



PROCESS OF WRITING

Sub: Academic
Writing
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2019-2022

Unit 3



Points to Remember

- The most delineating features of academic writing can be described in three words: formal, objective and technical.
- Answers to the question, 'who is writing and why' are implicit in all academic writing.
- The educational level of the audience, their predispositions, on the topic, their age, ethnic identity and gender may also influence your writing style and content. □ An academic essay is typically structured in three types of paragraphs: an introductory paragraph, a minimum of three body paragraphs and a concluding paragraph.
- There are three major processes preceding the submission of an academic assignment. They are Pre-writing, Writing and Revising.
- Brainstorming is a group activity conducted at the beginning of a project to generate ideas.
- Thesis statement holds together the different sections in an essay. Usually introduced in the opening paragraph, a thesis statement allows the reader to know what the essay is about.

- In order to maintain academic style you are expected to avoid highly judgmental, vague, broad, dogmatic, categorical and overstated statements as your thesis statements.
- A simple and direct introduction paragraph invites the attention of the reader, gives vital background information, presents the thesis statement and provides outline statements.
- The purpose of a paragraph is to present one idea. Usually there are three types of sentences in a body paragraph.
- Conclusion paragraph restates the thesis statement, summarizes the main points/premises and gives a concluding paragraph.

Three types of paragraphs

- There are three types of paragraph in an academic essay. They are
- 1) Introductory paragraph
- 2) Body paragraph
- 3) Concluding paragraph
- Introductory paragraph is the first paragraph of the essay. Body paragraph is the main paragraph of an essay. Body paragraphs give a complete idea with necessary explanations, illustrations, quotations and other forms of substantiation. Concluding paragraph is the last paragraph of an essay. You are expected to restate your thesis statement given in the introduction, summarize the points through which you explained your thesis statement in your body paragraphs and finish your essay with a concluding paragraph.

Brainstorming

- Brainstorming is a group activity conducted at the beginning of a project to generate ideas. In business and organizational contexts, brainstorming is used as a method to generate innovative ideas on an area of interest and sometimes to find leads to address problems, challenges or conflicts. Brainstorming can be of great use as a prewriting technique. Before you start writing it is essential for you to gather ideas and get into the heart of your subject.

Three types of sentences

- There are three types of sentences in an academic essay. They are topic sentence, substantiation, conclusion or transition. Each sentence in a paragraph has a function. Topic sentence expresses the main idea of each paragraph. It contains the focus of the paragraph and tells readers what the paragraph is going to be about. Although the topic sentence can be located anywhere in a paragraph in academic essays, it is usually located at the beginning of each paragraph. Successful academic writing requires claims and arguments to be substantiated with evidence from research or other authoritative sources. This practice goes to the heart of academic writing because it reflects the objectivity of your writing. Concluding sentence summarizes the points that you have made. It should tie the whole paragraph together without simply rephrasing the topic sentence. At the end of your concluding paragraph your concluding sentence should wrap up your entire argument and provide guidance to your readers about what to do with the information you have given them.

Structure of Academic Writing

The major parts of an essay include introductory paragraph, body paragraph and concluding paragraph. The introductory paragraph is the first paragraph of your essay. Introduction aims at grabbing the attention of your reader and makes a few statements on background, the main ideas and outline of your essay.

Body paragraph is the main paragraph of an essay. Each paragraph in an essay works like a link in a chain, contributing to the wholeness of the work. However paragraphs are to be written in such a way as to make them stand independent of the totality of the essay.

Concluding paragraph is the last paragraph of the essay. You are expected to restate your thesis statement given in the introduction, summarize the points through which you explained your thesis statement in the body paragraphs and finish your essay with a concluding remark.

Steps

There are three major processes preceding the submission of an academic assignment. They are prewriting, writing and revising. Each of these processes involves certain steps to be followed.

- i) Decide on what you want to study: The first step involves choosing a subject, find out an aspect or area within the subject to focus; and narrow down to formulate your topic. Understand the purpose and audience of your proposed work.
- ii) Collect information or expert sources: The second step is to identify the sources of information, take down notes and prepare a working bibliography or list of works to be consulted or quoted.

iii) Prepare a frame work or structure to work on: The third step comprises finalizing the basic

premises, key points, the organizational pattern of the work and grouping of points for paragraphs.

iv) Start writing: Drafting begins as a fourth step. Here preparing the first draft, going through

the draft to ensure there are no structural and thematic inconsistencies, editing and revising the

paper are the major steps involved. Language errors and use of taboo/ informal/ discriminatory

words and expression are to be checked as a part of editing.

v) Prepare the final draft and submit: It is always better to keep a checklist to verify if anything

important is left out, before submitting.

Audience Analysis

Audience analysis is an important prerequisite for effective communication. Academic writing is not different in this respect. Before venturing into an academic writing assignment, you need to have a clear idea about your audience. Ask yourself: Who am I writing for? What do I expect my readers to know about my topic? What do I want my readers to think about my topic? What do my readers know about my topic?

A clear idea about your reader and your purpose will make your writing understandable to your audience and help to satisfy their expectations. Depending on your audience, you may write to inform, justify your stand on a topic, and educate the audience on a subject or to persuade your audience think or act in the way you want them to think or act.