



INSIDE TRACK

SUCCESSFUL **ACADEMIC** **WRITING**

**ANDY GILLET, ANGELA HAMMOND
& MARY MARTALA**

SUCCESSFUL ACADEMIC WRITING

Inside Track to Successful Academic Writing

Table of Contents

Cover

Successful Academic Writing

Brief Contents

Contents

About the Authors

Acknowledgements

Introduction

Understanding the Task

- Introduction

- Academic writing

- Genres of writing

- Learning outcomes and assessment criteria

- The assignment title

- Basic structures

- Other types of academic writing

- Summary

- References

Overcoming the Blank Page

- Introduction

- Understanding the assignment title

- Approaching your lecturer

Table of Contents

Starting to write

Summary

References

Planning your Work

Introduction

The landscape of an assignment

Assessment criteria

What to include

Your existing knowledge of the subject

Research

Time management

Summary

Carrying out the Research

Introduction

Why do you need to do any research?

What research do you need to do?

How should you do the research?

When should you do the research?

Where should you do the research?

Who should you research?

Summary

References

Further reading

Reading and note-taking

Introduction

Effective reading strategies

Reading and note-taking

Table of Contents

Summary

References

Features of Academic Writing

Introduction

Academic style

Critical writing

Referencing

Developing paragraphs

Writing plans

Writing drafts

Summary

References

Writing Descriptively

Introduction

Defining

Describing things

Describing processes

Including charts and diagrams

Classifying/categorising

Reporting

Summary

References

Writing Critically

Introduction

Providing reasons and explanations

Arguing a point of view

Evaluating a point of view

Table of Contents

Comparing and contrasting

Providing support

Drawing conclusions

Summary

References

Personal and Reflective Writing

Introduction

Levels of reflection

The language of reflection

Judging the quality of reflective writing

Reflection on your studies

Personal development

Learning journals

Summary

References

Working with other Peoples Ideas and Voices

Introduction

Including sources in your work

Summarising

Paraphrasing

Synthesising

Writing a list of references

What is plagiarism and how can it be avoided?

Summary

References

Finding your own Voice

Table of Contents

Introduction

Understanding different voices

Expressing your voice

Evaluating statements

Example of a writers voice

Summary

References

Genre and Discipline Specific Writing

Introduction

Essays

Research proposals

Literature reviews

Writing a report

Experimental/research reports

Book reviews

Writing an abstract

Case studies

Reflection

Summary

References

Presenting your Work

Introduction

Using word processors effectively

Writing by hand

Adapting text for different purposes

Summary

Working with Feedback

Table of Contents

Introduction

The purpose of feedback

Formative and summative assessment and feedback

Making sense of lecturers feedback

Contacting your lecturer

Consequences of ignoring or not understanding feedback

Summary

References

Editing your Work

Introduction

The process of editing

Structure

Relevance

Communication

Bias

Economy

Ownership

Referencing

Summary

References

A Last Word

Feedback on activities

Index