**Academic writing – basic features**

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Before beginning to write, please **change the document language to English.** In this way you will avoid typos and spelling mistakes.

* Grammar:
	+ Present simple (remember –(e)s when necessary – e.g. the writer describes)
	+ Present perfect when describing past events when no time is given, especially when contrasted with the regular actions of present simple
		- E.g. Politicians usually introduce various measures when faced with a crisis and they realize that they have not addressed the issues before.
	+ Articles à the most common mistake for us, Slavs, pay attention to these
	+ Sentence structure:
		- Write in sentences – there must always be a verb.
	+ Grammatical gender –
		- **Use inclusive language**
			* i.e. do NOT use generic HE, but **THEY**
				+ the least awkward is to use plural, e.g. instead of: Should anyone need assistance, he is encouraged to enroll for a course in academic writing. - wrong

But: Should anyone need assistance, **they** are encouraged to enroll for … - correct

* Vocabulary:
	+ The list of forbidden words:
		- Big, nice, get, go, very, really, great
		- Avoid colloquial words:
			* Basically, definitely, totally
		- Avoid chatty style –
			* DO NOT write phrases such as: It is a problem? Yes, it, sure, is.
		- Use moderate, factual language à avoid intensifiers such as very, extremely, absolutely etc.
	+ Avoid repetitions, especially in the same sentence.
		- Use thesaurus.com to find synonyms.
	+ Spelling
		- Numbers in words:
			* Nineteenth century instead of 19th
		- -ful as a suffix – one L
			* E.g. beautiful, wonderful, etc.
		- Words that are often misspelled: (here proper versions!)
			* Believe (NOT belive)
			* Writing (NOT writting)
	+ Use linking words: (followed by a comma)
		- To introduce ideas:
			* E.g. First of all,/Firstly
		- To add more information:
			* E.g. What is more,/ Furthermore,/ Moreover,/ In addition,
		- To present a contrast:
			* E.g. However,/ Nonetheless,/ Nevertheless, / Notwithstanding,
		- Implication:
			* E.g. Thus,/ Therefore,/ Hence
		- Conclusion:
			* E.g. – To conclude,/ To sum up,/In conclusion,/In sum,/ On balance,
	+ Try using specific vocabulary:
		- Therefore, avoid: somewhere, someone, something
			* E.g. Someone might think about doing something if they go somewhere. – NO!
				+ Better: Some might consider taking action/engaging in certain activities when they decide to travel to particular destinations.
* Punctuation:
	+ Commas:
		- Always after linking words – e.g. However,
			* Moreover,
		- After adverbials of manner:
			* E.g. Undoubtedly,
		- Interjections separated with commas –e.g.
			* That led, however, to another war.
		- relative clauses:
			* see the difference between defining and non-defining;
				+ these 2 sentences have a different meaning:

People, who are aggressive, attack each other. (All people are aggressive.)

The people who are aggressive attack each other. (Only those who are aggressive attack each other.)

* + - Inverted commas:
			* Only up in English “this way”.
* Layout
	+ Paragraphs!
* Content:
	+ Only relevant content: do not fill your essay with unnecessary words or clichés.
		- E.g. – Some express such an opinion, others hold an opposite view, however, I do not know, since I am no expert in this field.
	+ In a summary
		- Do not describe at length how many pages books have, how many chapters there are etc. = **to the point!**
	+ **Try to be concise!**
* How to write titles of books/articles:
	+ Just a title – in italics
	+ If you include an article or a chapter and the name of the book à the part is in “inverted commas”, whereas the whole book/journal is *Italicized*
		- All meaningful words (not grammar words) should be capitalized e.g. – *Imagined Communities: Reflections on the Origin and Spread of Nationalism*