

Academic Writing for International Students of Business

Stephen Bailey

IJ Routledge

g ^ ^ Taylor & Francis Group

LONDON AND NEW YORK

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