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….

<u>Don't say:</u>

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

<u>Why not?</u>

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....

Adapted from the original by Mary Davies (mary.daviesturner@sm.uwtsd.ac.uk) 2011

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....