Contents

Introduction to the Third Edition	vii
UNIT ONE: An Approach to Academic Writing	ming 1
Audience Patricipal of the American Control of the Ame	4
Purpose and Strategy	6
Organization	8
Style Style	14
Language Focus: The Vocabulary Shift—Verbs	17
Language Focus: The Vocabulary Shift—Nouns and Other Parts of Speech	20
Language Focus: Other Stylistic Features	22
Flow	30
Language Focus: Linking Words and Phrases	37
Presentation	48
Positioning	53
UNIT TWO: General-Specific and Specific-General Texts	55
Opening with General Statements	61
Opening with Statistics	64
Opening with Definitions	65
Writing a Definition	65
Some Common Ways to Define in Academic Writing	67
Language Focus: Verbs in Defining and Naming	68
A Brief Look at the Elements of Formal Sentence Definitions	71
Extended Definitions	74
Variations in Definitions	84
Discussions of Schools of Thought	89
Specific-to-General Organization	92
UNIT THREE: Problem, Process, and Solution	100
The Structure of Problem-Solution Texts	101
Language Focus: Mid-Position Adverbs	105
Procedures and Processes	108
Language Focus: -ing Clauses to Indicate Cause and Effect	115
Language Focus: Passive Voice	119
Flow of Ideas in a Process Description	125

iv Contents

Language Focus: Indirect Questions Introducing the Solution	133 137
UNIT FOUR: Data Commentary	139
Strength of Claim	139
Structure of Data Commentary	144
Location Elements and Summaries	147
Language Focus: Verbs in Indicative and Informative	149
Location Statements	11/
Language Focus: Linking as Clauses	152
Highlighting Statements	156
Language Focus: An Introduction to Qualifications and	156
Strength of Claim	
Language Focus: Specific Ways of Moderating or Qualifying	159
a Claim	
Organization	165
Language Focus: Comparisons	167
Concluding a Commentary	172
Language Focus: Dealing with Unexpected Outcomes or "Problems"	174
Dealing with Graphs	177
Dealing with Chronological Data	181
Language Focus: Prepositions of Time	183
UNIT FIVE: Writing Summaries	188
Considerations before Writing a Summary	189
Some Notes on Plagiarism	196
Paraphrasing	202
Careful Use of Synonyms	206
Language Focus: Identifying the Source	211
Language Focus: Summary Reminder Phrases	216
Syntheses of More than One Source	220
Language Focus: Showing Similarities and Differences	225
UNIT SIX: Writing Critiques	228
Book Reviews	230
Language Focus: Stating Opinions	239
Language Focus: Evaluative Language	242
Evaluating a Published Article	248
Language Focus: Unreal Conditionals	260
Language Focus: Evaluative Language Revisited	262

CONTENTS

Critical Reading	265
Language Focus: Beginning the Critique	268
Language Focus: Inversions	269
Reaction Papers	270
Language Focus: Non-Standard Quotation Marks (Scare Quotes)	274
A Few Thoughts on Manuscript Reviews for a Journal	276
UNIT SEVEN: Constructing a Research Paper I	277
Types of Journal Publication	278
Short Communications (SCs) in Disciplines that Report Fieldwork	280
Longer Research Papers	284
Methods Sections	289
Language Focus: Linking Phrases in Methods Sections	301
Results Sections	305
Language Focus: Another Look at Location Statements	309
Language Focus: Special Verb Agreements	314
Language Focus: Making Comparisons	316
UNIT EIGHT: Constructing a Research Paper II	327
Introductions	327
Creating a Research Space	331
Language Focus: Citation and Tense	344
Language Focus: Negative Openings in Move 2	350
Language Focus: Purpose Statements and Tense	356
Discussion Sections	363
Language Focus: Levels of Generalization	371
Language Focus: Expressions of Limitation	372
Unfinished Business	378
Appendixes	390
Appendix One: The Grammar of Definitions	390
Appendix Two: Articles in Academic Writing	395
Appendix Three: Academic English and Latin Phrases	403
References	407
Index	415