

Academic and Professional Writing Standards

Formal Writing

Linear central point, everything supports thesis statement

objective: to inform

Qualities of Formal Text

Formality **avoid:** colloquial, contracted, two-word verbs, and lists

Complexity more varied vocabulary, noun-based phrases, and subordinate clauses

Objectivity emphasis on info presented
taking a stance is possible

Explicitness clear connections between ideas

1. point direction changes

2. shows cause-effect

3. similar ideas or equally important ideas

4. extra info required

Precision Displays number, date, and or or, time

Accuracy choosing correct terms in vocabulary

Responsibility proper research, academic honesty

quoting, paraphrasing, summarizing

Plan (Scheme/Plan of Action) thesis statement, audience, and objective are identifiable

Organization structure of text is evident, easy to follow

intro, body, conclusion. (topic, supporting ideas)

Contextualization and Reading for Purpose

Contextualization

Context underlying meaning, background info

Contextualization to place things in context

Reading for Information

-adding to what you know

Skimming selective reading method, focused on main ideas, key ideas

Reading for Understanding

-how the knowledge can be interpreted

-accept initial inequality (this can be overcome)



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