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3 Student's Book

Writing Skills

Academic

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Contents

	Introduction	iv
UNIT 1	Preparing to Write	
	Part 1 Understanding the essay prompt	2
	Part 2 Taking a position	7
	Part 3 Doing research	10
	Part 4 Planning the essay	17
UNIT 2	Essay Paragraphs	
	Part 1 Introductory paragraphs	32
	Part 2 Body paragraphs	41
	Part 3 Logical fallacies	60
	Part 4 Concluding paragraphs	69
UNIT 3	Using and Citing Sources	
	Part 1 Evaluating sources	74
	Part 2 Integrating source information	77
	Part 3 Citing sources	89
	Part 4 Using reporting verbs and phrases	94
UNIT 4	Accuracy and Clarity	
	Part 1 Hedging and intensifying	102
	Part 2 Academic sentence styles	108
	Part 3 Editing	122
	Appendix A Essay genres	130
	Appendix B Additional citation rules (APA style)	132
	Appendix C Review activity	137

Introduction

Academic Writing Skills 3 presents the skills necessary to write coherent, accurate, and logical university-level essays. There are four units in the textbook, each covering an important element of successful academic writing.

Unit 1 focuses on the pre-writing steps which prepare the writer to write an essay that efficiently accomplishes a desired task. Advanced concepts introduced include:

- interpreting a complex essay prompt.
- doing research before taking a position.

Unit 2 focuses on writing effective paragraphs, from the introduction to the conclusion. Advanced concepts introduced include:

- establishing a motive for the essay.
- building a paragraph around researched information.
- avoiding mistakes with logic.

Unit 3 focuses on outside sources, from selecting which sources to use to incorporating them effectively. Advanced concepts introduced include:

- distinguishing primary, secondary, and tertiary sources.
- sorting out the complexity of APA citation style.
- using a variety of reporting verbs to improve style.

Unit 4 focuses on improving the academic tone of an essay, with tips on language and editing. Advanced concepts introduced include:

- using hedging and intensifying to convey information more accurately.
- using conjunctions to improve cohesion.
- positioning information strategically using the passive form and nominalizations.
- efficiently editing an essay using a multi-step process.

To maximize the use of this book, you should:

- read the information in each unit thoroughly.
- take notes in the page margins on explanations from your teacher, classmates' comments, or your own thoughts.
- complete all the exercises.