

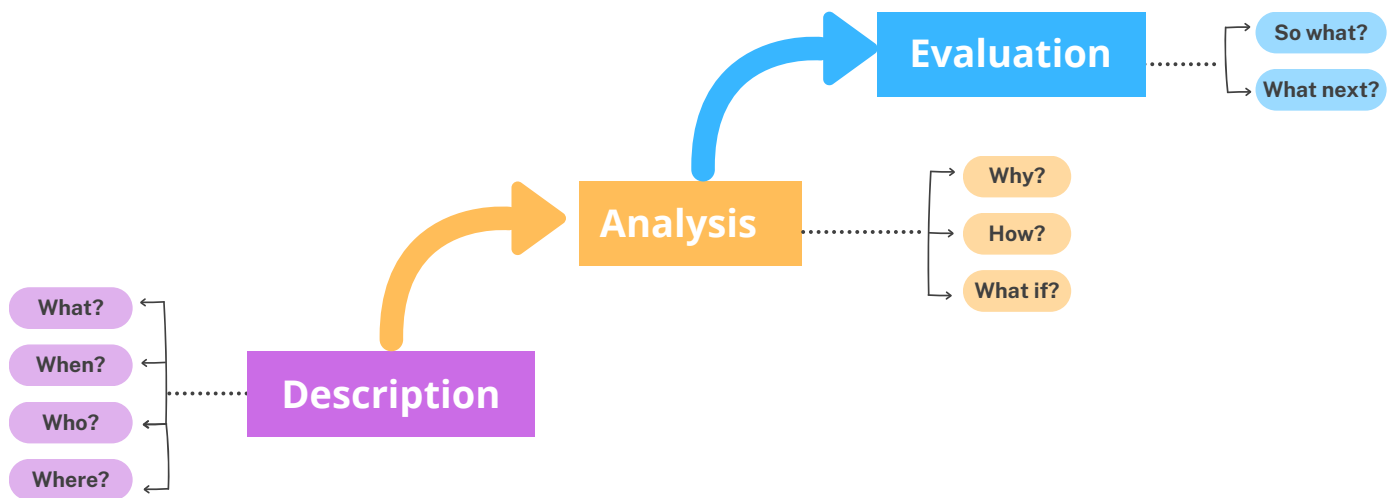
ESSENTIAL ACADEMIC WRITING TIPS



B-TIC
BUSINESS AND TECHNOLOGY
INTERNATIONAL CAMPUS

Professionalism Simplified

Critical Thinking Model



Describe...	
<ol style="list-style-type: none"> 1. To define clearly what you are talking about 2. Say exactly what is involved 3. Where it takes place 4. Under what circumstances 5. Fulfilling this function helps you to introduce a topic 6. More complex description will become analysis 	
Analyse...	Evaluate...
<ol style="list-style-type: none"> 1. Examine and explain how parts fit into a whole 2. Give reasons 3. Compare and contrast different elements 4. Show the understanding of relationships. 5. In this way analysis forms the main part of any in-depth study. 	<ol style="list-style-type: none"> 1. Judge the success or failure of something 2. Its implications and / or value 3. Evaluations lead us to conclusions or recommendations and are usually found at the end of a piece of academic work, a paper, chapter or other text.

Contraction

Don't ----- Do not
 Can't Cannot
 Shouldn't..... Should not
 Couldn't..... Could not
 Wouldn't..... Would not
 Isn't..... Is not
 Haven't..... Have not
 Hasn't..... Has not

Avoid there is / there are

There are many issues that student face in the University Students face many issues in the University
 There are many developments projects that UN support The UN supports many development projects

Shorter | clear | concise and to the point sentences

Avoid:- really | very | a lot | so

Many students thinks university is very hard - Many students thinks University is difficult
 20th amendment is really controversial - 20th amendment is controversial
 A lot of student - Many students
 A lot of time wasted - Much time wasted

Use Strong words

He gave assistance to my friend - He assisted my friend
 Made an objection – Objected
 Conducted an Investigation - Investigated
 Did an audit – Audited

A combination of 3rd person and passive sentence structure are key features of academic writing

First Person - ----- Becomes third person

I argue that - This essay argues that

We researched the issue of The group researched the issue...

I used semi structured interviews as my methodology The chosen methodology was semi structured interviews...

After this I will analyse topic..... Subsequently, topic x will be analysed...
 found that... It was found that

We thought the results were..... The results appeared to be...

Second person ... becomes third person ...

You can read further about this in Further discussion of this topic is found the work of Smith and Jones (2010)..... Further discussion of this topic is found in the work of Smith and Jones (2010).

You may find it difficult to replicate this experiment..... Replication of this experiment may be difficult

Your reading will be more effective if you have a study plan..... Use of a study plan will improve the effectiveness of one's reading.

Five Paragraph Essay

Task - Explain the good characteristics of good parent

Topic:-The essential characteristics of good parents are

- (1).Patience;
- (2) Respect and
- (3) Love

Position:

The first characteristic is Patience..... (Mark, 2009)

Second is Respect.....(Ken and Lynes 2008)

Finally Love(John, 2001)

Reinstatement: parents are the most important teachers of patience, respect and love

Reference List

John, T.(2001) *Parenting: an introduction*. 4th ed. Basingstoke, Palgrave.

Ken, C. and Lynes, D. (2008) *Positive Parenting*. *Nursing Times*, 104(47), pp.82-85.

Mark, K. (2009) *Parent Engagement*. *Journal of Positive Parenting*, 18(20), pp.2846-56 [Online]. Available at <www.swetswise.com>. [Accessed on 15th May 2013].



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