

Contents

1	Punctuation and spelling.....	1
1.1	commas: reducing number of	2
1.2	commas: adding	3
1.3	semicolons: replacing	4
1.4	brackets: removing	5
1.5	hyphens: adding	6
1.6	hyphens: deciding where needed.....	7
1.7	initial capitalization: in titles	8
1.8	initial capitalization: in main text	9
1.9	various punctuation issues: 1	10
1.10	various punctuation issues: 2	11
1.11	spelling	12
2	Word order	13
2.1	choosing the best subject to put at the beginning of the phrase	14
2.2	putting the key words first.....	16
2.3	avoiding beginning the sentence with <i>it is</i> : 1	17
2.4	avoiding beginning the sentence with <i>it is</i> : 2	18
2.5	choosing the best word order to help the reader: 1	19
2.6	choosing the best word order to help the reader: 2	22
2.7	choosing the best word order to help the reader: 3	24
2.8	shifting the parts of the phrase to achieve optimal order: 1	25
2.9	shifting the parts of the phrase to achieve optimal order: 2	26
2.10	shifting the parts of the phrase to achieve optimal order: 3	28
2.11	shifting the parts of the phrase to achieve optimal order: 4	29

2.12	reducing the number of commas and parts of the sentence.....	30
2.13	putting sentences into the correct order	31
2.14	typical mistakes	32
3	Writing short sentences and paragraphs	33
3.1	dividing up long sentences: 1	34
3.2	dividing up long sentences: 2	36
3.3	dividing up long paragraphs 1	38
3.4	dividing up long paragraphs 2	40
3.5	dividing up long paragraphs 3	42
3.6	dividing up long paragraphs 4	43
3.7	putting paragraphs into their most logical order	45
3.8	writing short sentences: 1.....	46
3.9	writing short sentences: 2.....	46
3.10	writing short sentences: 3.....	46
4	Link words: connecting phrases and sentences together	47
4.1	linking sentences and paragraphs.....	48
4.2	deleting unnecessary link words	49
4.3	deciding when link words are necessary.....	50
4.4	choosing best link word	51
4.5	reducing the length of link words / phrases	52
4.6	shifting the position of link words expressing consequences	53
4.7	using link words to give additional neutral information	54
4.8	using link words to give additional positive information	55
4.9	using link words to give additional negative information.....	56
4.10	making contrasts	57
4.11	making evaluations.....	58
4.12	connecting sentences by repetition of key word or a derivation of the key word	59
4.13	describing processes	60
4.14	describing causes	61
4.15	describing effects and consequences	61
4.16	making contrasts, concessions, qualifications, reservations, rejections	62
4.17	outlining solutions to problems	63
4.18	outlining a time sequence.....	65
4.19	explaining figures and tables: making comparisons	66
4.20	making evaluations and drawing conclusions: 1.....	67
4.21	making evaluations and drawing conclusions: 2.....	67
5	Being concise and removing redundancy	69
5.1	removing individual redundant words.....	70
5.2	removing several redundant words: 1.....	71
5.3	removing several redundant words: 2.....	73

5.4	reducing the word count: titles.....	75
5.5	replacing several words with one preposition or adverb	76
5.6	replacing several words with one adverb.....	77
5.7	replacing several words with one word.....	78
5.8	replacing a <i>verb + noun</i> construction with a single verb: 1	79
5.9	identifying verb and noun clauses	80
5.10	replacing a <i>verb + noun</i> construction with a single verb: 2	82
5.11	replacing a noun phrase with a verb or <i>can</i> : 1	83
5.12	replacing a noun phrase with a verb or <i>can</i> : 2.....	84
5.13	replacing nouns with verbs in titles of papers.....	85
5.14	identifying whether link words could be deleted	86
5.15	deleting unnecessary link words: 1	87
5.16	deleting unnecessary link words: 2	88
5.17	deleting unnecessary link words: 3	89
5.18	unnecessary use of <i>we</i> and <i>one</i> : 1	90
5.19	unnecessary use of <i>we</i> and <i>one</i> : 2	91
5.20	avoiding redundancy in introductory phrases.....	92
5.21	avoiding redundancy in references to figures, tables etc.	92
5.22	rewriting unnecessarily long sentences: 1	93
5.23	rewriting unnecessarily long sentences: 2.....	94
5.24	rewriting unnecessarily long sentences: 3.....	96
5.25	reducing length of an abstract	97
5.26	reducing length of an introduction	98
5.27	reducing the length of the outline of the structure	99
5.28	reducing the length of the review of the literature: 1	100
5.29	reducing the length of the review of the literature: 2.....	101
5.30	reducing the length of the materials and methods	102
5.31	reducing the length of the conclusions section.....	102
5.32	reducing the length of the acknowledgements	103
6	Ambiguity and political correctness	105
6.1	repetition of words to aid reader's understanding: 1	106
6.2	repetition of words to aid reader's understanding: 2.....	107
6.3	avoiding ambiguity due to use of <i>-ing</i> form: 1	108
6.4	avoiding ambiguity due to use of <i>-ing</i> form: 2.....	109
6.5	disambiguating sentences: 1	110
6.6	disambiguating sentences: 2.....	112
6.7	pronouns and political correctness.....	113
6.8	non-use of masculine terms for generic situations: 1	114
6.9	non-use of masculine terms for generic situations: 2	115
6.10	non-use of masculine terms for generic situations: 3	115

7	Paraphrasing and avoiding plagiarism	117
7.1	deciding what is acceptable to cut and paste	118
7.2	quoting statistics	119
7.3	paraphrasing by changing the parts of speech	120
7.4	paraphrasing by changing nouns into verbs	121
7.5	paraphrasing by changing the parts of speech and word order: 1	123
7.6	paraphrasing by changing the parts of speech and word order: 2	124
7.7	finding synonyms: verbs 1	125
7.8	finding synonyms: verbs 2	126
7.9	finding synonyms: verbs 3	127
7.10	finding synonyms: nouns 1	128
7.11	finding synonyms: nouns 2	129
7.12	finding synonyms: adjectives	130
7.13	finding synonyms: adverbs and prepositions 1	131
7.14	finding synonyms: adverbs and prepositions 2	132
7.15	paraphrasing by changing word order	133
7.16	replacing <i>we</i> with the passive form	134
7.17	making a summary: 1	136
7.18	making a summary: 2	137
7.19	making a summary: 3	138
7.20	making a summary: 4	138
8	Defining, comparing, evaluating and highlighting	139
8.1	writing definitions 1	140
8.2	writing definitions 2	141
8.3	writing definitions 3	141
8.4	making generalizations	142
8.5	confirming other authors' evidence	143
8.6	stating how a finding is important	144
8.7	highlighting why your method, findings, results etc. are important	146
8.8	highlighting your findings	147
8.9	comparing the literature	148
8.10	comparing contrasting views	151
8.11	comparing your methodology with other authors' methodologies	152
8.12	comparing data in a table	153
8.13	questioning current thinking	154
8.14	evaluating solutions	155

9	Anticipating possible objections, indicating level of certainty, discussing limitations, hedging, future work	157
9.1	anticipating objections and alternative views.....	158
9.2	indicating level of certainty 1	159
9.3	indicating level of certainty 2	160
9.4	reducing level of certainty.....	161
9.5	discussing the limitations of the current state of the art	162
9.6	qualifying what you say	162
9.7	dealing with limitations in your own results: 1	163
9.8	dealing with limitations in your own results: 2.....	164
9.9	dealing with limitations in your own results: 3.....	165
9.10	toning down the strength of an affirmation: 1	166
9.11	toning down the strength of an affirmation: 2	167
9.12	toning down the strength of an affirmation: 3	168
9.13	toning down the strength of an affirmation: 4	169
9.14	direct versus hedged statements 1.....	170
9.15	direct versus hedged statements 2.....	171
9.16	discussing possible applications and future work.....	173
10	Writing each section of a paper	175
10.1	abstracts	176
10.2	introductions	177
10.3	creating variety when outlining the structure of the paper	177
10.4	outlining the structure of the paper.....	178
10.5	survey of the literature	178
10.6	methodology / experimental	179
10.7	results.....	180
10.8	discussion: 1	180
10.9	discussion: 2.....	181
10.10	differentiating between the abstract and the conclusions: 1	182
10.11	differentiating between the abstract and the conclusions: 2.....	183
10.12	conclusions: 1	184
10.13	conclusions: 2.....	184
10.14	acknowledgements: 1	185
10.15	acknowledgements: 2.....	185
	Acknowledgements	187
	About the Author	187
	Editing Service for non-native researchers / Mentorship for EAP and EFL teachers	187
	Index	189