

PHRASING AND TENSES IN ACADEMIC WRITING

Livingston Research

2017

PHRASING

High School

Simple
language

College

Average good English,
simple grammar

University, Masters or
PhD

Perfect command of English,
complicated sentences and phrasing
and usage of terms proper to the
field of study

If there is no level indicated, you have to write for College level.

THE CLIENT INDICATES FALSE ACADEMIC LEVEL

- Let your shift Team Leader (TL) know ASAP.
- If you are **ABLE** to complete the task, you may ask the Client to pay additionally.
- If you are **NOT ABLE** to produce the corresponding level of mastery in the field, please let your TL know as well.
- If the Client does not respond (pay additionally), and the paper is urgent, please write according to the level indicated.

ACADEMIC WRITING VS SEMI-FORMAL WRITING

Academic Writing

- Essays
- Research papers

Semi-formal Writing

- Dashboard posts
- Answers to the question

Please take into consideration that general rules for writing academic papers are applied to all essays and research papers.

It differs in terms of phrasing.

DOS AND DON'TS OF ACADEMIC WRITING

DO

- Write according to the level indicated or according to the situation.
- Write in full complete sentences not shorter than about 30 words and not longer than about 50 words.
- Use neutral average English.
- Use British, American or Australian English if the Client requires.

DON'T

- Don't use contractions (that's; didn't).
- Don't use "etc."
- Don't use personal pronoun "you", "your".
- Don't use any personal pronouns if this can be avoided.
- Don't start new sentences with words "but" and "and".

DIFFERENCES IN MEANING OF WORDS

- Use English syntax, grammar and punctuation properly.
- Start topic sentences with key words.
- Use correct word order.
- Use articles correctly.
- Use endings correctly (“this issue has been affecting families”, not “this issue has been affected families”).

DO AND DON'T OF WRITING A RESEARCH PAPER

Writer has to use numerous scientific and relevant sources as a basis for writing. It means that phrasing and terms should be borrowed (**not copied**) from these sources.

Terms relevant to the topic should be fully understood so that the Writer could use them properly. If you don't understand a term, please use [Google](#) and/or [Multitran](#).

If you constantly use complicated terms and syntax, your paper will most probably be incomprehensible and will cause the impression that you don't fully get the meaning to communicate your idea in a clear and simple language

DO AND DON'T OF WRITING A RESEARCH PAPER

Please remember that it is better to write **simply and clearly**, using the terms you do understand, and operating the notions you can actually apply in the paper correctly. If the Client finds the paper too simplistic, you will spend less time making it more scientific.

If you don't fully grasp the topic and use complicated terms and phrases without understanding them, in case of revision you will have to spend your time again to research the terms and find meaning, and then to produce a comprehensive paper. **It takes more time and you will have to do your job twice.**

DO AND DON'T OF WRITING A RESEARCH PAPER

DO

- Borrow terms and phrases from your relevant and solid sources.
- Research meaning of terms **AT ONCE**.
- Produce simple and clear sentences that show your understanding of the topic.

DON'T

- Copy phrases and terms from your sources.
- Write things you don't fully understand and cannot explain
- Put yourself into situation when you have to do the job twice.

DO AND DON'T OF WRITING AN INFORMAL PIECE

DO

- Do and Don't of Writing an informal piece.
- Use simpler phrases and syntax.
- Use questions and personal pronouns if you need.

DON'T

- Use personal pronoun "you".
- Use contractions and slang.
- Make your structure a mess.

TENSES

- Generally, all academic papers are written in **Present Simple**: the author states, the article discusses.
- For History papers, it is OK to use **Past Simple** throughout the paper: Roosevelt was born, Roosevelt studied, he had a considerable influence on the government, etc.
- If you have to discuss an event that happened in the past and provide your point of view in present, please decide which part of the paper should be written in past and which part should be then written in present.

Please try to avoid switching tenses sentence after sentence.

SEQUENCE OF TENSES

The rule of the sequence of tenses means that the tense in the subordinate clause is determined by the tense in the main clause and should agree with it both logically and grammatically.

She goes for a walk in the park when the weather is good.

She went for a walk in the park when the weather was good.

The surgeon who is going to perform the operation arrived yesterday.

SEQUENCE OF TENSES

Please note that the simple present is used instead of the simple future in adverbial clauses of time and condition referring to the future.

He **will** ask her about it **when** he sees her tomorrow.

IF-SENTENCES

There are, more or less, four types of “if-sentences”, and after if you can have present, past or past perfect.

1. *1st conditional/real conditional:*
If + present, future (will/going to)

If it rains tomorrow, I'll stay at home.

This is used with real possibilities in the future.

2. *2nd conditional/unreal conditional*
If + past (with "to be" were/was are both typical), would/could + verb

If I were/was a bird, I could fly high in the sky
If it snowed in August, I would be very surprised.

This is used for situations which are either impossible (If I were a bird) or very unlikely (if it snowed in August)

IF-SENTENCES

3. *3rd conditional/past conditional*
If + past perfect, would have + verb.

If I hadn't broken my leg, I could have become a professional footballer.

If I had known that you were coming, I'd have baked a cake.

This is used for “if-sentences” about the past.

4. *0 conditional*
If + simple present, simple present.

If you heat water it boils.

If the cat pees on the carpet, it means her cat-toilet is not clean.

This is used to expressed scientific truths, things that are always true.

THANK YOU FOR
YOUR TIME!

