



Academic Writing Lecture# 1

FEATURES AND ITS TYPES

-ANOSH




What is Academic Writing?

- ▶ A formal style of writing used in academia where students and scholars are expected to produce logically-structured ideas with well-argued, substantiated points, taking different opinions into consideration.
- ▶ A scholarly and non-fictional writing that aims for clarity, has an outline, and is descriptive in nature i.e. it has a formal tone and style.
- ▶ It is always a bit clear, concise, focused, structured, formal, objective, logical, explicit, hedged and responsible. Language is used precisely and accurately. It is also well organized and well planned
- ▶ It has a clear focus on the research problem under investigation and precise word choice.



Four main stages of Academic Writing

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1. Prewriting
 2. Planning
 3. Writing and Revising Drafts
 4. Writing the final draft



Features of Academic Writing

1. Serious tone
2. Clear process of reasoning
3. Must be objective i.e. a third person narrative rather than first person narrative
4. Exploratory i.e. it must explore the topic
5. Evidence based i.e. it weighs up the evidences rather than expressing thoughts and feelings. It is neutral (non-emotive) language without slang or jargon
6. Argumentative i.e. a coherent series of reasons, statements, or facts intended to support or establish a point of view
7. Located in existing body of knowledge
8. Clear focus on the issue or topic rather than the author's opinion
9. Precise word choice i.e. using academic vocabulary
10. All paragraphs have a single, developed, theme
11. The paragraph begins with a theme sentence
12. Proper documentation style i.e. MLA, APA or Harvard formats


Typical features

► Formal language

- You can make your writing more formal through the vocabulary that you use. For academic writing:
 - choose formal instead of informal vocabulary. For example, 'somewhat' is more formal than 'a bit', 'insufficient' is more formal than 'not enough'.
 - avoid contractions. For example, use 'did not' rather than 'didn't'.
 - avoid emotional language. For example, instead of strong words such as 'wonderful' or 'terrible', use more moderate words such as 'helpful' or 'problematic'.
 - instead of using absolute positives and negatives, such as 'proof' or 'wrong', use more cautious evaluations, such as 'strong evidence' or 'less convincing'.

► Objective language

- Although academic writing usually requires you to be objective and impersonal (not mentioning personal feelings), often you may still have to present your opinion. For example, you may need to:
 - interpret findings
 - evaluate a theory
 - develop an argument
 - critique the work of others.
- To express your point of view and still write in an objective style, you can use the following strategies.

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- Move information around in the sentence to emphasize things and ideas, instead of people and feelings. For example, instead of writing 'I believe the model is valid, based on these findings', write 'These findings indicate that the model is valid'.
 - Avoid evaluative words that are based on non-technical judgements and feelings. For example, use 'valid' or 'did not demonstrate' instead of 'amazing' or 'disappointment'.
 - Avoid intense or emotional evaluative language. For example, instead of writing 'Parents who smoke are obviously abusing their children', write 'Secondhand smoke has some harmful effects on children's health'.
 - Use modality to show caution about your views, or to allow room for others to disagree. For example, instead of writing 'I think secondhand smoke causes cancer', write 'There is evidence to support the possibility that secondhand smoke increases the risk of cancer'.

► **Technical language**

- As well as using formal language, you also need to write technically. This means that you need to develop a large vocabulary for the concepts specific to the discipline or specialization you're writing for. To do this, take note of terminology used by your lecturer and tutor, as well as in your readings.
- Be careful about the meaning of technical terms. Often the same word has a different meaning in another discipline. For example, 'discourse' is a technical term used in multiple disciplines with different meanings.



Types of Academic Writing

- ▶ There are four main types of academic writing
- 1. Descriptive i.e. it provides facts or information such as summary of an article. It includes identity, report, record, summarizing and defining.
- 2. Analytical i.e. a writing with analytical skills in which you re-organize the facts and information and describe them in categories, groups, parts or types.
- 3. Persuasive: it is more like analytical writing but it includes persuasion in which you convince the reader through your evaluation, discussion, argument, evidences and conclusions.
- 4. Critical i.e. to critically analyze someone else's writing with your point of views.



Things to Remember

- ▶ First of all, plan your written work
- ▶ Always keep in mind that there must not be any grammatical, structural or spelling mistakes
- ▶ You must have good vocabulary
- ▶ Before submitting the final drafts do remember to proof read your content
- ▶ Provide evidences to support your argument or opinion
- ▶ Avoid plagiarism



Any Questions?

A decorative graphic on the left side of the slide. It features a dark blue vertical bar on the far left. From the bottom of this bar, several thin, curved lines in shades of blue and grey extend upwards and to the right. A solid blue arrow points to the right, overlapping the bottom of the decorative lines.

Good luck!

Ms. Anosh