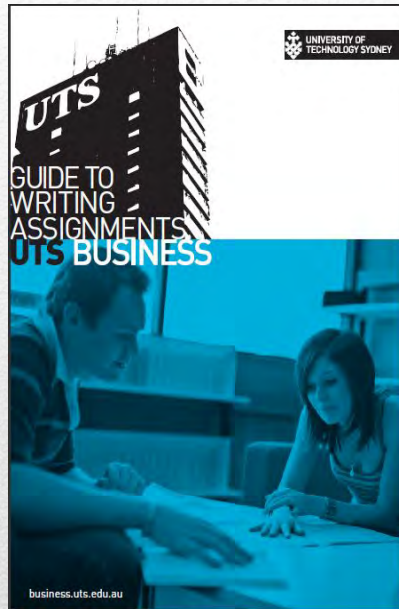
- When proofing and editing your academic work, look out for the common mistakes that native and non-native university students make that were outlined before.
- Also- get someone to read your work for you.

Editing


- HELPS Centre / self help resources / **sample assignments**
- Lecturer/ Faculty staff
- Internet searches
- Books / Bookshop – Co-Op/Abbeys/Bridge
- Your Classmates/Friends/Peers
- <https://www.facebook.com/UTSHELPS>



Further resources / help



Useful Further Resources



Do you have any questions about today's workshop?

- **Good luck with your academic writing.**

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