

Academic Writing for International Students of Business

Stephen Bailey

IJ Routledge
Taylor & Francis Group
LONDON AND NEW YORK

UNIVERSITÄT
• • • • » LIECHTENSTEIN
Bibliothek

Contents

<i>Acknowledgements</i>	xi
<i>Teachers' introduction</i>	xiii
<i>Students' introduction</i>	xv
<i>Academic writing quiz</i>	xvii
Part 1	
The writing process	1
1.1 Background to writing	3
What is academic writing?	3
Common types of academic writing	4
The structure of academic texts	4
The format of academic writing	6
Other common text features	7
Simple and complex sentences	7
Writing in paragraphs	8
1.2 Critical reading	10
Academic texts	10
Types of text	13
Using reading lists	13
Using library catalogues	14
Using library websites to search electronic resources	16
Reading methods	16
Titles, sub-titles and text features	18
Assessing texts critically	19
Critical thinking	22
1.3 Avoiding plagiarism	25
What is plagiarism?	25
Degrees of plagiarism	26
Summarising and paraphrasing	27
1.4 From understanding titles to planning	30
The planning process	30
Essay titles	31

	Brainstorming	31
	Essay length	33
	Outlines	34
1.5	Finding key points and note-making	37
	Note-making	37
	Note-making methods	38
	Relevance	40
	Effective note-making	41
1.6	Paraphrasing	44
	The elements of effective paraphrasing	44
	Techniques for paraphrasing	46
1.7	Summarising	51
	Summarising	51
	Stages of summarising	52
1.8	References and quotations	58
	Referring to sources	58
	Reference verbs and systems	59
	Using quotations	60
	Examples	61
	Abbreviations in citations	63
	Organising the list of references	64
1.9	Combining sources	67
	Mentioning sources	67
1.10	Organising paragraphs	71
	Do paragraphs have a pattern?	71
	Development of ideas	74
	Linking paragraphs together	75
1.11	Introductions and conclusions	78
	Introduction contents	78
	Introduction structure	80
	Opening sentences	81
	Conclusions	83
1.12	Rewriting and proof-reading	86
	Rewriting	86
	Proof-reading	89
	Confusing pairs	91

Part 2	
Elements of writing	95
2.1	Argument and discussion 97
	Discussion vocabulary 97
	Organisation 98
	Language of discussion 100
	Counter-arguments 101
	Providing evidence 101
2.2	Cause and effect 104
	The language of cause and effect 104
2.3	Cohesion 110
	Reference language 110
	Avoiding confusion 112
2.4	Comparisons 115
	Comparison structures 115
	Forms of comparison 117
	Using superlatives 118
2.5	Definitions 122
	Simple definitions 122
	Complex definitions 124
2.6	Examples 126
	Using examples 126
	Phrases to introduce examples 127
	Restatement 129
2.7	Generalisations 130
	Using generalisations 130
	Structure 131
	Over-generalising 132
	Building on generalisations 134
2.8	Numbers 136
	The language of numbers 136
	Percentages 137
	Simplification 138
2.9	Problems and solutions 142
	Structure 142
	Alternative structure 143
	Vocabulary 145

2.10	Style	147
	A suitable academic style	147
	Guidelines	149
	Avoiding repetition and redundancy	151
	Varying sentence length	152
2.11	Visual information	154
	The language of change	154
	Describing visuals	158
	Labelling	160
2.12	Working in groups	162
	Group work	162
	Making group work successful	164
	Dealing with problems	165
	Points to remember	166
Part 3		
Accuracy in writing		167
3.1	Abbreviations	169
	Types of abbreviation	169
	Business abbreviations	170
	Punctuation	171
	Duplicate abbreviations	171
	Abbreviations in writing	171
3.2	Academic vocabulary	173
	Basic academic vocabulary	173
	Academic adjectives	175
3.3	Articles	177
	Using articles	177
	Use of definite articles	178
3.4	Caution	181
	The use of caution	181
	Using modals, adverbs and verbs	182
	Caution in verbs	183
3.5	Linkers	185
	Identifying linkers	185
	Linkers of opposition	188

3.6	Nouns and adjectives	190
	Using nouns and adjectives	190
	Abstract nouns	193
3.7	Prefixes and suffixes	195
	How prefixes and suffixes work	195
	Prefixes	196
	Suffixes	197
	Word class suffixes	197
	Meaning suffixes	198
3.8	Prepositions	200
	The main uses of prepositions	200
3.9	Punctuation	205
	Capitals	205
	Apostrophes	206
	Semi-colons	206
	Colons	206
	Quotation marks/inverted commas	207
	Others	208
3.10	Singular or plural?	210
	Five problem areas	210
	Group phrases	211
	Uncountable nouns	212
3.11	Synonyms	215
	Using synonyms	215
	Common academic synonyms	217
3.12	Time words	220
	Using time words	220
	Time words and tenses	221
3.13	Verbs - passives	225
	Active and passive	225
	Using adverbs	226
3.14	Verbs of reference	230
	Using verbs of reference	230
	Common referring verbs	231
	Further verbs of reference	233

3.15 Verbs - tenses	235
Tenses in academic writing	235
Simple or continuous?	237
Time phrases	238
Part 4	
Writing models	241
4.1 Formal letters and emails	243
Letters	243
Emails	247
4.2 Writing CVs	249
The contents of a CV	249
4.3 Designing and reporting surveys	252
Conducting surveys	252
Questionnaire design	253
4.4 Taking ideas from sources	258
Can money buy happiness?	258
4.5 Writing longer essays	262
Planning your work	262
Part 5	
Answers to exercises	271
<i>Academic writing quiz</i>	272
<i>Part 1</i>	272
<i>Part 2</i>	287
<i>Part 3</i>	297
<i>Part 4</i>	310
<i>Index</i>	315