

Academic Writing Tips

Spot the incomplete sentences

- Emphasising the fact that more resources are needed.
- Many of these activities put additional strains on government spending.
- To ensure that safety procedures are put into place across the board.
- Cases such as these show the many levels and complexities of the debate.
- For instance, young mothers, and mothers at risk.

- X Emphasising the fact that more resources are needed.
- ✓ Many of these activities put additional strains on government spending.
- X To ensure that safety procedures are put into place across the board.
- ✓ Cases such as these show the many levels and complexities of the debate.
- X For instance, young mothers, and mothers at risk.

Re-writing incomplete sentences

- X The reason being a simple one: healthcare affects every one of us, whether we're nineteen or ninety.
- ✓ The reason is a simple one: healthcare affects every one of us, whether we're nineteen or ninety.
- X Which requires the provision of a professional army paid for entirely by the State.
- ✓ This course of action requires the provision of a professional army paid for entirely by the state.
- X To illustrate just one of the many ways in which xxx may enrich our lives.
- ✓ This benefit illustrates just one of the many ways in which xxx may enrich our lives.

Assertions

Compare the journalist who writes:

“Experts now believe that most large employers will soon be providing child-care services for working parents.”

With the scholar who writes:

According to several studies, a large percentage of the companies employing more than 1,000 employees provide some form of child care for working parents. (See, for example, the Murphy, 1997, survey.)

Making general statements

X Schools are more and more getting back to the basics.

Which schools? How many? Does the writer mean pupils, parents, teachers, administrators? Evidence? What basics?

✓ A reading of both professional journals and the popular press during the past few years **would suggest** strongly that **many** public school **administrators and teachers** are more concerned with what is **loosely termed** “the basics.”

Keep it simple

- *due to the fact that* = because
- *in the event that* = if
- *at this moment in time* = now, today
- *concerning the matter of* = about
- *carry out an analysis of* = analyse
- *until such a time as* = until