



اللجنة الوطنية للتعليم العالي عن بعد

La commission nationale de l'enseignement supérieur à distance

Academic Writing and Writing a Research paper

WEEK TWO:

Techniques and Strategies of Academic Writing - Part One

Academic Writing Techniques

Writing is an important form of communication. Good writers use different academic writing techniques to fit their purposes for writing. To be a good academic writer, you need to be familiar with the major [techniques of academic writing](#).

What are the main academic writing techniques?

1. Formality

Learn this rule by heart that academic writing is always **formal** as it does not bear any informal style of writing. The act of **formality** is the founding brick of your academic writing. To be formal you need to:

- Avoid slang, emojis, and jargon words.
- ~~Avoid impersonal style of writing that is free from any conversational dialogues.~~

2. Impeccable Research

The amount and depth of research required for an academic write-up are huge. You will have to skim through hundreds of [research papers](#) by scholars and academicians. When conducting an academic writing piece remember that:

- It is often a rule of thumb to devote 70% of your time to [research](#) and the remaining 30% to writing and editing it.
- This is so because, once you are clear in your head as to what will be the gist of your writing, it is only a matter of time before to pen it down appropriately.

3. Design a Good Structure

Once you have gotten an idea about the basic **premise** of your academic write-up, the next important best thing to do will probably be to **design a structure**. This is how you **organise** your writing:

- Start by writing down your thoughts roughly on paper.
- Start the process of elimination and retention.
- Decide what are the major and minor headings (eg 1. American foreign policy / 1.1 Containment)
- Develop a brief format of headings and subheadings.

4. Keep In Mind Your Reader's Needs

What this tip implies is that it is very crucial to know **the needs of the reader of the academic project**. When you write, bear in mind your audience and their needs. If your audiences are experts then:

- Do not waste time explaining the definitions of simple terms.
- Cut straight to your points and thoughts.
- The experts expect you to analyse and evaluate in your writing.
- Experts are interested in knowing how and why than who and what.

5. Write an Abstract

An **abstract** is a very imperative part of all formal writing. It is a short excerpt or paragraph (summary) that explains all that the piece of writing will talk about. The Abstract should:

- State the writing topic, the literature, the methodology and the findings in no more than **350 words**.
- Explain to the reader what will be the prime concern of the reading.
- Prepare the reader for the coming course of information.
- Dictate the reader's journey through your academic piece.

6. Use an Active Voice Whenever Required

It is always advised to use an active voice in formal writing. This is because it enhances the readability score.

Examples:

Anna painted the house (Active voice)

The house was painted by Anna (Passive voice)

References

- Ebel, Hans F., Claus Bliefert, and William. E. Russey. 2004. “The Art of Scientific Writing.” In *From Student Reports to Professional Publications in Chemistry and Related Fields*. Weinheim, FRG: Wiley.
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- Martin, Henri-Jean. 1994. *The History and Power of Writing*. Translated by Lydia G. Cochrane. London: University of Chicago Press.

Thanks for your
attention