

# Intro to Academic Writing



## Remember

Academic Writing needs to be:

- **Third Person:** No 'I' or 'We'
- **Formal:** Don't use informal or every day language
- **Objective:** You need to support your work with references.
- **Unbiased:** Try and present both sides to an academic argument.
- **Critical:** Don't just describe a theory or concept.



## Structure

- **Don't forget** that for **essay-based assignments** you need to include an introduction, a main body and a conclusion
- You need to write in **full sentences** and **full paragraphs** (Remember: One sentence **does not** make a paragraph)
- Try using the **PEEL** technique to structure your paragraphs (see activity below)



## Time Management

Try using the **Pomodoro technique** to help with time management and focused writing time

1. Decide on a **task**
2. Set **Timer**
3. Work until timer goes **off**
4. Have a **break**
5. Repeat

Writing in **full paragraphs** is essential in academic writing. Do **not** write in single sentences. Try using the **PEEL technique** in the table below to form your first paragraph.

**Top Tip:** Once you've had a go and feel more confident you can move from using the table to highlighting the different elements within your work.

PEEL Technique	Add your own notes here..
<b>Point</b> (1 Point or Topic per paragraph)	
<b>Explanation</b> (How evidence relates. Don't be too descriptive)	
<b>Evidence</b> (Quotation, case study...Use References!)	
<b>Link</b> (Back to Question AND into next paragraph)	

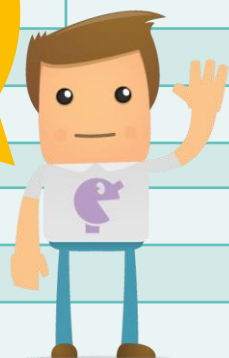
# Proof-Reading Checklist

Use the below table to **proof-read** your work.

**Top Tip:** Don't forget you can submit your work to your subject lecturer for **formative feedback** up to two weeks before your deadline!

Content	Y/N
Your work contains the Arden Cover Page (Found on the My Assessment Tab on your Module in iLearn)	
The text answers the central question posed by the title	
Sufficient space (words) has been given to the most important points	
All of the information included is relevant to the question	
The main line of argument is clear, not lost in a sea of detail	
There is sufficient evidence to support the arguments	
The assessment contains evaluative comments as well as description	
The assessment is written in the third person (not 'I', 'me' or 'my')	
The language is clear and straightforward	
The assessment is presented with the correct font, font size and line spacing (see Assignment Brief for the specifics)	
Sentences are of reasonable length and are uncomplicated	
Spelling, grammar and punctuation are correct	
Technical vocabulary is used correctly	
Each paragraph is well structured using the PEEL technique	
Ideas are presented in the right order and there is no repetition	
The introduction summarises the argument/ approach that will be taken	
The conclusion sums up the main points	
Have you taken account of any feedback you have been given for previous work?	
The words used are my own (there is no plagiarism)	
The assessment is within the word limit	
All sources have been acknowledged correctly and included in the reference list	
I have uploaded my work to Turnitin prior to the deadline to check the similarity score	

**Don't forget that Turnitin is your friend!** You can use it to check your **similarity** before your final deadline.



**Library Portal**

<https://library.arden.ac.uk/>



**Study Skills on iLearn**

<https://moodle.bl.rdi.co.uk/course/view.php?id=921&section=1>



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