

Ysgrifennu Academaidd

Academic Writing

31.03.26

Lefel 7 – Ysgrifennu Academaidd

Level 7 - Academic Writing

- cyflwyno dadl resymegol mewn ymateb i gwestiwn / briff / teitl penodol
- cynnwys strwythur effeithiol sy'n helpu'ch dadl i ddatblygu'n glir i'r darlennydd
- byddwch yn feirniadol ac yn ddadansoddol gan ddangos sut rydych chi'n dehongli'r wybodaeth rydych chi wedi'i darllen o ystod eang o adnoddau academaidd o ansawdd da
- dangoswch sut mae eich syniadau gwybodus yn seiliedig ar y llenyddiaeth rydych chi wedi'i darllen yn cyfrannu at ddeall y pwnc rydych chi'n ymchwilio iddo
- *present a logical, reasoned argument in response to a specific question/brief/title*
- *have an effective structure that helps your argument unfold clearly to the reader*
- *be critical and analytical showing how you interpret the information you have read from a wide range of good quality academic resources*
- *show how your informed thoughts based on the literature you have read contribute to understanding the topic you are researching*

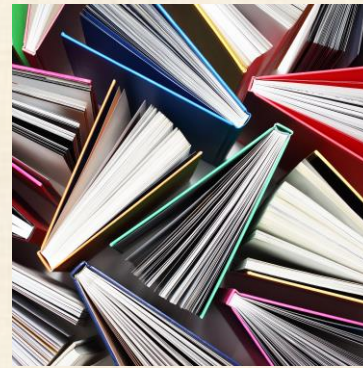
Ble ydw i'n dechrau?

Where do I start?

- Darllen
- Ysgrifennu nodiadau a chynllunio
- Iaith, terminoleg ac arddull
- Strwythur
- Ysgrifennu'n feirniadol
- Cyfeirnodi
- *Reading*
- *Writing notes and planning*
- *Language, terminology and style*
- *Structure*
- *Write critically*
- *Reference*

Beth ddylwn i ddarllen?

What should I read?



- Llyfrau ac erthyglau academaidd a gyhoeddwyd yn y 10 mlynedd diwethaf, ar gael o:
 - Llyfrgell y Brifysgol
 - Google Scholar
 - Ebscohost (Pebblepad)
- Gwaith awduron seminal yn y maes e.e. damcaniaethwyr, ymchwilwyr
- Dogfennau Llywodraeth, adroddiadau ymchwil ac ati
- *Books and academic articles published in the last 10 years, available from:*
 - *the University Library*
 - *Google Scholar*
 - *Ebscohost (Pebblepad)*
- *The work of seminal authors in the field, e.g. theorists, researchers*
- *Government documents, research reports etc.*

Ysgrifennu nodiadau

Writing notes



- Eich cynorthwyo i ddeall syniadau allweddol
 - Helpu datblygu meddwl beirniadol
 - Crynhoi syniadau yn eich geiriau eich hun
 - Tynnu sylw at gysyniadau allweddol
 - Defnyddiwch bwyntiau bwled, mapiau meddwl, siartiau corryn ac ati i drefnu eich meddyliau
 - Mae paratoi yn allweddol!
- *Helps you understand key ideas*
 - *Helps develop critical thinking*
 - *Summarise ideas in your own words*
 - *Highlight key concepts*
 - *Use bullet points, mind maps, spider diagrams etc. to organise your thoughts*
 - *Preparation is key!*



Llywodraeth Cymru
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Defnyddiwch iaith ffurfiol

Use formal language



- Mae iaith academiaidd yn fwy ffurfiol na'r iaith a ddefnyddir mewn sgysiau bob dydd, ebyst, gwefannau cymdeithasol neu gylchgronau
- Ni ddylai fod fel iaith sgwrsio
- Osgoi bratiaith a iaith lafar e.e. mae'r ddadl dros ben llestri
- Efelychwch arddull papurau academiaidd e.e. Cylchgrawn Addysg Cymru er mwyn meistrolï'r ieithwedd hyn
- *Academic language is more formal than the language used in everyday conversations, emails, social media or magazines*
- *It shouldn't sound 'chatty'*
- *Avoid slang and colloquialisms e.g 'the argument was a bit over the top.'*
- *Copy the style of academic papers e.g. Welsh Journal of Education to adapt to this language*

Anelwch am eglurder

Aim for clarity

- Ysgrifennwch fel bod modd i'ch darllenydd ddilyn yr hyn rydych chi'n ceisio ei ddweud yn hawdd; cydiwch yn llaw eich darllenydd a'i h/arwain
- Peidiwch â defnyddio geiriau hir a jargon technegol er mwyn ceisio gwneud argraff
- Gwiriwch a yw'ch brawddegau yn rhy hir a chymhleth (hyd at 40 gair)
- Ceisiwch osgoi iaith hynafol a brawddegau cymhleth
- *Write so that your reader can easily follow what you are trying to say; take your reader by the hand and guide him/her*
- *Do not use long words and technical jargon simply in order to sound impressive*
- *Check whether your sentences are too long and complicated (up to 40 words)*
- *Avoid antiquated language and convoluted sentences*

Terminoleg arbenigol

Specialist terminology

- Chwiliwch am esboniadau o dermau anghyfarwydd mewn gwerslyfrau sylfaenol neu mewn rhestri geirfa
 - Talwch sylw i sut mae'r termau hyn yn cael eu cyflwyno mewn llyfrau ac erthyglau – sylwch ar y gwahanol ffurfiau a ddefnyddir, fel ffurfiau enwau a berfau, a ffurf gorffennol y ferf
 - Peidiwch â llenwi eich ysgrifennu â thermau nad ydych chi'n eu deall – ysgrifennwch nhw yn eich geiriau eich hun.
- *Look for explanations of unfamiliar terms in introductory textbooks or glossaries*
 - *Pay attention to how these terms are introduced in books and articles – note the different forms used, such as noun and verb forms, and past tenses*
 - *Do not litter your writing with terms that you yourself do not understand – write them in your own words.*

Talfyriadau, cywasgiadau ac acronymau

Abbreviations, contractions and acronyms



Ar gyfer aseiniadau, ysgrifennwch geiriau yn llawn:

- 'e.e.' fel 'er enghraifft'
- 'h.y.' fel 'hynny yw'
- 'sy'n' fel 'sydd yn'
- 'CiG' fel 'Cwricwlwm i Gymru'
- 'ADY' fel 'Anghenion Dysgu Ychwanegol'

For assignments, write words out in full:

- 'e.g.' as 'for example'
- 'i.e.' as 'that is'
- 'they're' as 'they are'
- 'isn't' as 'is not'
- 'CfW' as 'Curriculum for Wales'
- 'ALN' as 'Additional Learning Needs'

Iaith amhersonol a goddefol

Impersonal and passive language

Mae'n well gan y mwyafrif o gyrsiau osgoi ffurf personol y ferf fel 'credaf' a 'gwelaf'.
Dechreuwch frawddegau mewn ffyrdd amhersonol fel:
Gellir gweld bod/Gwelir bod ...

Mae yna nifer o...

Canfuwyd bod ...

Gellir dadlau bod/Dadleuir bod ...

N.B. Gellir defnyddio ffurf person cyntaf y ferf ar gyfer ysgrifennu myfyriol

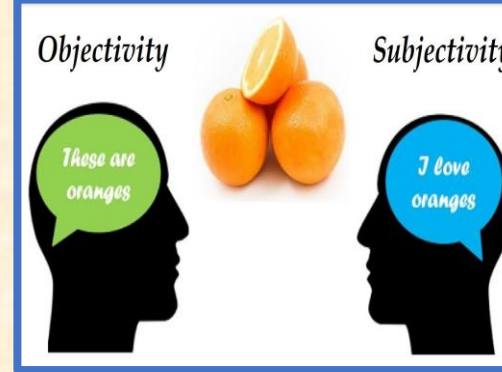
Most courses prefer you to avoid personal pronouns such as 'I/we' and 'you'. Start sentences in impersonal ways such as:

- *It can be seen that...*
- *There are a number of...*
- *It has been found that...*
- *It can be argued that...*

N.B. The first person pronoun 'I' can be used for reflective writing

Byddwch yn amhersonol

Be impersonal



- Mae'n bwysig nad ydych yn dangos gogwydd personol tuag at y pwnc a bod hyn yn dylanwadu ar yr hyn rydych chi'n ei ddweud
- Mae'r defnydd o'r llais goddefol yn helpu i gynnal elfen o wrthrychedd
- 'Fe wnaethon ni ddosbarthu taflenni gwaith i'r disgyblion.' (gweithredol)
- 'Dosbarthwyd taflenni gwaith i'r disgyblion' (goddefol)
- *It is important that your personal involvement with the topic does not overshadow what you are saying*
- *The use of the passive voice helps to maintain an element of objectivity*
- *'We distributed worksheets to the pupils.'* (active)
- *'Worksheets were distributed to the pupils'* (passive)

Byddwch yn betrusgar

Be tentative



Defnyddiwch eiriau ac ymadroddion fel:

- Ymddengys bod; tybir bod; tueddir i; o bosib; efallai; yn ôl pob tebyg.
- Mewn rhai achosion...
- Awgryma'r dystiolaeth bod...

Use words and phrases such as:

- *Appears to; seems to; tends to; may; might; seemingly.*
- *In some cases...*
- *The evidence suggests that...*

Byddwch yn wrthrychol

Be objective

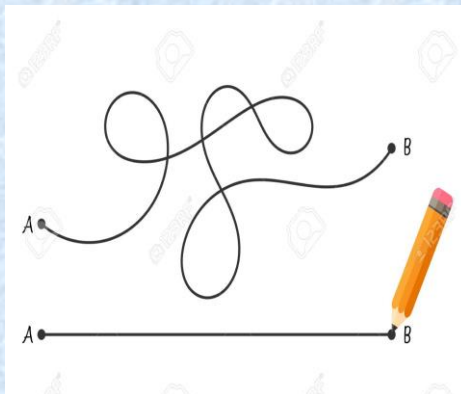


- Ceisiwch osgoi barn goddrychol a geiriau fel 'neis', 'gwyh', 'gwerth chweil', 'arferol', 'normal' neu 'naturiol'
- Derbynnad oes gwir wirionedd
- Ceisiwch osgoi cyffredinoli ysgubol
- Ystyriwch a ellid ystyried bod rhagfarn yn eich gwaith
- *Avoid subjective judgements and words such as 'nice', 'wonderful', 'worthwhile', 'usual', 'normal' or 'natural'*
- *Accept that there is no truth*
- *Avoid sweeping generalisations*
- *Consider whether your work could be interpreted as biased*

Byddwch yn gryno

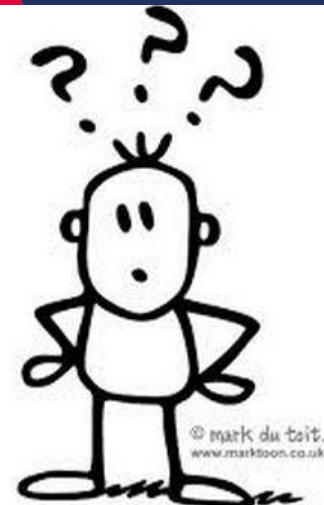
Be concise

- Golygu geiriau ac ymadroddion diangen
- Ewch yn syth at y pwynt h.y. beth ydych chi eisiau ei ddweud?
- Gwnewch eich pwynt yn eglur
- *Edit out unnecessary words and phrases*
- *Go straight to the point i.e. what do you want to say?*
- *Make your point clearly*



Byddwch yn benodol

Be precise



Enghraifft o frawddeg amwys:

Nid oedd rhai pobl yn hoffi'r syniad ar y pryd a gwnaethant i'r gwleidyddion ei stopio ond yna ymosododd arno'n gyhoeddus.

Example of a vague sentence:

Some people did not like the idea at the time and made the politicians stop it but then he attacked him publicly.

Pam mae'n amwys?

Why is it vague?

- 'rhai pobl' – pwy yn union?
- 'y syniad' – pa syniad?
- 'ar y pryd' – pryd? dyddiad?
- 'y gwleidyddion' – pob gwleidydd? neu grŵp penodol? neu blaid wleidyddol?
- 'gwnaethant i'r gwleidyddion' – sut maen nhw'n 'gwneud'?
- 'ei stopio' – stopio beth? Sut gafodd ei stopio?
- 'doedd pobl ddim yn hoffi'r syniad' – pam?
- 'fe' – pwy yn union?
- *'some people' – who exactly?*
- *'the idea' – which idea?*
- *'at the time' – when? date?*
- *'the politicians' – all politicians? or a certain group? or a political party?*
- *'made the politicians' – how did they 'make' them?*
- *'stop it' – stop what? how was it stopped?*
- *'people did not like the idea' – why not?*
- *'him' – who exactly?*

Byddwch yn hyderus

Be confident



1. "Bydd yr aseiniad hwn yn ceisio dadansoddi/arddangos o bosib/ ceisio dadlau ..."

2. "Bydd yr aseiniad hwn yn dadansoddi'n feirniadol gwahanol safbwyntiau ar..."

1. *"This assignment tries to analyse/ hopes to demonstrate/ attempts to argue..."*

2. *"This assignment will critically analyse competing perspective on..."*

Cyfarch y darllenydd

Addressing the reader

- Ceisiwch osgoi gofyn cwestiynau i'ch ddarllenwyr
- Ceisiwch osgoi dweud wrthynt beth i'w feddwl neu ei wneud.
- Peidiwch â defnyddio cwestiynau rhethregol .
- *Avoid asking readers questions*
- *Avoid telling them what to think or do.*
- *Don't use rhetorical questions.*

Dyfyniadau

Quotations



- Ceisiwch osgoi bod yn or-ddibynnol ar ddyfyniadau
- Aralleiriwch
- Denfnyddiwch ddyfyniadau l gefnogi eich dadl nid yn lle ysgrifennu
- Dilynwch y canllawiau ar gyfer dyfyniadau byr (dan 30 gair) a hir (dros 30 gair)

[Harvard-cy v.1.5-V2.pdf](#)

(t.6)

- *Avoid over reliance on quotations*
- *Paraphrase*
- *Use quotations to support your argument not instead of your writing*
- *Follow guidance for short (under 30 words) and long quotations (over 30 words)*

[Havard-en v1.5-V2.pdf](#)

(p.6)

Rhifau *Numbers*

- Mae rhifau o dan gant fel arfer yn cael eu hysgrifennu yn llawn mewn ysgrifennu anwyddonol:
 - Tri deg un y cant
 - Un ar bymtheg o rifau
 - Fodd bynnag, cedwir ffigurau mewn gwaith ystadegol a gwyddonol:
 - 31 y cant
 - 7.3 newton
 - 0.54 mg
- *Numbers below a hundred are usually written in full in non-scientific writing:*
 - *Thirty one percent*
 - *Nineteen numbers*
 - *However, figures are retained in statistical and scientific work:*
 - *31 per cent*
 - *7.3 newtons*
 - *0.54 mg*

Strwythur *Structure*

- Dylai ysgrifennu academiaidd fod mewn trefn resymegol
- Dylai'r cyflwyniad roi trosolwg o'r gwaith, a'r casgliad ei grynhoi
- Dylid defnyddio paragraffau i drefnu syniadau
- Amser i gynllunio'r ysgrifennu fel y gallwch strwythuro'r gwaith cyn ysgrifennu

- *Academic writing should be in a logical order*
- *The introduction should preview the work, the conclusion summarise it*
- *Paragraphs should be used to organise ideas*
- *Time to plan the writing so that you can work out the structure in advance of writing*

Strwythur *Structure*

Cyflwyniad (10%)

- ymgysylltu â'r darllenydd trwy gyflwyno'ch pwnc
- nodi'r materion rydych chi ar fin eu harchwilio
- Rhagolwg o sut rydych chi'n bwriadu ateb y cwestiwn

Prif destun (80%)

- wedi'i rannu'n baragraffau: un paragraff = un ddadl
- Strwythur a nodir gan y cyflwyniad a'r dull ymdrin â'r cwestiwn
- rhaid cwmpasu popeth a ddywedasoch y byddech chi'n ei gwmpasu yn y cyflwyniad

Casgliad (10%)

- crynhoi eich dadl a'r prif themâu
- Peidiwch â chyflwyno dadleuon newydd

Introduction (10%)

- engage the reader by introducing your topic
- identify the issues you are about to explore
- preview how you plan to answer the question

Main text (80%)

- divided into paragraphs: one paragraph = one argument
- Structure set out by introduction and the approach to the question
- must cover everything you said you would cover in the introduction

Conclusion (10%)

- summarise your argument and the main themes
- Do not present new arguments

Paragraffau

Paragraphs

Mae paragraffau yn rhoi strwythur i'ch ysgrifennu fel y byddant:

- yn cwmpasu un prif syniad
- yn cynnwys sawl brawddeg
- yn cael eu fformatio'n gyson
- â strwythur mewnol

DEFNYDDIWCH: [Banc Brawddegau Cymraeg: Adroddiad Ymchwil - Banc Brawddegau Cymraeg: Adroddiad Ymchwil](#)

Paragraphs give your writing structure as they:

- *cover one main idea*
- *are several sentences long*
- *are formatted consistently*
- *have an internal structure*

USE:

[Academic Phrasebank | The University of Manchester](#)



Cardiff
Metropolitan
University

Prifysgol
Metropolitan
Caerdydd



Byddwch yn feirniadol

Be critical

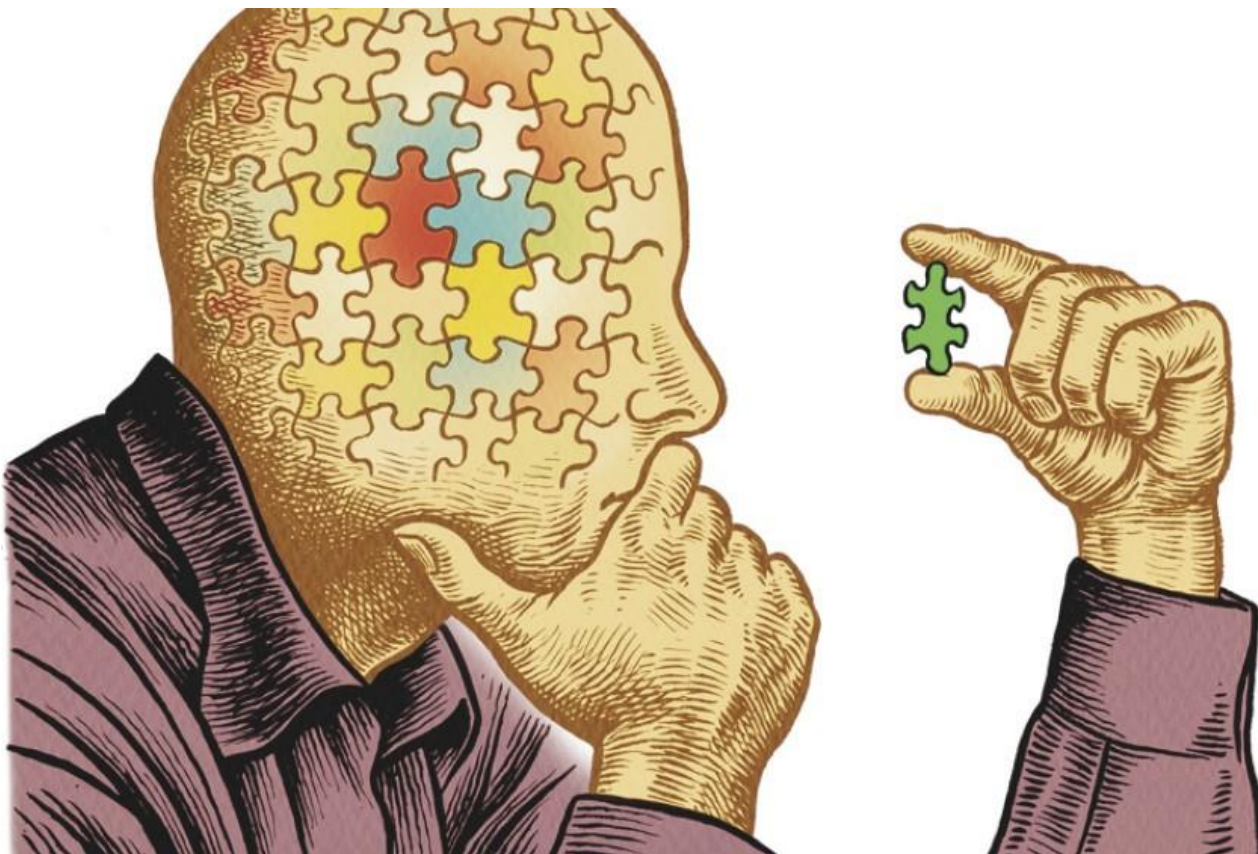
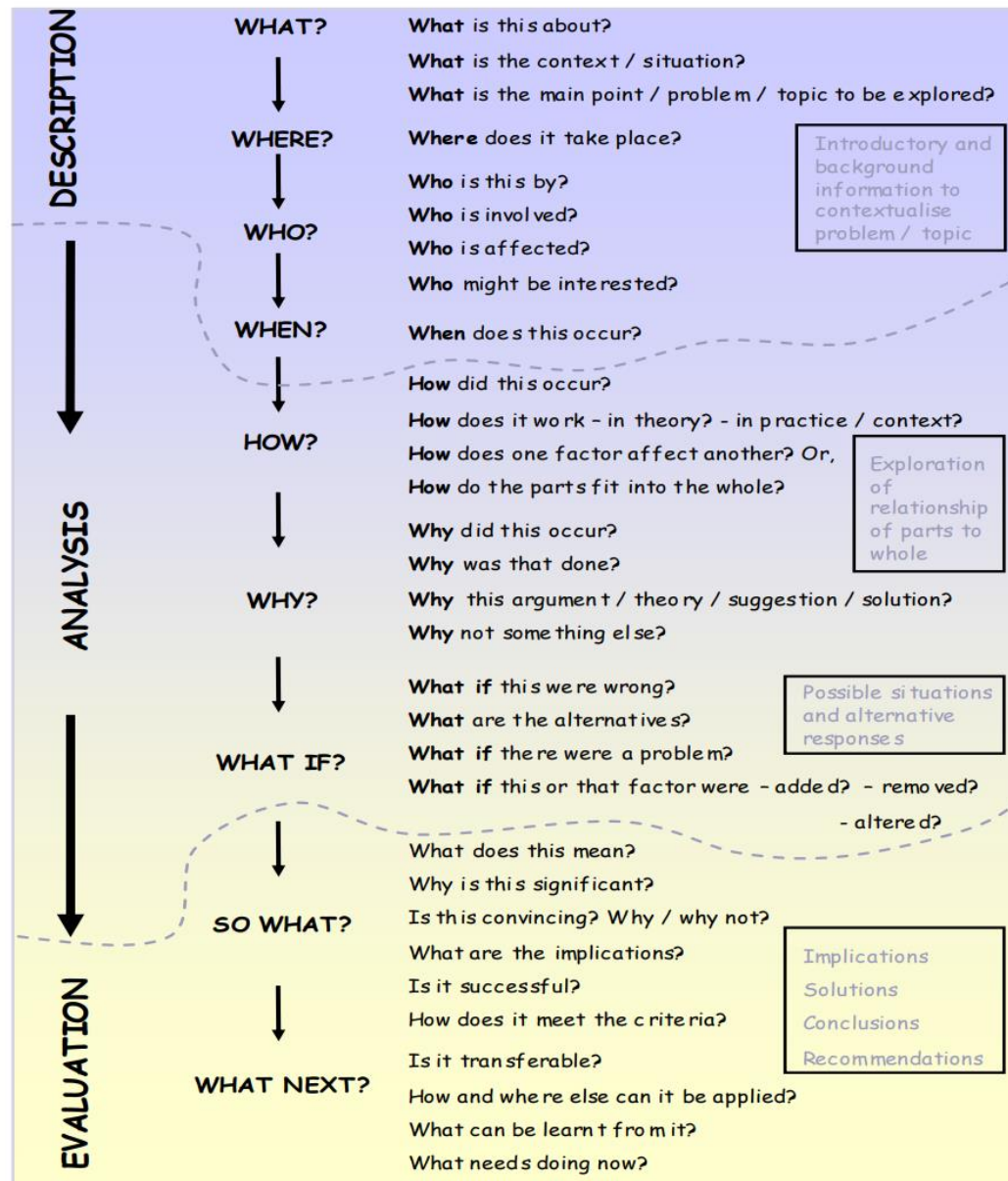


Table comparing functions of descriptive and critical writing

The table below gives more examples of the difference between descriptive and critical writing

Adapted from Cottrell 2008:286

Descriptive writing	Critical writing
States what happened	Identifies the significance of what happened
States what something is like	Evaluates the strengths and weakness of something
Gives the story so far	Analyses how the story so far impacts on the current state
Says how to do something	Analyses why things are done a certain way
Explains what a theory says	Shows why a theory is relevant. Identifies the strengths and weaknesses of a theory in practice.
Explains how something works	Indicates why something will work (best)
Notes the method used	Identifies whether a method was suitable or appropriate
Says when something occurred	Identifies why the timing is of importance
Identifies the different components of something	Weights up the importance of component parts
States options	Gives reasons for selecting each option
Lists details	Evaluates the relative significance of details
Lists in any order	Structures information in order of importance
States links between items	Shows the relevance of links between pieces of information
Gives evidence	Argues a case according to the evidence
Provides information for comparison	Makes a reasoned judgement on provided information
Gives information	Draws conclusions



[Critical Thinking.pdf \(plymouth.ac.uk\)](http://plymouth.ac.uk)

Y rhestr gyfeirnod *The reference list*

- I'w gyflwyno gyda phob aseiniad;
- **Pob ffynhonnell** sydd wedi'u cynnwys yn eich aseiniad;
- Trefn yr wyddor yn ôl cyfenw'r awdur
- Ni ddylid rhifo'r ffynonellau;
- **Peidiwch â defnyddio pwyntiau bwled.**
- *To be submitted with every assignment;*
- ***All sources included within your assignment;***
- *Alphabetical order by author's surname;*
- *Sources should not be numbered;*
- ***Do not use bullet points.***

Y rhestr gyfeirnod *The reference list*

Ffynonellau gan yr un awdur
ond blwyddyn wahanol:

- Ffynhonnell gyntaf
(Llywodraeth Cymru, 2024)
- Ail ffynhonnell (Llywodraeth
Cymru, 2024a)
- Trydedd ffynhonnell
(Llywodraeth Cymru, 2024b)

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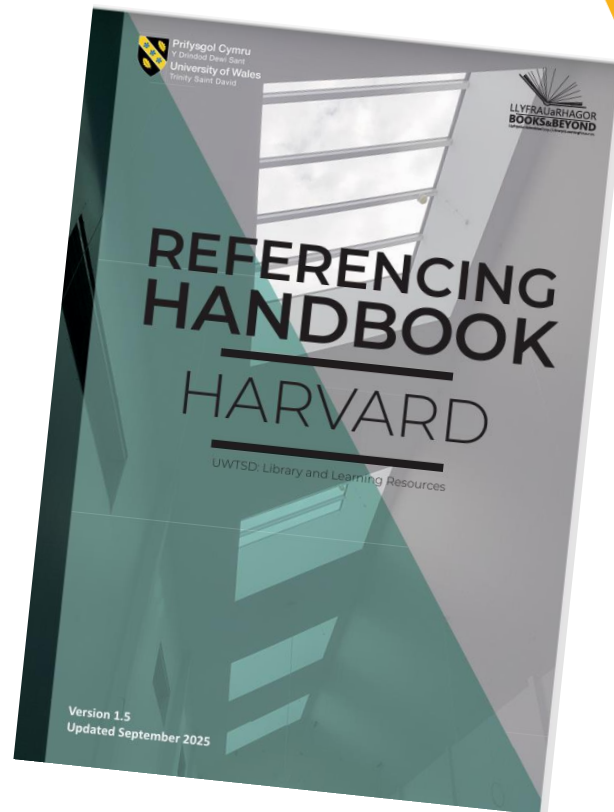
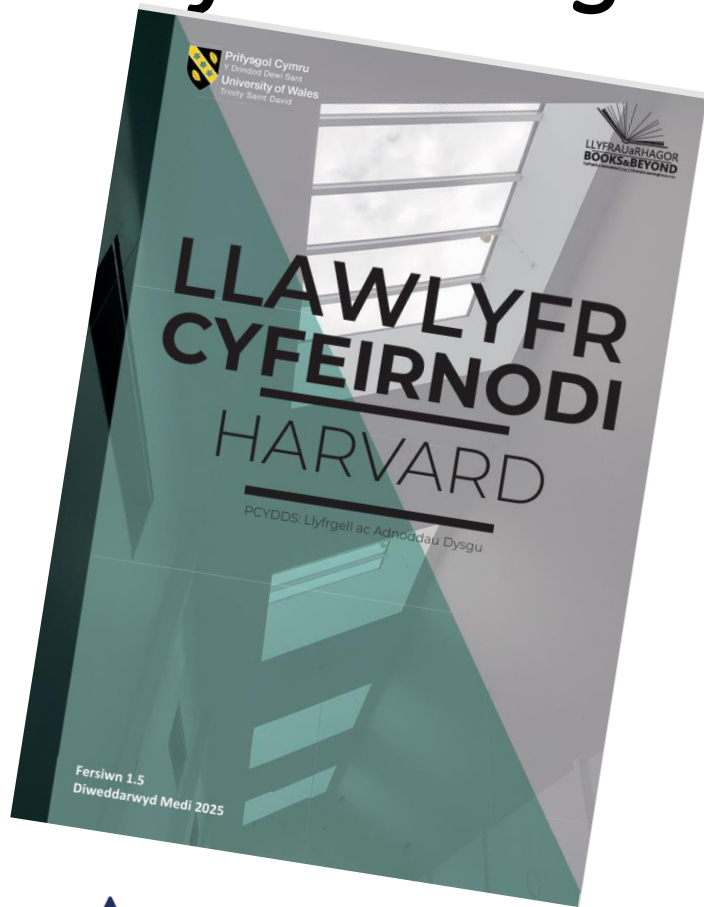
- ... ac ati ...

*Sources by same author
but different year:*

- *First source (Welsh
Government, 2024)*
- *Second source (Welsh
Government, 2024a)*
- *Third source (Welsh
Government, 2024b)...*

...and so on...

Cyfeirnod *Referencing*



[Havard-en v1.5-V2.pdf](#)

[Harvard-cy v.1.5-V2.pdf](#)



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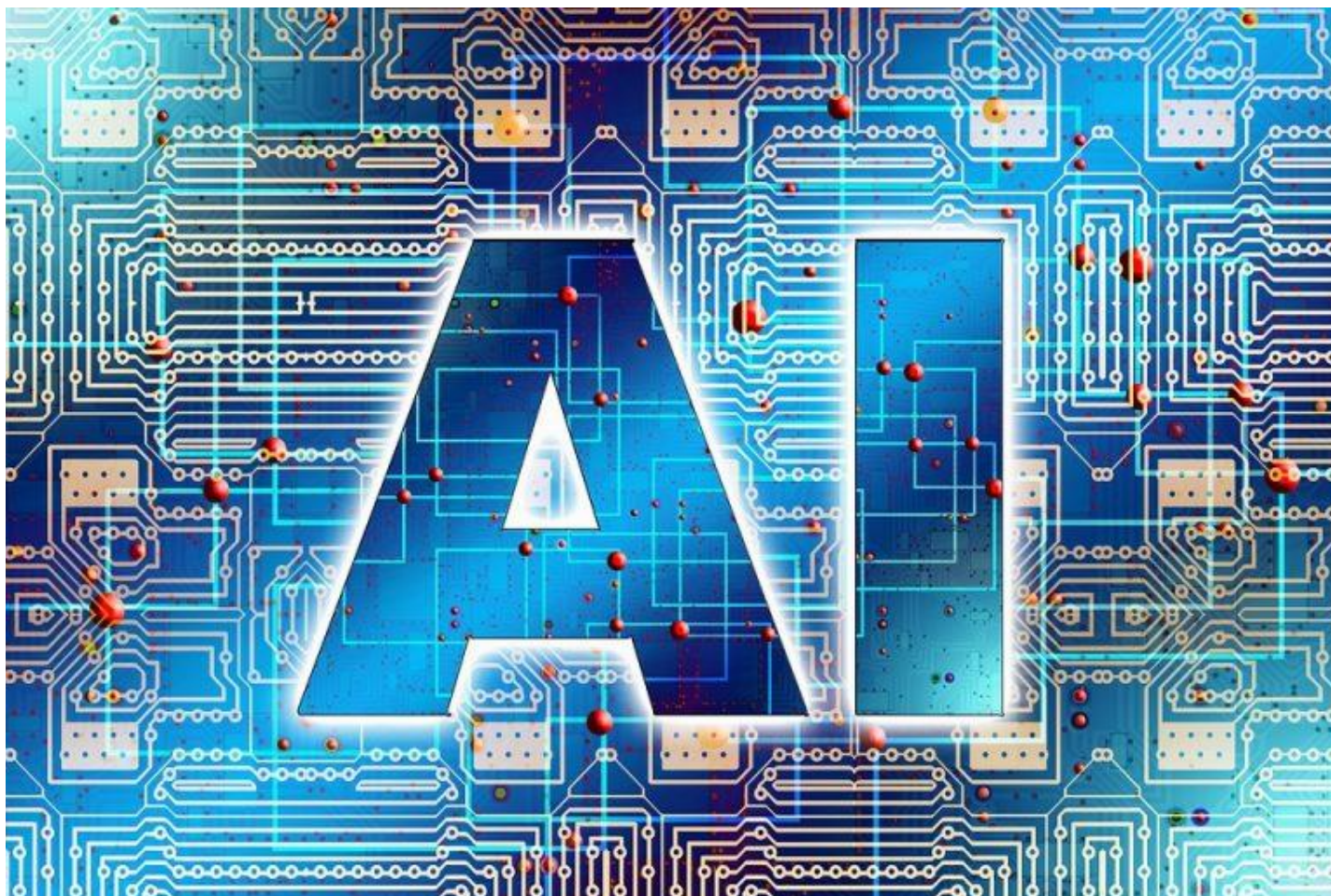
Cyfeirnod Referencing

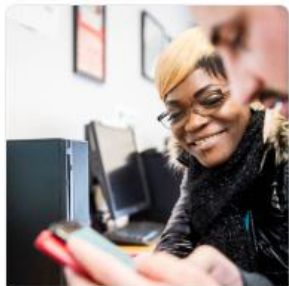
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Wellbeing Support

Everyone has wellbeing and our wellbeing can change over time. There are lots of things you can do to look after your wellbeing.



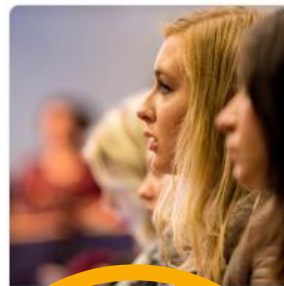
Money Support

We understand that financial concerns can be a significant factor in a student's educational journey.



Library and Learning Resources

Our libraries offer bright, open spaces with a wide range of facilities and study areas, designed to suit all learning styles.



Learning Support

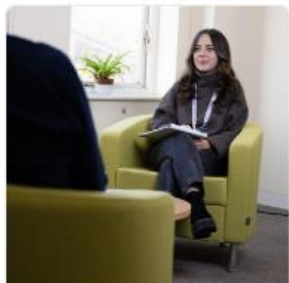
Our Learning Support Team are designed to empower you with the tools and resources needed to excel in your studies.

Student Support & Wellbeing

Student support services at a university play a pivotal role in ensuring that students have a fulfilling and successful academic journey. Our Student Hwb is designed to be the first point of contact to provide a comprehensive information service on all student-related matters.

Our professional and experienced student services team are on hand to give you the information, advice, guidance and support to help you get the most from your university experience – and get past any bumps along the way. From academic support that provides guidance on enrolment and modules to student services that offer emotional and mental health support to students.

1st in Wales for Communication of Mental wellbeing Support* - National Student Survey 2023



Disability Support

We are dedicated to fostering an inclusive and accessible educational environment where all students can thrive.



Student Hwb

Here to Support You!



Careers Service

Whether you've got your heart set on further study, a high-flying career or even starting your own business we'll support you as you chase your dreams.



Students' Union

We're the Students' Union, an independent charity for all students at the University of Wales Trinity Saint David.

[Student Support & Wellbeing | University of Wales Trinity Saint David \(uwtsd.ac.uk\)](https://www.uwtsd.ac.uk)



Iechyd a Llesiant

Everyone has wellbeing and our wellbeing can change over time. There are lots of things you can do to look after your wellbeing.



Cymorth Ariannol

Rydyn ni'n deall y gall pryderon ariannol fod yn rhan fawr o fywydau ac o addysg myfyrwyr



Llyfrgell ac Adnoddau Dysgu

Mae ein llyfrgelloedd yn cynnig ardaloedd agored, golau gydag amrywiaeth eang o gyfleusterau a manau astudio, sydd wedi'u creu er mwyn bod yn addas ar gyfer pob ffordd o ddysgu.



Cymorth Dysgu

Rydym wedi ymrwngwng i'ch llwyddiant academaidd ac yn credu bod taith addysgu pob myfyrwr yn unigryw. Mae ein Tîm Cymorth Dysgu wedi'i gynllunio i'ch grymuso â'r offer a'r adnoddau sydd eu hangen amoch i ragori yn eich astudiaethau.

Lles a Chymorth i Fyfrwyr

Mae gwasanaethau cymorth myfyrwr mewn prifysgol yn chwarae rhan ganolog wrth sicrhau bod myfyrwr yn cael profiad academaidd llwyddiannus ac wrth eu bodd. Mae ein Hwb Myfyrwr wedi'i greu i fod yn bwynt cyswllt cyntaf er mwyn darparu gwasanaeth gwybodaeth cynhwysfawr ar bopeth sy'n ymwneud â myfyrwyr.

Mae ein tîm gwasanaethau myfyrwr proffesiynol a phrofiadol wrth law i roi wybodaeth, y cyngor, yr arweiniad a'r cymorth i chi er mwyn eich helpu i wneud y mwyafrwyd o'ch profiad yn y brifysgol – a gwneud eich taith mor eusmwyth a phosibl. O gefnogaeth academaidd sy'n rhoi arweiniad ar fodwau a sut i gofrestru i wasanaethau myfyrwr sy'n cynnig cefnogaeth emosiynol ac iechyd meddwl i fyfyrwyr.

1af yng Nghymru am Gyfathrebu Cymorth Lles Meddwl - Arolwg Myfyrwyr Cenedlaethol 2023



Anabledd a Chymorth Ychwanegol

Rydym wedi ymrwngwng i feithrin amgylchedd addysgol cynhwysol a hygyrth lle gall pob myfyrwr ffynnu. Ein nod yw darparu'r offer i fyfyrwyr sydd angen cymorth i'w galluogi i weithio i'w potensial a dangos gwir lefel eu gallu fel myfyrwr israddedig neu ol-raddedig.



Hwb Myfyrwyr

Mae gwasanaethau cymorth myfyrwr mewn prifysgol yn chwarae rhan ganolog wrth sicrhau bod myfyrwyr yn cael profiad academaidd llwyddiannus ac wrth eu bodd. Mae ein Hwb Myfyrwr wedi'i greu i fod yn bwynt cyswllt cyntaf er mwyn darparu gwasanaeth gwybodaeth cynhwysfawr ar bopeth sy'n ymwneud â



Cymorth Gyrfaoedd

Ydych chi'n barod i fynd amdani er mwyn ceisio cyrraedd eich nod? P'un ai a ydych wedi gosod eich bryd ar astudiaeth bellach, gyrfa llwyddiannus neu sefydlu eich busnes eich hun hyd yn oed, byddwn yn eich cefnogi wrth i chi ddilyn eich breuddwydion.



Undeb y Myfyrwyr

Ni yw Undeb y Myfyrwyr, elusen annibynnol ar gyfer pob myfyrwr ym Mhrifysgol Cymru Y Drindod Dewi Sant,

[Cymorth a Lles Myfyrwyr | Prifysgol Cymru Y Drindod Dewi Sant \(uwtsd.ac.uk\)](https://uwtsd.ac.uk)



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