

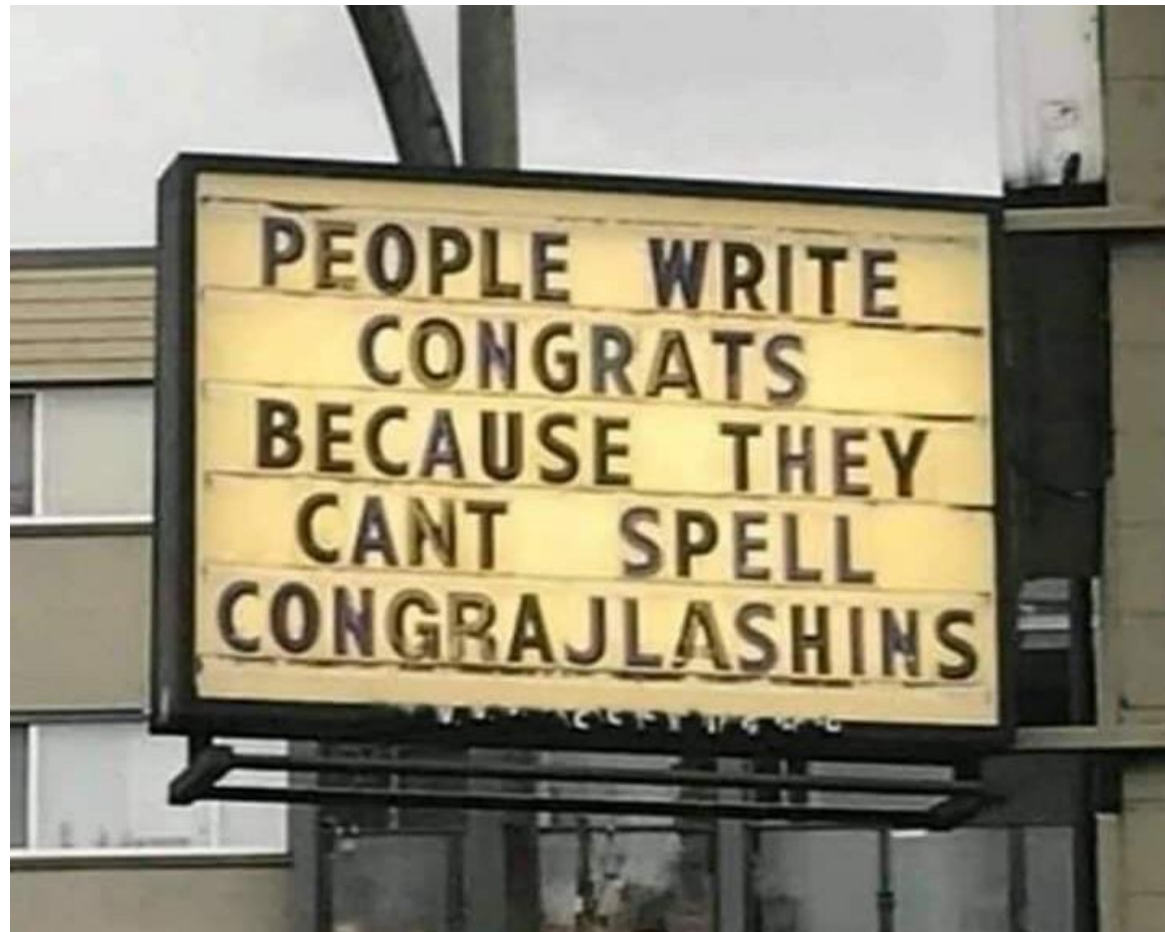
English C2.1

[2025/2026]

Approaches to Academic
writing I
Week 2

Dr. Carlos Lindade





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2025/2026



The Writing Process

This session explains and practices different stages of producing a piece of academic writing.



Writing Basics



1) Why do we write?



2) What is the purpose of academic writing?



3) Can you think of four reasons?

Common reasons for writing



To report
research done by
the writer



To answer a
question the
writer was given



To give the
writer's views on
a topic



To synthesise
research done by
others

How is academic writing different from other writing genres?

- **Working with a partner, name as many writing genres as you can.**
- Journalism, fiction, poetry, advertising...
- **Then, suggest an answer for the above question.**
- Academic writing employs:
 - Semi-formal/Formal vocabulary, with a lack of idioms.
 - Use of citations/references
 - Use of both passive/active voices
 - Precision
 - Caution
 - Impersonal, objective style

Compare these two extracts. What are the main differences?

a) Carrying their few possessions in bags and shopping trolleys, hundreds of desperate storm victims in the Bahamas gathered at a port in Grand Abaco yesterday, hoping to get off the hurricane-blasted island amid rising frustration about the speed of the relief effort. 'It's chaos here', said Gee Rolle, who was waiting with his wife for a boat to the capital, Nassau. 'It's not livable for nobody. Only animals can live here.'

b) Despite the reputation of 'engineering' as a politically innocent, technocratic kind of expertise that is above partisan wrangles, the modern engineering profession has from its inception been bound up with power-infused processes of socio-spatial and material transformation. As Andrew Barry (2005: 95) argues, 'far from having anti-political effects the calculations of engineers [have] had political resonances'.

Common types of academic writing

- Paper
- Essay
- Case study
- Proposal
- Dissertation/ Thesis
- Project
- Article
- Notes
- Report
- Reflection



Match the definitions below with the types above

a) The longest piece of writing normally done by a student, often for a higher degree (20,000+ words).

Dissertation /Thesis

b) A general term for any extended piece of academic writing.

Paper

c) A description of a situation or process, often with suggestions for dealing with a problem.

Report

d) The answer to a question or task set by the teacher, often on a theoretical subject.

Essay

e) A detailed account of a particular situation or organization.

Case Study

f) A piece of writing in which students critically examine how they dealt with a situation or task and what they learned from it.

Reflection

g) A condensed summary of something read or listened to, for a student's own use.

Notes

h) A persuasive text written to convince a potential customer to adopt a new product or service.

Proposal



The format of written assignments

Longer essays and reports usually include:

Introduction

Main body

- Literature review
- Case study
- Discussion

Conclusion

References

Appendices



What about FLUP?

Estudantes



GERÊNCIA ACADEMICA

Página Cursos

ETRAS.UP.PT

U.PORTO
FLUP FACULDADE DE LETRAS
UNIVERSIDADE DO PORTO
CRIADA EM 1919

[GERAL](#) [ESTUDANTE INTERNACIONAL](#) [RENOVAÇÃO DA INSCRIÇÃO](#) [ÉPOCAS DE EXAME](#) [DISSERTAÇÕES / TESES](#)

[CERTIFICADOS E DIPLOMAS](#) [ANULAÇÃO DE INSCRIÇÃO](#) [ALTERAÇÃO DA INSCRIÇÃO](#)

Dissertação de Mestrado

O ciclo de estudos conducente ao grau de Mestre tem a duração de 2 anos letivos. O 1º ano comporta a realização de unidades curriculares e o 2º ano consiste na elaboração de uma dissertação/estágio.

Common text features

Discuss Why we use these text components.

Citation

Reference to sources

Abbreviation

For convenience

Italics

Foreign words

Brackets

To give extra information or clarify a point

Footnotes and endnotes

To give extra information or clarify a point




Reading: Finding suitable sources

- Discuss with another student what types of text may be suitable for academic work.

Text type	Advantages	Disadvantages
Website		

Searching library catalogues

Online library catalogues let you find the material you need quickly.



Remember:



Vary your search terms for best results



Use the most up-to-date books



Subject databases help you find relevant journal articles

Task: Search FLUP's library catalogue for titles that may be useful for your Research Essay

The screenshot displays the FLUP (Faculdade de Letras da Universidade do Porto) library website. The header includes the Sdi logo (Serviço de Documentação e Informação), navigation links (Entrada, Pesquisa, Contactos), the FLUP logo, and a language selection dropdown. A large banner image shows a modern library interior with a geometric light fixture. Below the banner is a dark navigation bar with links: SDI, Biblioteca, Arquivo, Unidade de Publicações, and Outros serviços. A horizontal bar below contains logos for various databases: IGI, JSTOR, europeana, MLA, INTERNET ARCHIVE, ProQuest, and ProQuest One Literature. The main content area is divided into three columns. The left column features a blue box with the text 'BREVEMENTE NOVO SITE' and a video thumbnail titled 'Biblioteca - Lançamento do Staff Spotlight' with the text 'Biblioteca STAFF SPOTLIGHT' overlaid. Below this is a 'LIBRARY GUIDE' link. The middle column has a video thumbnail titled 'Hemeroteca da FLUP' and another titled 'VIDEO DA BIBLIOTECA' with the text 'BIBLIOTECA' overlaid. Below this is a 'VISITA VIRTUAL - FLUP' link. The right column is titled 'Recursos eletrónicos' and contains a list of links: PLATAFORMA DE PESQUISA, BIBLIOTECA DIGITAL DA FLUP, REVISTAS DA FLUP, EUREKA: SERVIÇO DE PESQUISA DA FLUP, BASES DE DADOS, LIVROS, REVISTAS, DISSERTAÇÕES E TESES, and REPOSITÓRIOS INSTITUCIONAIS.

SDI Serviço de Documentação e Informação

Entrada Pesquisa Contactos

U.PORTO
FLUP FACULDADE DE LETRAS
UNIVERSIDADE DO PORTO

Select Language

SDI Biblioteca Arquivo Unidade de Publicações Outros serviços

IGI JSTOR europeana MLA INTERNET ARCHIVE ProQuest ProQuest One Literature

BREVEMENTE NOVO SITE

Biblioteca - Lançamento do Staff Spotlight

Biblioteca STAFF SPOTLIGHT

LIBRARY GUIDE

Hemeroteca da FLUP

VIDEO DA BIBLIOTECA

BIBLIOTECA

VISITA VIRTUAL - FLUP

Recursos eletrónicos

- » PLATAFORMA DE PESQUISA
- » BIBLIOTECA DIGITAL DA FLUP
- » REVISTAS DA FLUP
- » EUREKA: SERVIÇO DE PESQUISA DA FLUP
- » BASES DE DADOS
- » LIVROS
- » REVISTAS
- » DISSERTAÇÕES E TESES
- » REPOSITÓRIOS INSTITUCIONAIS

Reading strategies

Reading academic texts in the quantity required for most courses is a demanding task. Yet clearly it is quite different from reading a magazine for entertainment.

Discuss the strategies that you find helpful before and during reading.

Assessing texts

1. Read title and sub-title
carefully

2. Survey text features e.g.
abstract, contents, index

3. Skim text
for gist – is it
relevant?

4. Scan text for
information
you need e.g.
names

5. Read extensively when
useful sections are found

6. Read intensively to make
notes on key points

Reading: Developing critical approaches

Critical thinking means not accepting without question what you read.

When you read ask yourself questions such as:

- What are the key ideas in this?
- Does the writer's argument develop logically?
- Are the examples given helpful?
- Does the author have any bias?
- Does the evidence presented seem reliable?



Fact and opinion

As you read you must distinguish between facts:

- *Singapore lies near the equator.*

and opinions:

- *Singapore is a lively, welcoming city.*

You must also decide if the 'facts' are true:

- *Singapore has a hot, dry climate (?).*

Fact or opinion?

Decide if the following contain facts, opinions or both. Are the facts true?

1. Australia is a dynamic, prosperous country.

2. The majority of Australians live on sheep farms.

3. most Australian are open-minded and friendly

4. Australia is the largest island in the world and has extensive mineral deposits.

5. Among the 22 million Australians are some of the world's best cricket players

Assessing internet sources critically

Internet sources are plentiful and convenient, but you cannot afford to waste time on using websites which are unreliable or out of date. Anyone can set up and run a website, and so web sources must be approached with great caution. If you are using material that is not on the reading list you must assess it critically to ensure that the material is trustworthy by asking several questions about each site:

- Who is responsible for this website? Is it controlled by an academic body, or is it run commercially to sell a product? Does it have a political or religious bias?
- Is the name of the author given, and is she well-known in the field?
- Is the language of the text in a suitable academic style?
- Are there any obvious errors in the text, e.g. factual mistakes, or incorrect spelling, which suggest a careless approach?
- Is the material up-to-date?
- Is there advertising on the website?

Compare both texts. Which one is more reliable?

A. Our success is based on a commitment to discovery, finding new ideas that are inspired by life and which in turn help to inspire the lives of our stakeholders. We discover new medicines that are designed to improve the health and quality of life of patients around the world – medicines which are innovative, effective and which offer added benefits such as reduced side effects or better ways of taking the treatment. We also focus on getting the best from every medicine we make by exploring all the ways it can be used or improved. With a global business comes a global responsibility for consistently high standards of behaviour worldwide. We aim to effectively manage that responsibility and help to find new ways of bringing benefit to society to ensure that Evergreen continues to be welcomed as a valued member of the global community.

B. Recent trading results from Evergreen show an apparently healthy position, with pre-tax profit rising by 24% and total revenues up 5%. These figures, however, were inflated by some one-off gains, such as a \$152 million sale of swine flu vaccine to the US government. Sales of the ZX high blood pressure drug also increased sharply due to its main rival being temporarily off the market due to safety concerns. Costs were very significantly lower in the last quarter, falling 14% due to productivity improvements. The anti-cholesterol drug Hixx also sold very well, becoming the market leader, but there are concerns that a pending US court case may soon challenge Evergreen's patent on this product. There are also worries that re-organisation of the American healthcare system may affect Evergreen's long-term profits, and the company's shares have recently fallen by 6%.

Be wary of websites such as Academia

ACADEMIA




Search

Log In

Sign Up

Download
55 million PDFs
for free

Sign Up




	Registered Users	295m+
	Uploaded Papers	55m+
	Daily Recommendations	20m







Researching with AI

 **Consensus**
Research starts here

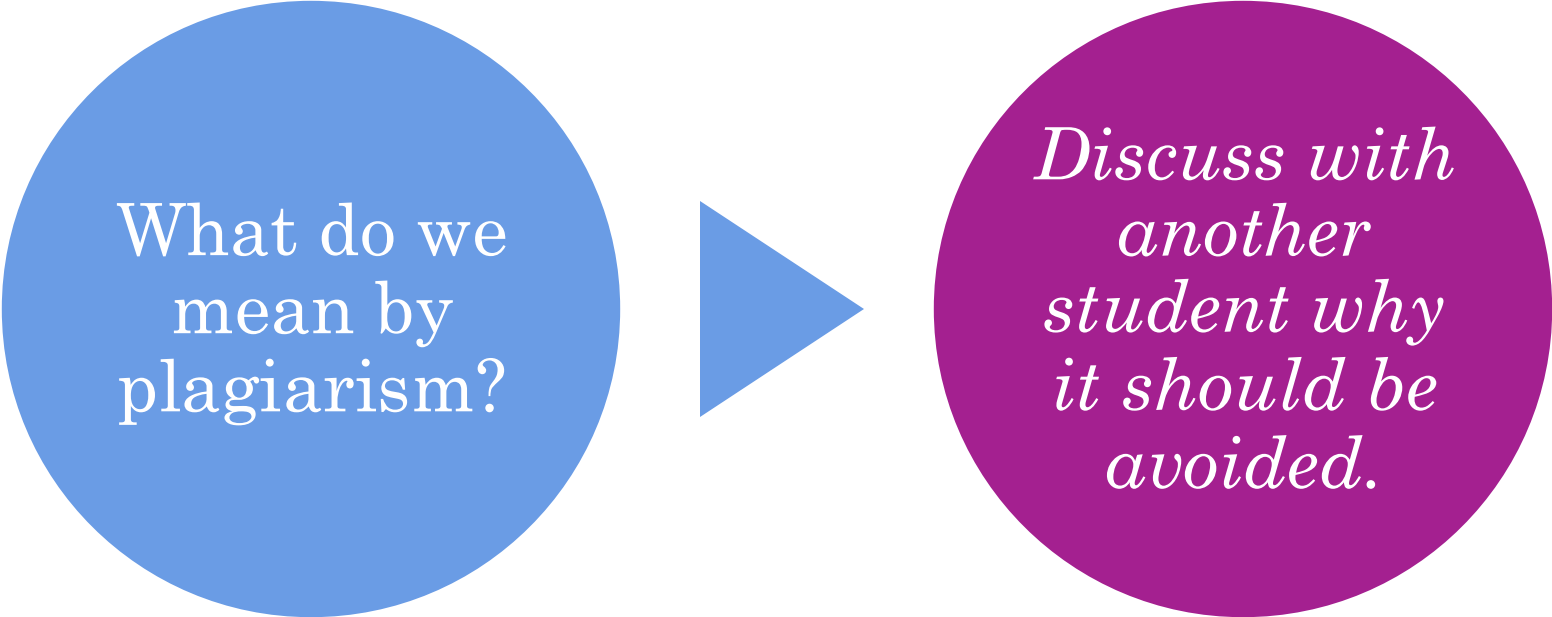
Ask the research...

 Pro ▾ Filter  

 Try a Deep Search  Draft an outline  Create a table  Try the Consensus Meter

Find a paper that may be useful for your
Research Essay

Avoiding plagiarism



```
graph LR; A((What do we mean by plagiarism?)) --> B((Discuss with another student why it should be avoided.))
```

What do we mean by plagiarism?

Discuss with another student why it should be avoided.

Study Bailey's (2022) views on Plagiarism and complete the tasks



The academic expectation...

to show that they have read the relevant sources on a subject (by giving citations)

but

to explain these ideas in their own words, and come to their own conclusions.

Not only does the above text lack citation, it also retains some phrases from the original and follows exactly the same structure. So avoiding plagiarism involves more than changing some vocabulary: ideas must be expressed in the writer's own voice and correct citation must be included.

What does the 2nd text lack?

What is more remarkable, however, is the way the breakdown of royal government in 1640, the prolonged political crisis between King and parliament of 1640–42, the Civil Wars of 1642–48, and the emergence of many extremist independent sects and of a genuinely radical political party, stimulated the women of London and elsewhere to unprecedented political activity.

(Source: Stone, L. (1979). *The Family, Sex and Marriage in England*. Harmondsworth: Penguin)

A series of events: the 1640 collapse of royal government, the lengthy political crisis between parliament and the King, the 1642–48 Civil Wars, followed by the appearance of extreme sects and a genuinely radical party, caused women in London to become politically active for the first time.

	Situation	<i>Plagiarism?</i>
1	Copying a paragraph, but changing a few words, and not giving a citation.	Yes
2	Cutting and pasting a short article from a website, with no citation.	YES
3	Taking two paragraphs from a classmate's essay, without citation.	YES
4	Taking a graph from a textbook, giving the source.	No
5	Taking a quotation from an article, giving a citation but not using quotation marks.	YES
6	Using something that you think of as general knowledge, e.g. the earth's climate is getting warmer.	No
7	Using a paragraph from an essay you wrote and had marked the previous semester, without citation.	Yes
8	Using the results of your own unpublished research, e.g. from a survey you did, without citation.	NO
9	Discussing an essay topic with a group of classmates and using some of their ideas in your own work.	?
10	Giving a citation for some information but misspelling the author's name.	Yes

Read and decide which paragraphs are plagiarised

The Z Generation

Researchers have recently been studying the behaviour of ‘Generation Z’, who are defined as young people born since 1997. This group appear to have different concerns compared with their predecessors, the so-called ‘Millennials’ or ‘Generation Y’. The youngest group (i.e. Z), who now comprise about 25% of the population of the USA, cannot imagine living without smartphones or social media.

Pew Research Center’s 2018 report, which surveyed nearly 1,000 young Americans aged between 13 and 17, finds that they are lonelier but better behaved than previous groups, and their prime concern is with mental health issues such as depression. These youngsters feel little pressure to use drugs or get drunk, but more than half mention bullying on social media as a worry. Doing well at school is the leading issue for nearly 90% of those questioned, far more important than finding a sexual partner.

However, it appears that anxiety and depression increasingly affect people of all ages, and the WHO reckons that the cost to the global economy is roughly \$1 trn annually. At the moment the US only spends 0.05% of its total health budget on psychiatric care, and increasing this total would have positive results in terms of greater happiness and productivity.

(Source: Carroll, J. (2019). *The New Consumers*. Harlow: The Turnstile Press, p. 15)

Read and decide which paragraphs are plagiarised

- a) A recent study by Pew Research Center of the concerns of teenage Americans shows that this generation is surprisingly different from older groups. Instead of using drugs and alcohol, these youngsters are mainly worried about academic success and bullying on social media. Mental health is an important issue for them, but this appears to be something that increasingly affects young and old, globally.

P – No citation given.

- b) Academics have recently been studying the behaviour of ‘Generation Z’: young people born since 1997, who now comprise about 25% of the population of the USA. A 2018 report, which surveyed nearly 1,000 young Americans, finds that they are lonelier but better behaved than previous groups, and their main concern is with mental health issues like depression. These youngsters feel little pressure to use drugs or get drunk, but more than half mention bullying on social media as a worry. Doing well in college is the leading issue for most of those questioned, far more important than finding a sexual partner (Carroll, 2019: 15).

P – Original wording with minor changes.

Read and decide which paragraphs are plagiarised

A – Correctly referenced summary.

- c) Generation Z is the name given to people born since 1997, who have grown up with smart-phones and social media. A report by Pew Research Center in 2018 identifies this cohort as mainly concerned with success at school and abuse on social media sites. They seem less interested in sex, drink or drugs, but more concerned with mental health, although apparently this is a growing concern for people all over the world (Carroll, 2019: 15).
- d) Recent research on American youngsters (age 13–17) reveals that their dominant concerns are with school grades and mental health issues, such as depression. According to Carroll: ‘These youngsters feel little pressure to use drugs or get drunk, but more than half mention bullying on social media as a worry’ (Carroll, 2019: 15).

A – Correctly referenced summary.

Read and decide which paragraphs are plagiarised

Technically P – Spelling mistake.

- e) The main issues for young Americans appear to be doing well academically, bullying on social media sites and dealing with mental health problems. This has been revealed by research carried out by Pew Research Centre, published in 2018. This contrasts markedly with the behaviour of older groups, who were more likely to be concerned with alcohol or drug taking, or finding a partner (Carol, 2019: 15).

Avoiding plagiarism

- Working with a partner, add to the list of positive habits.
 - Plan your work carefully so you don't have to write essays at the last minute.
 - Take care to make notes in your own words, not copying from the source.
 - Keep a full record of all the sources you use (e.g. author, date, title, page numbers, place of publication, publisher).
 - Remember that charts, graphs and tables also need citation.
 - Oral presentations should include references to your sources and should make it clear when you are quoting.
- **Check that your quotations are exactly the same wording as the original.**
- **When paraphrasing, alter the structure as well as the vocabulary.**
- **Make sure your in-text citations are all included in the list of references.**

Institutional policy

DESPACHO N.º 08/09/2011

Declaração de Princípios sobre Integridade Académica da Universidade do Porto


A U.Porto assume a integridade académica como um dos preceitos mais nobres da condição universitária, considerando muito grave a prática da fraude académica e de outras condutas académicas impróprias.

Neste sentido, aprova-se a Declaração de Princípios sobre Integridade Académica da Universidade do Porto, anexa a este despacho e dele fazendo parte integrante.

Foi ouvido o Senado da Universidade do Porto, em reunião realizada no dia 21 de Setembro de 2011, que se pronunciou favoravelmente por unanimidade.

Universidade do Porto, 22 de setembro de 2011

O Reitor,



José Carlos D. Marques dos Santos

Practice A

Kaufman (2017) argues that wealth (expressed as GDP per head) rather than size of population is the key to national success in the Olympics.

- Add a citation to the summary and quotation below.

(Summary)

Kaufman argues that wealth (expressed as GDP per head) rather than size of population is the key to national success in the Olympics.

(Quotation)

Large populations alone do not guarantee good national results at the Olympics. Countries must also be wealthy enough to have healthy citizens and be able to provide resources for training. As Kaufman points out: 'When many people are affected by poverty and illness it is not easy to be ordinarily healthy, let alone be an Olympic athlete'.

Large populations alone do not guarantee good national results at the Olympics. Countries must also be wealthy enough to have healthy citizens and be able to provide resources for training. As Kaufman points out: 'When many people are affected by poverty and illness it is not easy to be ordinarily healthy, let alone be an Olympic athlete' (Kaufman, 2017: 3).

Practice B

Revise the contents of this unit by matching the words on the left with the definitions on the right.

- | | |
|-----------------|--|
| a. Source | Full publication details of a text or other source |
| b. Citation | The origin of ideas or information |
| c. To summarise | To reduce the length of a text while keeping the main points |
| d. Quotation | Short in-text note giving the author's name and publication date |
| e. Reference | Using different words or word order to restate a text |
| f. Paraphrase | Using the exact words of the original text in your work |

Source – The origin of ideas or information

Citation – Short in-text note giving the author's name and publication date

To summarise – To reduce the length of a text while keeping the main points

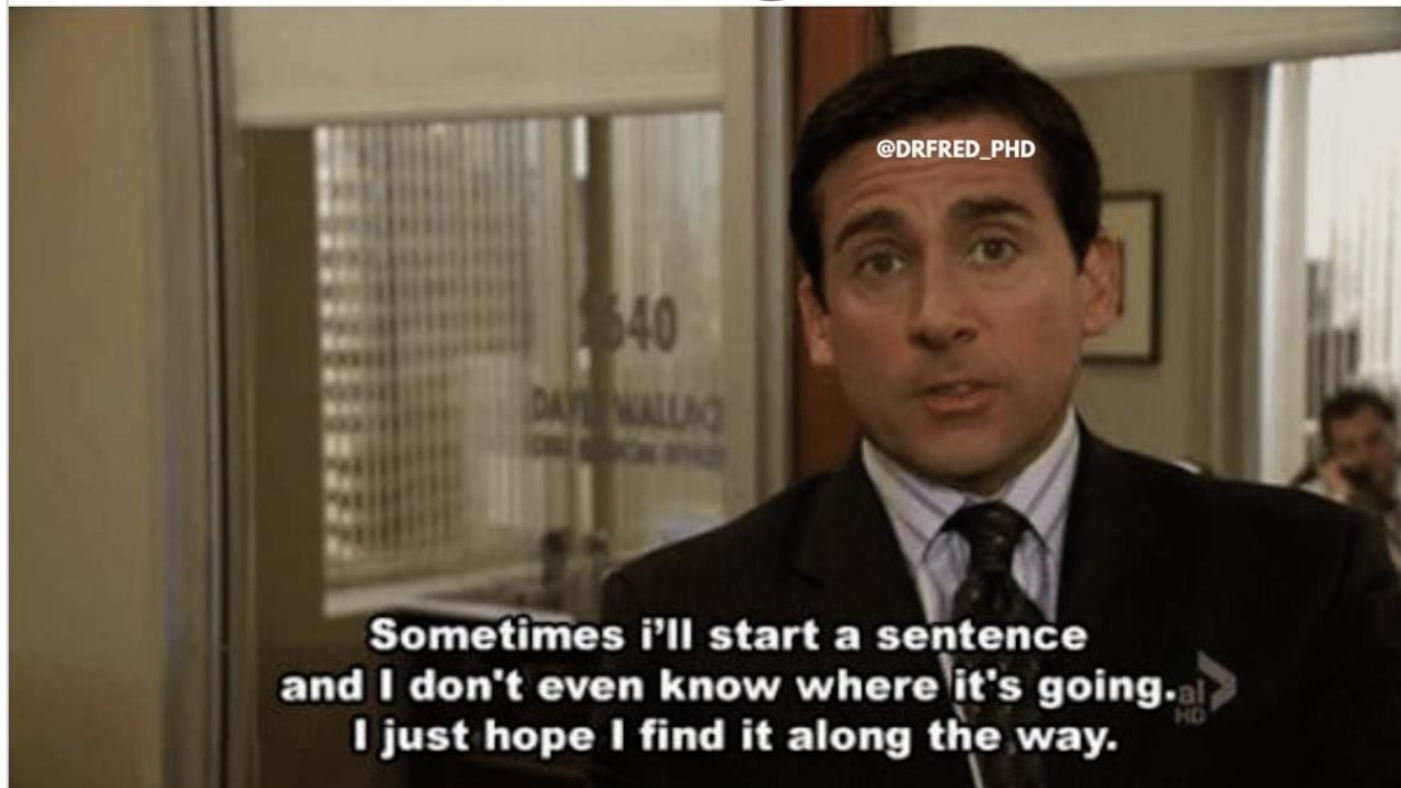
Quotation – Using the exact words of the original text in your work

Reference – Full publication details of a text or other source

To cheat – To gain advantage dishonestly

Paraphrase – Using different words or word order to restate a text

How dissertation or thesis writing feels like



DRFREDPHD

References and Quotations

Academic work depends on using the research and ideas of others, so it is vital to show which sources you have used in your work and to do so in an acceptable manner.

There are 3 principal reasons for providing citations and references:

1. To show you have read some of the previous studies of the subject, which will add weight to your writing;
2. To allow readers to find the sources you have used... if they wish to examine the topic in more detail;
3. To avoid plagiarism, and show that you understand the rules of academic integrity.

Since not every idea in your writing requires referencing, decide if you need to give a reference in the following cases:

Reference needed?	Yes/No
a) Data you found from your own primary research	NO
b) A graph from an internet article	YES
c) A quotation from a book	YES
d) An item of common knowledge e.g. exercise is good for you	NO
e) A theory from a journal article	YES
f) An idea of your own based on reading several sources	NO
g) A comment made by a person you interviewed for your research	YES

In APA7, in-text citations follow the format:

Recent studies suggest that bilingualism enhances cognitive flexibility (Martins, 2019).

- (Author, Year) → for summaries/paraphrases.
- (Author, Year, p. xx) → for direct quotations.

“Bilingual learners often outperform monolingual peers in problem-solving tasks” (Martins, 2019, p. 87).

Reference verbs

Summaries and quotations are usually introduced by a reference verb:

- Janovic (1972) claimed that ...
- Ganghof (2019) argues that ...

These verbs can be either in the present or the past tense. Normally the use of the present tense suggests that the source is recent and still valid, while the past tense indicates that the source is older and may be out-of-date, but there are no hard-and-fast rules about this.

The choice of reference verb depends on its function. Referring verbs are commonly used to summarise another writer's ideas:

Bakewell (1992) **found** that most managers tended to use traditional terms.

They may also be used to introduce a quotation.

As Scott **observed**: ...

Think of reference verbs for the following

- Presenting a case:

argue claim consider hypothesise suggest believe think state
*Melville (2017) **suggests** that eating raw eggs can be harmful.*

- Describe a reaction to a previously stated position

accept admit agree with deny doubt
*Handlesmith **doubts** Melville's suggestion that eating raw eggs could be harmful.*

- Other verbs:

assume conclude discover explain imply
indicate maintain presume reveal show
*Patel (2013) **assumes** that inflation will remain low.*

Referencing systems

These are some of the principal systems:

- a) Harvard, generally used in the UK for Social Sciences and Business
- b) MLA is similar to Harvard but more common in the USA for the Arts and Humanities.
- c) APA is widely used in the USA in the Social Sciences.
- d) Vancouver is commonly employed in Medicine and Science. Numbers in brackets are inserted after the citation and these link to a numbered list of references.

Which referencing systems is this?

Source: An article by Mary Brown and James White (2021), titled “*Exploring online feedback in EFL classrooms*”, published in *Journal of Language Education*, Volume 15, Issue 2, pages 134–150. DOI: 10.1080/12345678.2021.9876543.

- **A**
Brown, M., & White, J. (2021). Exploring online feedback in EFL classrooms. *Journal of Language Education*, 15(2), 134–150.
<https://doi.org/10.1080/12345678.2021.9876543>
- **B**
Brown, Mary, and James White. “Exploring Online Feedback in EFL Classrooms.” *Journal of Language Education*, vol. 15, no. 2, 2021, pp. 134–150.
- **C**
Brown M, White J. Exploring online feedback in EFL classrooms. *Journal of Language Education*. 2021;15(2):134-150.
doi:10.1080/12345678.2021.9876543
- **D**
Brown, M. and White, J., 2021. Exploring online feedback in EFL classrooms. *Journal of Language Education*, 15(2), pp.134–150.

Basic reference list formats:

- **Book:** Author, A. A. (Year). *Title of the book*. Publisher.
- **Journal article:** Author, A. A. (Year). Title of article.
Title of Journal, volume(issue), pages. <https://doi.org/...>
- **Website:** Author/Organisation. (Year, Month Day). Title of page. *Website name*. URL
- ...

Using quotations

- Short quotations (<40 words): use quotation marks, in-text citation with page.
- Long quotations (40+ words): block indent, no quotation marks, double spaced.
- Example:
- Short: “SUV popularity is irrational” (Smith, 2020, p. 37).
- Long:
- Smith (2020) argued:
The popularity of the SUV is irrational, as most owners never drive off-road. In his view, they are bad for road safety, the environment, and traffic congestion. (p. 37)

Abbreviations in citations (APA7)

- *et al.* → used for 3+ authors in-text after first mention.
- *ibid.* and *op. cit.* are **not used in APA7**.
- Reference list must give full details each time.

Secondary references

- If you use a source quoted in another text:
 - In-text: (*Smith, 2009, as cited in Kelman, 2016*)
 - Reference list: only Kelman (2016).

Organising the list of references

- Alphabetical by first author's surname.
- Hanging indent, double spaced.
- Only include works cited in the text.

- Harmer, J. (2015). **The Practice Of English Language Teaching, 5th Edition**. Harlow: Pearson Education Ltd.
- Krashen, S. (1982). **Principles & Practice in Second Language Acquisition**. New York, NY: Pergamon Press. <https://doi.org/10.0000/ppsla.1982>
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- Nation, I. S. P., & Macalister, J. (2010). **Language Curriculum Design (2nd ed.)**. New York: Routledge. <https://doi.org/10.4324/000000>

British Council et al. (2017). **English and Employability: Setting Common Standards**. London:

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Cambridge Assessment English. (2018). **Learning Oriented Assessment (LOA)**. Cambridge

Assessment English. Retrieved 12/10/2018, from <https://www.cambridgeenglish.org/english-research-group/fitness-for-purpose/loa/>

OECD. (2020). **Learning Compass**. OECD Publishing, Paris.

TED-Ed. (n.d.). **THE BENEFITS OF A BILINGUAL BRAIN** [Youtube Video]. Retrieved from

<https://www.youtube.com/watch?v=MMmOLN5zBLY>

Renandya, W. A., & Jacobs, G. M. (2002). **Extensive Reading: Why aren't we all doing it?**

Methodology in Language Teaching Conference Proceedings, 295–302. Cambridge Press.

Costa, T. A. R. (2019). *Competências profissionais dos professores para o século XXI: Entre as*

representações teóricas e as considerações de alunos e docentes [Master's dissertation,

Faculdade de Letras da Universidade do Porto]. Repositório Aberto da Universidade do

Porto. <https://hdl.handle.net/10216/124559>

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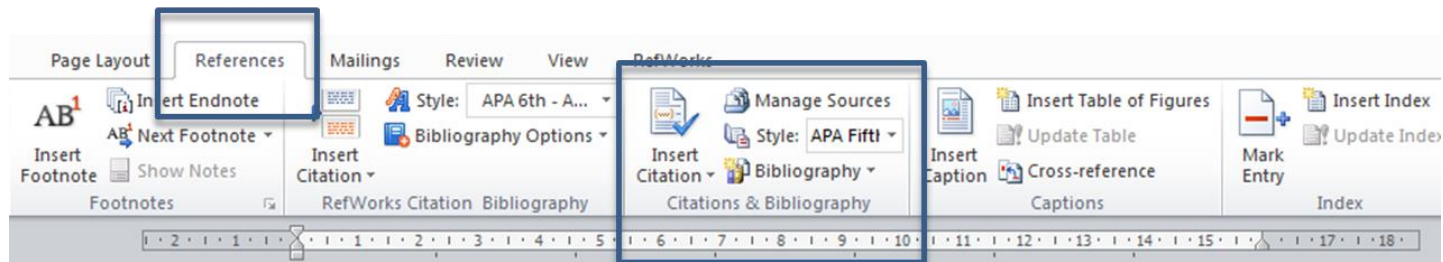
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What about organising references through word?



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Attendance

2025/2026



Revision work 1

*Complete the description of the process of essay writing by adding **one** suitable word to each gap in the text below.*

The first stage of essay writing is to read and understand the a)....., and then to prepare a b)..... of work for the time available. Then the topic should be brainstormed and a draft c)..... prepared. Next, possible d)..... have to be carefully evaluated and the most relevant selected, after which you can start e)..... notes, using paraphrasing and summarising f)..... When you have collected enough material to answer the question the first g)..... of the main body can be written from the notes, taking care to avoid any h)..... Subsequently you can write the first draft of the introduction and i)....., ensuring that a logical approach to the title is developed. After this the whole draft must be j)..... edited and revised for both clarity and accuracy. The penultimate stage is to prepare final lists of k)....., appendices and other items such as graphs and maps. Finally, the whole text should be thoroughly l)..... before submitting the assignment on time.

Revision work 2

Decide if the following statements are true or false.

- a) An essay introduction should explain the purpose of the paper.
- b) The citation of quotations should include the page number.
- c) Paraphrasing means changing both vocabulary and structure while retaining the ideas and information.
- d) Reference verbs always use the past tense.
- e) Paragraphs should begin with a topic sentence.
- f) A good summary often includes several examples.
- g) Conclusions often mention the constraints on the paper e.g. length.
- h) A literature review is generally found in longer papers.
- i) Proofreading just means checking for spelling mistakes.
- j) An essay conclusion should make it clear that the question has been answered.

**WHEN NO ONE CITES MY MATERIAL SCIENCE PAPER,
I CITE IT IN MY NEW PUBLICATION, WHICH ALSO INCREASES
MY TOTAL NUMBER OF CITATIONS IN MY GOOGLE SCHOLAR PROFILE**

