Writing at University

A guide for students

Third Edition

Phyllis Creme and Mary R. Lea

Contents

ck	nowle	dgements	xii
1	You and university writing		1
	1.1	Why abook on university writing?	2
	1.2	Working with others	3
	1.3	You as a writer	4
	1.4	Different types of writing	5
	1.5	Talking for writing	6
	1.6	Getting started, keeping going and dealing with writing	
		blocks	7
		Keeping alearning log	9
	1.7	Getting help	9
	1.8	A note on word processing	10
	1.9	A tour through the rest of the book	10
2	Getting started		13
	2.1	Bridging a gap: you and university study	14
	2.2	Practice writing	15
		Fast writing	19
	2.3	Brainstorming	19
	2.4	Generating questions	21
3	3 Writing tor different courses		25
	3.1	Ways of writing	26
	3.2	Different perspectives	26
	3.3	Unpacking assignments	28
	3.4	Key elements of university writing	32
	3.5	Different ways of knowing	33
	3.6	Structure and argument	35
	3.7	The traditional essay format approach to writing	35
	3.8	The building blocks approach to writing	36

viii CONTENTS

4	Beginning with the title		39
	4.1 4.2 4.3	Keywords Disadvantages of just looking for keywords Analysing the assignment Example A	40 41 42 43
		Example B Example C	45 47
5	Reading as part of writing		
	5.1	Approaching reading	52
	5.2	Choosing your reading for an assignment	53
	5.3	Working with your reading	55
	5.4	Thinking about the different texts	57
	5.5	Reading and note taking	58
	5.6	Making mind maps from reading	59
	5.7	Keeping records	61
	5.8	Making meaning through reading	63
		'Fitting together' reading	64
	- 0	'Analytic' reading	64
	5.9	Reading your own and other students'work	66
6	Organizing and shaping your writing		
	6.1 6.2	Getting the assignment into shape Different approaches to planning and organizing your	71
		writing	72
		The diver writer	73
		The patchwork writer	74
		The grand plan writer	74
		The architect writer	75
		What kind of writer are you?	76
	6.3	Some structures used in university writing	77
		Chronology writing	77
		Description writing	78
		Cause-effect writing	78
		Compare/contrast writing	78 - 78
		Summary writing ~	79 70
		Analysis writing	79
		Evaluating writing	80
	0.4	Using arange of writing structures	81
	6.4	Considering your argument: working out your 'story' and	00
		getting your central idea	82
		Building on your central idea step by step	82
		Constructing your 'story'	83

		Formulating your central idea	83
		Developing you argument from topics and themes	85
7	Making an argument and persuading your reader		
	7.1	Your reader	90
	7.2	What does'argument'mean?	91
	7.3	How students define 'argument' in their subjects	92
		Psychology	93
		History	93
		History/Philosophy	94
		Biological physics	94
		Law	94
		Sciences	95
		English	96
	7 4	Linguistics	97
	7.4	Developing a thesis statement	97
	7.5 7.6	Working from first thoughts Making an argument by anticipating questions and	98
	7.0	objections	100
	7.7	Making an argument by looking at two opposing versions	100
	7.8	Persuading the reader	104
8	Making good use of your sources		
	8.1	Referencing systems	112
	8.2	Referencing websites	113
	8.3	Referencing other sources	114
	8.4	Recording references	115
	8.5	Referencing and plagiarism	115
	8.6	Thinking about plagiarism	119
	8.7	Using your sources creatively	. 120
		Discussion	123
9	Putting yourself into your academic writing		
Ū			127
	9.1	One student's dilemma	128
	9.2	'Parrot writing'	129
	9.3	Can you be'original'in your university writing?	131 132
	9.4 9.5	Using T in your assignments	132
	ə.S	From the personal to the academic Commentary on Passage 1	136
		Commentary on Passage 2	138
		Commentary on Passage 3	130

x CONTENTS

10	Putting it together		142
	10.2 10.3 10.4 10.5	Writing the introduction Writing the conclusion Reviewing your work: redrafting and editing Editing for the reader Reviewing your work: what are you looking for? Reorganizing your work: an example	143 147 150 151 151
11	Completing the assignment and preparing for next time		157
	11.2	Grammar and punctuation Techniques for working on your writing Cohesion Punctuation Reference Coherence	157 158 158 160 165 166
		Handing in your assignment Learning from feedback: grades and tutors' comments Using written feedback Talking with a tutor Understanding tutors' written comments	167 168 169 169 170
12	Exploring different kinds of writing		173
	12.1	Case study: one student's experience Example 1: A practical report Example 2: A collaborative writingproject Example 3: A review of an article Example 4: A tutorial presentation Example 5: An essaybased on an interview Example 6: A seminar paper	175 175 177 179 180 181
		Report writing	184
		Dissertations and projects Electronic writing Email Computer conferencing	187 188 189 189
		Using the Internet as a resource for writing Evaluating web resources The URL The publisher Personal web pages The author Authority and reliability Date	199 190 191 191 192 192 192 192

		CONTENTS	ΛI
Purpos	se	1	93
Omiss	ions	1	93
12.7 Visual and	written texts	1	94
13 Learning journa	als and reflective writing	19	95
13.1 Learning j	ournals	1	96
What	if your learning journal is assessed?	1	97
What	is a learning journallike?	1	98
Who i	s your journal for?	2	200
Differe	ent kinds of learning journal: different titles	2	200
Hand-	-write or word-process?	2	201
How o	can learning journals help you to learn?	2	202
13.2 Reflecting	onpractical work	2	206
13.3 From journ	nals to reflective essays	2	207
13.4 The'learn	ing cycle'and different kinds of writing	2	207
13.5 A final refl	ection	2	209
Further reading and so	ome additional sources	2	211
References		2	214
Index		2	216