

Contents

Foreword	4
1 Key Characteristics of Academic Writing	5
2 Collecting information	7
2.1 Preliminary preparation	7
2.2 Immediate preparation	8
2.3 Useful Internet sites	8
2.4 Always record your sources	10
2.5 Organizing your material	10
2.6 Outlining	12
3 Paragraphing	13
3.1 What are paragraphs?	13
3.2 Compose unified paragraph	13
3.3 Develop paragraphs adequately	13
3.4 Make coherent paragraphs	14
3.4.1 Logical bridges	14
3.4.2 Verbal bridges	15
3.5 Use transitions to achieve coherence between paragraphs	15
3.6 Introduce your piece of writing effectively	16
3.7 Conclude your paper strongly	16
3.8 Set of rules for beginners on how to make paragraphs	16
4 Academic Referencing, Quoting, Paraphrasing and Summarizing	17
4.1 Referencing	17
4.2 Quoting	17
4.3 Paraphrasing and summarising	18
4.4 Acknowledging sources	18
4.5 The grammar of referencing	19
5 Bibliography	21
6 Revising	25
7 Miscellaneous	28
7.1 General rules	28
7.2 Notes	28
7.3 Appendices	28
Bibliography	29