Dirk Siepmann/John D. Gallagher/ Mike Hannay/J. Lachlan Mackenzie

Writing in English: A Guide for Advanced Learners

2nd revised and extended edition

A. Francke Verlag Tübingen und Basel

Contents

Preface	1
Introduction	9
;	
MODULE I: Organizing ideas into text	17
Introduction	17
Chapter 1: The term paper: gearing up to start writing	19
1.1 The term paper as an argued text	19
1.2 The three processes of planning, writing proper and editing	21
1.3 Making the plan	22
1.4 Using a computer	27
1.5 Conclusion	33
Chapter 2: Different types of term paper: Two models	34
2.1 Term paper as essay or as mini-article	34
2.2 Quotation and paraphrase	35
2.3' The literary essay	41
2.4 The linguistic mini-article	47
Chapter 3: Title, Introduction, Body and Conclusion	57
3.1 The Title	57
3.2 The Introduction	59
3.3 The Body sections	62
3.4 Paragraphs within the Body sections	64
3.5 The Conclusion	71
Chapter 4: Getting the paper ready for submission:	
Editing and formatting	75
4.1 Editing	75
4.2 Formal requirements	78
Bibliography	80

MODULE II: Building effective sentences	83
Introduction	83
Chapter 1: Basic issues in sentence construction	85
1.1 Sentence construction	85
1.2 Information packaging	89
1.3 Sentencing	92
1.4 Overview	96
Chapter 2: Information packaging	98
2.1 Basic grammatical moulds	99
2.2 The order of information in the clause	103
2.2.1 The front of the clause	103
2.2.2 The end of the clause	105
2.2.3 Fitting the sentence into the running text	107
2.3 Organizing the starting point	109
2.3.1 Clauses with passive verb forms	109
2.3.20Fronting	111
/ 2.3.3 <i>It</i> -clefts	112
, 2.3.4 Pseudo-clefts	117
2.3.5 The <i>th-wh</i> construction	120
2.3.6 Non-agent subjects	122
2.4 Establishing a special kind of starting point: framing	125
2.4.1 Circumstantial adverbials	126
2.4.2 Conjunctive adverbials	127
2.4.3 Stance adverbials	127
2.5 Organizing the end point	129
2.5.1 Extraposition	129
2.5.2 Discontinuous structures	130
2.5.3 Dative shift	131
2.5.4 Object postponement	132
2.5.5 Presentatives	134
2.6 What goes wrong in clause construction	137
2.6.1 Frontal overload	137
2.6.2 Bad textual fit	139
2.6.3 Unclear focus signalling	140
2.7 Overview	142

~ 1.		1.43
	apter 3: Complex sentences	
3.1		144
	3.1.1 Sentence complexity	144
	3.1.2 Sentence shapes	
	Clause combining: the basic forms	148
	3.2.1 Adverbial clauses.	149
	3.2.2 Non-restrictive relative clauses	150
	3.2.3 Non-finite clauses	152
	3.2.4 Verbless clauses	155
	3.2.5 Appositions	156
	3.2.6 Other structures	157
	3.2.7 Shapes again	157
	Foregrounding and backgrounding	160
3.4	Complex framing	162
	3.4.1 The basic patterns	163
	3.4.2 Missed opportunities	166
	Interruption techniques	168
	3.5.1 Aspects of interruption	168
	3/5.2 Missed opportunities	174
	Elaborational techniques	175
/	3.6.1 Elaboration	175
	3.6.2 Missed opportunities	179
3.7	Coordinating and listing	180
3.8	Problems with sentence length	186
	3.8.1 Long sentences	186
	3.8.2 Short sentences	188
3.9	Review	190
Chá	npter 4: Punctuation	192
4.1	Commas 1: the principle of semantic unity	193
4.2	Commas 2: optional use	199
	4.2.1 Separating members of a sequence	199
	4.2.2 Separating adverbial clauses	200
	4.2.3 Separating coordinated clauses	202
	4.2.4 Separating initial constituents	204
4.3	Colons	207
	4.3.1 The basic functions	207
	4.3.2 Advice	208
4.4	Semicolons	211

4.4.1 The basic uses	212
4.4.2 The difference between colon and semicolon as combining	
	214
	215
	215
•	216
8	218
4.7 Overview	220
Bibliography	
a) Sources of examples 2	
b) References	223
•	
MODULE III: Lexis and Grammar	225
Introduction	225
Chapter 1: A constructional view of language	22€
Chapter 2: Academic lexis and patterning	
2.1 Nouns and noun patterns	
1 0	239
1	24 <i>6</i> 24 <i>6</i>
	240 247
	24 <i>i</i> 25]
	252
· · · · · · · · · · · · · · · · · · ·	254
	256
	256
• • • • • • • • • • • • • • • • • • • •	260
	260
2.4.2 Verb patterns	262
2.5 The interface between verb patterning and sentence-building 2	268
	272
	73
3.2 How words go together	
3.3 Collocation of semantic-pragmatic features	86

3.4 Collocational gaps and incompatibilities	
3.6 The interplay of collocation and patterning	
3.6.1 A worked example	
3.6.2 Exemplificatory infinitive clauses	
3.6.3 Summary: Strategies for forming word groups	295
3.6.3 Summary. Strategies for forming word groups.	277
Chapter 4: Rhetorical moves and their lexical realizations	
4.1 Stating your topics and objectives	
4.1.1 Introducing a topic	
4.1.2 Excluding a topic from consideration	300
4.2 Reporting, summarizing and paraphrasing	302
4.2.1 Summaries and abstracts	302
4.2.2 Strategies for paraphrasing	306
4.2.3 Quoting	311
4.3 Expressing opinions and criticizing	314
4.4 Enumerating ideas and changing the topic	320
4.5 Topicalizing specific items	329
4.6 Exemplification	330
4.7 Comparison and contrast	336
4.8 Concession	366
4.9 Cause, reason and explanation	
4.10 Consequences and result	391
4.11 Static relations	393
Bibliography	395
MODULE IV: Style	398
Introduction	398
Introduction	298
Chapter 1: Style and stylistic competence	399
1.1 What is style?	
1.2 How to achieve stylistic competence	
1.3 Academic style	
1.3.1 Vocabulary	
1.3.2 Nominal constructions	
1.3.3 Verbal constructions	
1.4 From non-specialist to specialist text	411
1.5 Personal style	
1.5 Telsonal style	

Cantante	
Contents	

0

X

Chapter 2: The principles of style
2.1 Aptness
2.2 Clarity
2.3 Concision
2.4 Variety
2.5 Elegance
Bibliography
A final word
Glossary
Index