Contents

Introduction to the Third Edition vii

UNIT ONE: An Approach to Academic Writing 1
- Audience 4
- Purpose and Strategy 6
- Organization 8
- Style 14
- Language Focus: The Vocabulary Shift—Verbs 17
- Language Focus: The Vocabulary Shift—Nouns and Other Parts of Speech 20
- Language Focus: Other Stylistic Features 22
- Flow 30
- Language Focus: Linking Words and Phrases 37
- Presentation 48
- Positioning 53

UNIT TWO: General-Specific and Specific-General Texts 55
- Opening with General Statements 61
- Opening with Statistics 64
- Opening with Definitions 65
- Writing a Definition 65
- Some Common Ways to Define in Academic Writing 67
- Language Focus: Verbs in Defining and Naming 68
- A Brief Look at the Elements of Formal Sentence Definitions 71
- Extended Definitions 74
- Variations in Definitions 84
- Discussions of Schools of Thought 89
- Specific-to-General Organization 92

UNIT THREE: Problem, Process, and Solution 100
- The Structure of Problem-Solution Texts 101
- Language Focus: Mid-Position Adverbs 105
- Procedures and Processes 108
- Language Focus: *-ing* Clauses to Indicate Cause and Effect 115
- Language Focus: Passive Voice 119
- Flow of Ideas in a Process Description 125

Language Focus: Indirect Questions 133
Introducing the Solution 137

UNIT FOUR: Data Commentary 139
Strength of Claim 139
Structure of Data Commentary 144
Location Elements and Summaries 147
Language Focus: Verbs in Indicative and Informative Location Statements 149
Language Focus: Linking *as* Clauses 152
Highlighting Statements 156
Language Focus: An Introduction to Qualifications and Strength of Claim 156
Language Focus: Specific Ways of Moderating or Qualifying a Claim 159
Organization 165
Language Focus: Comparisons 167
Concluding a Commentary 172
Language Focus: Dealing with Unexpected Outcomes or "Problems" 174
Dealing with Graphs 177
Dealing with Chronological Data 181
Language Focus: Prepositions of Time 183

UNIT FIVE: Writing Summaries 188
Considerations before Writing a Summary 189
Some Notes on Plagiarism 196
Paraphrasing 202
Careful Use of Synonyms 206
Language Focus: Identifying the Source 211
Language Focus: Summary Reminder Phrases 216
Syntheses of More than One Source 220
Language Focus: Showing Similarities and Differences 225

UNIT SIX: Writing Critiques 228
Book Reviews 230
Language Focus: Stating Opinions 239
Language Focus: Evaluative Language 242
Evaluating a Published Article 248
Language Focus: Unreal Conditionals 260
Language Focus: Evaluative Language Revisited 262

Critical Reading 265
Language Focus: Beginning the Critique 268
Language Focus: Inversions 269
Reaction Papers 270
Language Focus: Non-Standard Quotation Marks (Scare Quotes) 274
A Few Thoughts on Manuscript Reviews for a Journal 276

UNIT SEVEN: Constructing a Research Paper I 277
Types of Journal Publication 278
Short Communications (SCs) in Disciplines that Report Fieldwork 280
Longer Research Papers 284
Methods Sections 289
Language Focus: Linking Phrases in Methods Sections 301
Results Sections 305
Language Focus: Another Look at Location Statements 309
Language Focus: Special Verb Agreements 314
Language Focus: Making Comparisons 316

UNIT EIGHT: Constructing a Research Paper II 327
Introductions 327
Creating a Research Space 331
Language Focus: Citation and Tense 344
Language Focus: Negative Openings in Move 2 350
Language Focus: Purpose Statements and Tense 356
Discussion Sections 363
Language Focus: Levels of Generalization 371
Language Focus: Expressions of Limitation 372
Unfinished Business 378

Appendixes 390
Appendix One: The Grammar of Definitions 390
Appendix Two: Articles in Academic Writing 395
Appendix Three: Academic English and Latin Phrases 403

References 407

Index 415