



TISHK International University

**FASE | Accounting, Banking & Finance & IRD Departments
ACC 153/IRD 155 - Academic Research and Writing**

Chapter 3B:

The Academic Writing Process & its Five (5) Steps

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The Five (5) Steps of the Academic Writing Process

- There are 5 major steps you need to go through on the path of writing a thoughtful, well-researched piece of academic writing:
 1. Pre-writing (brainstorming, note-taking, and planning)
 2. Writing
 3. Revising
 4. Editing
 5. Publishing.



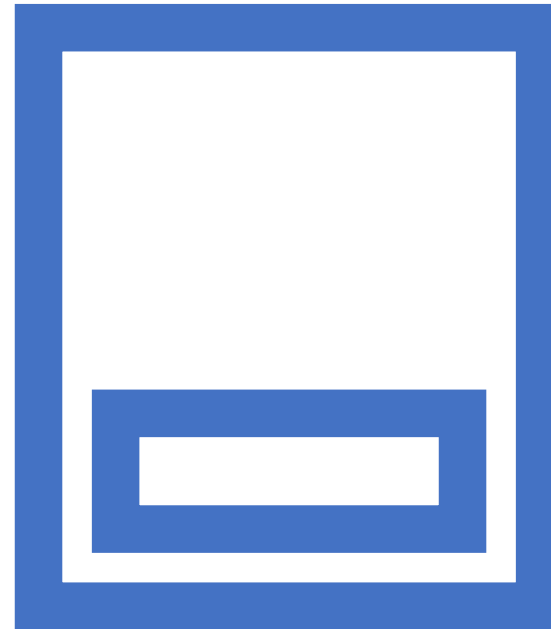
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1. Prewriting

- Pre-writing has 3 parts to it:
- Creating an idea,
- researching a topic, and
- planning what to write.

Note:

The first piece is finding a topic.





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- After you have your notes, analyze the evidence you have. Ask yourself: What does this evidence mean? What viewpoint does it support? How does this answer the question/s I have? These questions lead you to your thesis statement.
- Next, organize your notes into an outline or some other organized system from which you can write the first draft.
- If you have written slugs describing what your note is about, then you can group your notes based on those topics. Look for what relates to each other. Then see how your notes support your thesis statement.
- Organize your notes, so that they start with your thesis and every piece after that supports it. As you are doing this, include citations.

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2. Writing

- The better your notes, the easier it is to write your first draft. *The How to Write a Research Paper That Will Your Professor's Mind* guide includes note-taking and outline templates, but any form of notes will help you write your draft.
- When you write your first draft, don't worry about beginning with a thorough introduction. You can start with your thesis statement and write the body of your project and a conclusion.
- When you revise, you will flesh out your introduction. As you write the first draft, write without stopping to change things. If you find you are missing something or want to replace part of your writing, make a note of it in your text. You can write in your text what you want to do (if you do this change the color of your font) or use the commenting feature to add your note.
- Focus on getting your ideas on paper in a logical organization. Also, add in-text citations in your first draft so that you don't forget them when you revise.
- Another piece of advice is to take breaks while you are writing. I suggest using the Pomodoro approach, which is where you work for 25 minutes, take a break for 5 minutes, work another 25 minutes, and take a break for 20 minutes. Repeat that process until you are done writing your draft. While this is my favorite, any technique where you set aside time to write and then time to take a break helps you.

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3. Revising

- The difference between revising and editing writing is that revising focuses on changing the content and organization of what you write. Editing is where you fix mistakes: grammar, spelling, omitted words, punctuation, vocabulary, citations, and references, etc.
- There are 2 types of revision: **self-revision** and **peer/teacher/coach revision**. When you revise, read your writing, and analyze the content. Ask yourself:
 - 1. Does everything in your essay or paper connect to your thesis?** Does it prove it? Is it off-topic?
 - 2. Do you have enough content to support your thesis?** If not, find more evidence.
 - 3. Does the organization of your essay or paper make sense?**
 - 4. Do you have an engaging introduction that sets up your essay, research paper, etc.?** Is your conclusion powerful?

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4. **Editing**

- Editing is where you fine-tune your essay, research paper, or another project. It is looking at the small details that make your writing grammatically correct and easy to understand.
- Editing a piece of academic writing involves the same things as other pieces of writing: sentence mechanics and variety, grammar, punctuation, and spelling. It also includes looking for omitted words or wording that is confusing, or vocabulary that doesn't make sense.
- What makes editing academic writing different is that you need to look for mistakes with citations, references, and any charts and graphs that you include. You'll want to make sure that you are following the correct reference system for your subject (MLA, APA, Chicago Style, Turabian, etc.).

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5. Publishing

- Publishing is the last phase of the academic writing process. It's where you take your piece of writing and share it with others (your classmates, colleagues, professors, online or in a book or journal). What is essential about publishing is you're sharing your ideas and knowledge with an audience. You have the chance to change what people think, how they act, and open their eyes to things they never knew before.
- **You are making your mark on the world through your writing.**



Forms of Writing

- Writing is one of the main ways of both expressing and developing your knowledge. As you write, you force yourself to clarify ideas before communicating them. In this way, writing itself becomes a tool for learning. Your writing at university will take five (5) typical forms:
 1. **Summary** - accurately cleans what you've read or seen.
 2. **Evaluation** judges the merits of and responds to the arguments of others.
 3. **Explanation** defines and describes neutrally, without interpretation.
 4. **Argument** uses evidence and logic to answer debatable questions, build new knowledge, and influence others.
 5. **Analysis** studies an object closely, illuminating it to yourself and others.

Communicating Critical Thinking through Writing

- **Understand how writing can be a tool for critical thinking.**
- Your writing class, indeed, all your classes, will be devoted to improving your skills of critical thinking.
- By way of demonstration, you have followed an example of how any topic can be studied critically. What distinguishes academic study is not the topic, but rather the **questions** that investigators pose about the topic and the **methods** they use to investigate.
- As a university student, you are now becoming – an investigator. You will think critically whenever you cultivate your intellectual curiosity, question similarities and differences, argue using logic and evidence, and challenge the work of others. If your degree means anything, it's that you have developed skills in and a respect for critical thinking.



Reading with Attention

- Being able to read a passage and summarize what it says is basic to college-level or university-level work. But for all kinds of reasons, people don't always read carefully — and in college that's a problem because your academic success depends on your ability to understand source materials: books, scholarly articles, essays and popular articles, research reports, op-eds, and more.
- Careful, attentive reading involves three interrelated tasks: **previewing** in order to understand the author's purpose, **forming** a preliminary understanding of topic and purpose, and **reading** for content and structure.



Previewing to Understand the Author's Purpose

- Preview a selection. Writers of articles and nonfiction books aim to **Inform**, **Persuade**, or some combination of the two.
- **Explanatory Writing** defines, describes, and is usually information-rich. In explanations, authors do not inject their opinions.
- By contrast **Persuasive Writing**, authors attempt to change your thinking about a topic or to get you convinced that their opinions are the best ones.

Explain _____ Persuade

- **Ask: Where along this continuum should I place this source?**



Identify the Author's Purpose: to explain or persuade

- Before writing notes on a source, preview it to gain a sense of the whole. Skim the text. Read quickly and identify the author's purpose: to explain and/or persuade.
- **For an article:**
- Read summaries (also called abstracts) if available.
- Read opening and closing paragraphs.
- Read all major headings.
- Read the first line of every paragraph.
- **For a book:**
- Read book jacket information, including the author's biography.
- Read the preface.
- Skim the table of contents.
- Read the first and last paragraph of every chapter.



Rereading for content & structure.

- Once you have previewed a selection, reread it carefully. Read every word, prepared to make notes:
- **Label sections.** Make margin notes to highlight a reading's main sections—that is, groupings of related paragraphs.
- **Underline or highlight** the main idea and supporting ideas of each section.
- Is the author's purpose to inform, to persuade, or both?
- If the purpose is to inform, identify the topic and its parts. Identify facts, examples, definitions, processes.
- If the purpose is to persuade, identify the author's claim—the main opinion. Identify reasons and evidence.
- Is the author arguing based on logic? On emotions?



Thank You!