

Tips for Academic writing

Don't address your reader:

As a counsellor, **you** try to put **your** own feelings and viewpoints aside...

Who is the 'you' referred to here? In this case, 'you' is the counsellor. So you can write it like this:

Counsellors try to put **their**....

Drop the 'I':

If you worked at XXXX and want to comment on something that happened there and are trying **NOT** to say:

I worked at XXXX and noticed the following....

Don't say:

~~The author worked at XXXX and noticed the following...~~

Why not?

Don't use "**The author ...**" as a substitute for **I** in your assignments. This is because you might want to refer to *the author* of a published work as a reference in your assignment and don't want to confuse the reader by constantly referring to yourself as '*the author*'.

This author makes....

The author makes...

Smith (1999) makes....

What to use instead?

Instead use something like:

Employees at XXXX noticed the following

Or

It was noticed by employees of XXXX that.....

Use of 'One' – best avoided:

One thinks this author... = stilted and awkward

One would not say that this author's point of view is not valid, but there is another way of looking at the question.

Better:

This author's point of view is valid; however, there is another way of looking at the question.

One can see what this author is trying to say/arguing:

Better:

The author's / Jones'(2000) argument is clear, however....

The author's argument is clear, however....

How do I say:

I agree with....

I disagree with....

Expressing agreement

Smith (2000) argues in favour of.... *This is because....*

Smith (2000) argues in favour of *and* there are a number of good reasons/sound reasons for agreeing with his views/argument. Firstly.....

Expressing disagreement

Smith (2000) argues in favour of..... *however*, there are a number of reasons for disagreeing with her view/against her view. Firstly....

Smith (2000) argues in favour of... , *but* her view is brought into question in the light of....