

# Contents

<i>Acknowledgements</i>	xiv
<i>Introduction</i>	xv
<i>Academic Writing Quiz</i>	xvii

<b>Part 1</b>	
<b>The Writing Process and Writing Skills</b>	<b>1</b>
<b>The Writing Process Diagram</b>	<b>2</b>
<b>1.1 The Writing Process: Writing Basics</b>	<b>3</b>
1 Why do we write?	3
2 What makes academic writing different from other writing genres?	4
3 Common types of academic writing	5
4 The format of written assignments	5
5 Common text features	7
6 Writing clear sentences	7
7 Writing in paragraphs	9
<b>Writing Skills: Approaches to Vocabulary</b>	<b>10</b>
8 Vocabulary issues	10
9 Dealing with new vocabulary	10
10 Confusing pairs	11
11 Words and phrases from other languages	12
12 Practice	13
<b>1.2 The Writing Process: Understanding Essay Questions</b>	<b>15</b>
1 The planning process	15
2 Analysing essay questions	16
3 Practice A	17
4 Brainstorming	17
5 Essay length	18
6 Outlines/plans	18

<b>Writing Skills: Showing Cause and Effect</b>	<b>20</b>
7 Causes and effects	20
8 The language of cause and effect	20
9 Practice B	21
10 Practice C	22
11 Practice D	23
12 Practice E	23
<b>1.3 The Writing Process: Reading: Finding Suitable Sources</b>	<b>25</b>
1 Types of text	25
2 Academic resources	26
3 Assessing texts	27
4 Using reading lists	28
5 Searching library catalogues	29
6 Using library websites to search journals and bibliographic databases	30
7 Reading abstracts	31
<b>Writing Skills: Understanding Prefixes and Suffixes</b>	<b>32</b>
8 How prefixes and suffixes work	32
9 Prefixes	32
10 Practice A	34
11 Suffixes	34
12 Practice B	35
13 Practice C	35
<b>1.4 The Writing Process: Reading: Developing Critical Approaches</b>	<b>37</b>
1 Reading methods	37
2 Assessing text features	38
3 Fact and opinion	38
4 Assessing internet sources critically	40
5 Critical thinking	41
<b>Writing Skills: Argument and Discussion</b>	<b>43</b>
6 Discussion vocabulary	43
7 Organisation	44
8 Practice A	45
9 The language of discussion	45
10 Argument and counter-argument	45
11 Practice B	46
12 Providing evidence	47
<b>1.5 The Writing Process: Finding Key Points and Note-making</b>	<b>49</b>
1 Why make notes?	49
2 Finding key points	49

---

3	Finding relevant points	50
4	Practice A	51
5	Effective note-making	53
6	Practice B	53
<b>Writing Skills: Using Abbreviations</b>		<b>54</b>
7	Types of abbreviations	54
8	Common academic abbreviations	54
9	Abbreviations in writing	55
10	Practice C	55
<b>1.6 The Writing Process: Summarising and Paraphrasing</b>		<b>57</b>
1	What makes a good summary?	57
2	Stages of summarising	58
3	Practice A	58
4	Practice B	59
5	Paraphrasing	61
6	Practice C	61
7	Techniques for paraphrasing	62
8	Practice D	63
<b>Writing Skills: Finding Synonyms</b>		<b>64</b>
9	How synonyms work	64
10	Common synonyms in academic writing	65
11	Practice E	66
12	Practice F	66
<b>1.7 The Writing Process: References and Quotations</b>		<b>67</b>
1	Why give references?	67
2	Citations and references	68
3	Referencing systems	68
4	Using quotations	69
5	Abbreviations in citations	71
6	Secondary references	71
7	Internet references	71
8	Organising the list of references	72
<b>Writing Skills: Using Verbs of Reference</b>		<b>75</b>
9	Reference verbs	75
10	Practice	76
<b>1.8 The Writing Process: Avoiding Plagiarism</b>		<b>77</b>
1	What is plagiarism?	77
2	Basic plagiarism	78
3	Degrees of plagiarism	78

4	Avoiding plagiarism by summarising and paraphrasing	79
5	Avoiding plagiarism by developing good study habits	80
6	Practice A	81
	<b>Writing Skills: Giving Examples</b>	82
7	Introducing examples	82
8	Phrases to introduce examples	83
9	Practice B	84
10	Restatement	84
	<b>1.9 The Writing Process: Contrasting Sources</b>	86
1	Referring to sources	86
2	Practice A	87
3	Balancing different sources	88
4	Practice B	88
	<b>Writing Skills: Providing Cohesion</b>	91
5	Reference words	91
6	Practice C	91
7	Preventing confusion	92
8	Practice D	92
9	Practice E	93
	<b>1.10 The Writing Process: Organising Paragraphs</b>	94
1	Paragraph structure	94
2	Practice A	95
3	Practice B	96
4	Introducing paragraphs and linking them together	96
5	Practice C	97
	<b>Writing Skills: Using Conjunctions</b>	99
6	How conjunctions work	99
7	Types of conjunctions	99
8	Common conjunctions	101
9	Practice D	101
10	Confusing conjunctions	101
11	Conjunctions of opposition	102
	<b>1.11 The Writing Process: Introductions and Conclusions</b>	103
1	Introduction components	103
2	Introduction structure	104
3	Opening sentences	106
4	Conclusions	107
5	Practice A	107

---

<b>Writing Skills: Giving Definitions</b>	<b>108</b>
6 Simple definitions	108
7 Category words	108
8 Complex definitions	109
9 Practice B	110
<b>1.12 The Writing Process: Editing and Proofreading</b>	<b>111</b>
1 Editing	111
2 Practice A	112
3 Practice B	113
4 Proofreading	113
5 Practice C	114
6 Practice D	114
7 Practice E	115
<b>Writing Skills: Academic Style</b>	<b>116</b>
8 Components of academic style	116
9 Guidelines	117
10 Practice F	118
11 Avoiding repetition and redundancy	118
12 Varying sentence length	119
13 The use of caution	121
14 Practice G	121
<b>Test Your Progress A</b>	<b>123</b>
<b>Part 2</b>	
<b>Elements of Writing</b>	<b>127</b>
<b>2.1 Academic Vocabulary: Nouns and Adjectives</b>	<b>129</b>
1 Introduction	129
2 Nouns	129
3 Using nouns and adjectives	131
4 Academic adjectives	132
5 Practice A	133
6 Practice B	133
<b>2.2 Academic Vocabulary: Verbs and Adverbs</b>	<b>134</b>
1 Understanding main verbs	134
2 Common academic verbs	135
3 Using adverbs	137
4 Practice	138

<b>2.3 Definite Articles</b>	139
1 Use of articles	139
2 Using definite articles	139
3 Practice A	140
4 Practice B	141
<b>2.4 Generalisations</b>	142
1 Using generalisations	142
2 Structure	143
3 Practice A	143
4 Building on generalisations	144
5 Practice B	144
<b>2.5 Comparisons</b>	146
1 Comparison structures	146
2 Practice A	147
3 Using superlatives	148
4 Forms of comparison	148
5 Practice B	148
6 Practice C	149
7 Practice D	150
<b>2.6 Numbers</b>	151
1 The language of numbers	151
2 Percentages	152
3 Further numerical phrases	152
4 Practice A	153
5 Practice B	154
<b>2.7 Passives</b>	156
1 Active and passive	156
2 Structure	157
3 Use of the passive	157
4 Adverbs with passives	158
5 Practice	159
<b>2.8 Prepositions</b>	160
1 Using prepositions	160
2 Practice A	161
3 Prepositions and nouns	161
4 Prepositions in phrases	162
5 Prepositions of place and time	162
6 Verbs and prepositions	162
7 Practice B	163

---

<b>2.9 Punctuation</b>	<b>164</b>
1 Capital letters	164
2 Apostrophes (')	165
3 Full stops (.) [US: <i>period</i> ]	165
4 Commas (,)	166
5 Semi-colons (;)	166
6 Colons (:)	167
7 Quotations marks/inverted commas (" " / ' ')	167
8 Others	168
9 Practice A	168
10 Practice B	169
<b>2.10 Singular or Plural?</b>	<b>170</b>
1 Five difficult areas	170
2 Group phrases	171
3 Uncountable nouns	172
4 Practice A	173
5 Practice B	173
<b>2.11 Time Markers</b>	<b>174</b>
1 How time markers are used	174
2 Practice A	175
3 Tenses	175
4 Practice B	175
<b>2.12 Visual Information</b>	<b>177</b>
1 Types of visuals	177
2 The language of change	179
3 Describing visuals	180
4 Labelling visuals	181
5 Practice	181
<b>Test Your Progress B</b>	<b>182</b>
<i>Answers</i>	186
<i>References</i>	230
<i>Index</i>	231