

Introduction to Academic Writing Cheat Sheet by skullpride via cheatography.com/197557/cs/41668/

Academic Writing

formal style of writing used in universities and scholarly publications that is clear, concise, focused, structured, and backed up by evidence

requires the writer to demonstrate knowledge and show proficiency with skills of thinking, interpreting, and presenting information (Lowe & Zemliansky 2010) as an evaluation

readers = teacher, peers, academic community

Non-Academic Text / Creative Compositions

to freely express opinions, feelings, and emotions

Purposes of Academic Texts

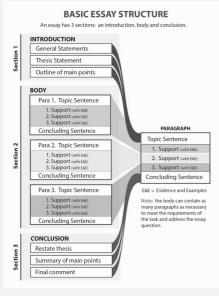
to inform

to explain

to persuade

to argue

General Structure of an Academic Text



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Academic Language

type of language used in schools (academic settings)

Features of Academic Writing

Structured distinctinve structure (intro, body, conclusion)

coherence (logical progression) & cohesion (connection)

Evidenced based on information from experts in the field properly acknowledge in writing through in-text citation and reference section

Critical always analyze and evaluate including source

requires a great deal of research in order to develop a deep understanding of the topic

Balanced your writing should give consideration to all sides of the issue and must avoid being biased

while it is important as an academic writer, your stance on a particular topic is clearly shown

reader understands meaning of written text

Precise

Objective

clear and precise including technical vocab when necessary

emphasis is on arguments and information, rather than on the

passive structures in sentence construction

Formal more formal than everyday writing

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Features of Academic Writing (cont)

complex sentences and avoids contractions and colloquial/informal words and expressions common in spoken english

Three Types of Academic Vocabulary

general	that are acceptable for
words	academic use
academic words	that frequently appear in academic texts
technical words	specific to an individual subject area

Language Used in Academic Texts

Formal	tone should not sound conversational or casual
	use of colloquial, idiomatic, slang, and journalistic expres- sions should be avoided
Objective	academic text is based on research and not on the writer's own opinion about a given topic
	unbiased - based on facts and evidence and is not influenced by personal feelings
	when presenting an argument to the reader, show both sides of the topic and avoid making value judgments
Impersonal	do not show yourself as the performer of the action
	emphasis should be on the information that you want to give and the arguments you

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want to make, rather than you



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Language Used in Academic Texts (cont)

avoid personal pronouns (i,we,you)

use "it" constructions

Things to Avoid in Academic Writing

Personal nouns

Personal experience

Directives

Descriptive writing

Informal, conversational tone, including

slangs and idioms

Vague expressions

Wordiness

Examples of Academic Text

Academic Essay An academic text that presents a **coherent argument or exploration** of a specific topic (Purdue Online Writing Lab, 2021)

Report

presents and analyzes information clearly and briefly for a particular audience such as laboratory reports, business reports, case study reports, research reports, progress reports, etc. (Smith, 2022)

Literature Review critical and comprehensive analysis of existing scholarly publications, books, articles, and other relevant sources on a specific topic or research question (Ridley, 2012)

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Examples of Academic Text (cont)

Paper

A concise document that outlines the main ideas, objectives, and potential outcomes of a proposed research project or initiative (Hulley, S. B., Cummings, S. R., Browner, W. S., Grady, D. G., & Newman, T. B., 2013).

Position Paper

type of argument writing that focuses on a **stance on an issue** and shows how this chosen stance relates to other positions concerning the issue (Writing@CSU, n.d.).

Critique Paper evaluating and analyzing a specific piece of work. It provides a critical assessment of the strengths and weaknesses of the work being reviewed, offering insights and suggestions for improvement

examples of academic text are not limited to these

Conventions

A way in which something is usually done, especially within a particular area or activity.

These are rules and principles of academic writing that are generally accepted among scholars (IGI Global, 2021), and give distinctive features to academic texts apart from nonacademic texts.

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