



Academic Writing: Types, Elements, and Strategies

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Abstract: Academic writing is difficult. It requires a complex combination of generating ideas, selecting the idea that are appropriate to the writing tasks, translating these into a text and a polishing the text to produce a reasonable and presentable documents. In doing this, a writer has to bring out not only his or her own thoughts but also to make more and enough connection with the community whom writing is being written. This paper will highlight the different kinds of academic writings and the important strategies a researcher should follow to build up a good comprehensible and logical scientific writings and research papers, and it will help to explore the relationships between writing strategies and success as well. The writing process for most writers and expertise tend to be recursive rather than simple linear progression starting with planning and finishing with revising. The paper will elucidate and well shown different kinds of strategies and the way of structuring a good scientific and academic piece of writing. The article will also explore and explain the value of academic writing in the field of research studies. It presents the guidelines that can help to analyses the academic writing process, but also that no amount of theorizing and intellectualizing of writing is going on to make more successful writing patterns unless accompanied by an undertaking to engage in practical strategies and to plan effective writing tactics. The academic value of the writing can then be evaluated and if they wish, ones maker can go back to notice the original sources to find out whether ones have been honest and accurate in the use of data ,ideas and information.

Keywords: Academic writing, strategies methods and techniques, formality and knowledge bank

INTRODUCTION

Academic writing is conducted in several sets of forms and genres, normally in an uncongenial and dispassionate tone, targeted for a critical and informed audience, based on closely investigated knowledge, and intended to reinforce or challenge concepts or arguments. It usually circulates within the academic world but the academic writer may also find an audience outside the educational disciplines like journalism, speeches, etc. Typically, scholarly writing has an objective attitude, clearly states the significance of the topic, and

is prearranged with sufficient detail so that other scholars may try to replicate the results. Strong papers are not overly general and correctly utilize formal academic rhetoric. To come up with a definition of academic writing is like asking someone to define an apple. Either the person would start describing it or simply define it as a fruit; the latter would leave lots of room for ambiguity. So we will choose the former option and first, describe academic writing. Never the less, we shall come up with a concrete definition which would explain you better about characteristics of academic writing.

When your hands are tied up with an academic writing task, you will be writing about a specific subject from an authoritative perspective; your tone will be that of an expert on the field who has references from other experts backing up his claim. For example, you start to write a thesis on *Writing Proposal* and, in the beginning, make your claim that your small library can benefit from utilizing *Writing Proposal*. After this, you will gather & quote as many possible references from other experts who have shared your point of view in the past and published their work. In addition to making a claim, you can also write an academic paper for exploratory purposes i.e. you try to find out more about a particular issue and add your findings to the sometimes already existing “*knowledge bank*”. You can find more detailed instructions at guidelines to develop a scholarly writing style. Purpose of Academic Writing in Research, Reading and Technical Writing .A common perception is that academic writing encapsulates final term dissertations and thesis assigned in colleges & universities:

What are usually called ‘academic writing tasks’ in higher studies might more accurately be called ‘literacy tasks’ because they require much more than the ability to construct correct sentences or compose neatly organized paragraphs with topic sentences. Projects calling for high levels of critical literacy in college typically require knowledge of research skills, ability to read complex texts, understanding of key disciplinary concepts, and strategies for synthesizing, analyzing, and responding critically to new information, usually within a limited time frame (Irvin , 2010: 7).

Fowler (1908: 11) in his book *The king of English* illustrate the importance of writing and the endeavor of conducting an effective piece of writing. He elaborates and says “Anyone who wishes to become a good writer should endeavor, before he allows himself to be tempted by the more showy qualities to be direct, simple, brief, vigorous and lucid”. Academic writing is conducted in several sets of forms and genres, normally in an unemotional and dispassionate tone, targeted for a critical and informed audience, based on closely investigated knowledge, and intended to reinforce or challenge concepts or arguments. It usually circulates within the academic world but the academic writer may also find an audience outside the educational disciplines like journalism, speeches, etc.

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DISCUSSION

Characteristics and Features of Academic Writings

Academic writing is linear, which means it has one central point or theme with every part contributing to the main line of argument, without digressions or repetitions. Its objective is to inform rather than entertain. As well as this it is in the standard written form of the language. Academic writing is to some extent complex, formal, objective, explicit, hedged, and responsible. It uses language precisely and accurately. It is also well organized and planned. It is clear evidence in writing that the writers have been persistent, open minded and disciplined in study. The dominance of reason must be over emotions or sensual perceptions.

A good academic writing must be in clean typing and should be brevity. Let's together mention the most important features of a good academic writing as follow: a) Complexity, written language is relatively more complex than spoken language. Written language has longer words, it is lexically more dense and it has a more varied vocabulary. It uses more noun-based phrases than

verb-based phrases. Written texts are shorter and the language has more grammatical complexity, including more subordinate clauses and more passives; b) Formality, academic writing is relatively formal. In general this means that in an essay you should avoid colloquial words and expressions; c) Precision, in academic writing, facts and figures are given precisely; d) Objectivity, written language is in general objective rather than personal. It therefore has fewer words that refer to the writer or the reader. This means that the main emphasis should be on the information that you want to give and the arguments you want to make, rather than you. For that reason, academic writing tends to use nouns (and adjectives), rather than verbs (and adverbs); e) Explicitness, academic writing is explicit about the relationships in the text. Furthermore, it is the responsibility of the writer in English to make it clear to the reader how the various parts of the text are related. These connections can be made explicit by the use of different signaling words; f) Accuracy, academic writing uses vocabulary accurately. Most subjects have words with narrow specific meanings. Linguistics distinguishes clearly between "phonetics" and "phonemics"; General English does not; Hedging, in any kind of academic writing you do, it is necessary to make decisions about your stance on a particular subject, or the strength of the claims you are making. Different subjects prefer to do this in different ways. A technique common in certain kinds of academic writing is known by linguists as a hedge; g) Responsibility, in academic writing you must be responsible for, and must be able to provide evidence and justification for, any claims you make. You are also responsible for demonstrating an understanding of any source texts you use; Organisation, academic writing is well organized. It flows easily from one section to the next in a logical fashion. A good place to start is the genre of your text. Once you have decided on the genre, the structure is easily determined; h) Planning, academic writing is well planned. It usually takes place after research and evaluation, according to a specific purpose and plan.

Academic Writing, Meaning, and Significance

Academic writing is always a form of evaluation that asks you to demonstrate knowledge and show proficiency with certain disciplinary skills of thinking, interpreting, and presenting. Writing the paper is never just the writing part (Irvin, 2010). To be successful in this kind of writing, a person must be completely aware of what the professor expects he\she to do and accomplish with that particular writing task. Each discipline has specific style of academic writing and specific language in which researchers ought to be familiar with it. Knowledge of research skills, the ability to read complex texts, the understanding of key disciplinary concepts, strategies for synthesizing, analyzing, and responding critically to new information.

All the academic writing (articles, papers, thesis, dissertations, and books) must be written in specific academic style in which researchers ought to be familiar with it (Wordvice, 2021). Each discipline has its own language with different forms of writing like casual, simple and literary.

1. Meaning
 - a. It's a style of expression: It should be quiet formal, objective and technical language.
 - b. It's Impersonal: This indicates that a research or academic writing should avoids direct references of people or personal feelings or emotions: emphasis on objects, facts and ideas
 - c. It's usually based on the third person (rather than First Person) perspective
 - d. It's like a specialist (Technical) language for a group of scholarly experts, researchers;
2. Significance:
 - a. Though Academic Writers require to be objective, impersonal, they need to: 1) solve a problem, critique the works of others, 2) develop an argument and or point of view, 3) present a theory, 4) hypothesis and original findings.
 - b. To do the needful, the strategies for good.

Types (Methods) of Academic Writing

1. Descriptive Method:-

Descriptive Writing's main purpose is to describe. It is the style of writing that focuses on describing characters, places and events in great details. The most important key points of this type of writing as follow:

- a. It's Simplest Method: To provide Information or Facts (like Summary or Report)
- b. It is often poetic in nature.
- c. The author visualizes what he hears, sees, tastes, smells, and feels.

2. Analytical Method

This type of writing makes a detailed examination of something in order to understand its nature and its essential features. The most important key points of this type of writing as follow:

- a. Most academic writings are analytical
- b. In an analysis, the scholars reorganize the information and facts into categories, types, groups, parts or relationships

- c. The Scholars then try different ways of grouping facts and or ideas in accordance with patterns, similarities, differences or relationships.
- d. This type of writing requires analytical, comparative or contrast, method.

3. Persuasive Method

Persuasive writing's main purpose is to convince. It tries to bring other people around ones point of view. It contains justifications and reasons. It is often used in letters, advertisements or commercials, newspaper opinions and editorial pieces. The most important key points of this type of writing as follow:

- a. It's one step further than analytical writing, having all its features in addition to the scholar's own point of view.
- b. Writer point of view includes an argument, recommendation, evaluation or interpretation.
- c. Each claim needs to be supported by some evidence (source/reference)
- d. This type of writing requires argue, evaluate, discuss, and take a position method.

4. Critical Method

Critical method is known as historical-Critical Method . It meant that investigates the texts in order to understand what is beyond the texts is very important. That may be accomplished by reconstructing the true nature of events that the texts describe. The most important key points of this type of writing as follow:

- a. Critical writing is common in all research works
- b. It has all features of persuasive writing plus at least two points of view (including scholar's own) (e.g., he can critically examine a researcher's interpretation, argument and then give his alternative interpretation)
- c. Critical writing is required especially for literature review to identify the strengths and weaknesses of existing literature and researches.
- d. It requires strong writing Skills, thorough understanding of the problem and issues.
- e. This type of writing requires critique, debate, disagree, and evaluate method.

5. Method for Empirical Research

It is the way of gaining knowledge by means of direct and indirect observation or experience. It is the research that drives knowledge from actual

experiences rather than from theory or beliefs. We normally need to use more than one Method, e.g.:

- a. Descriptive writing is required to provide information or facts and to summarize methods used to collect, analyze information and Facts.
- b. Critical writing is required for Literature Review
- c. Persuasive writing is required to present one's point of view or argument
- d. Analytical writing is required for discussion or drawing conclusions.

6. Expository Method

Expository writing explains or informs. It talks about a subject without giving opinions. Its main purpose is to explain. It is a subject-oriented writing style, in which authors focus on telling researchers about a given topic or subject without voicing their personal opinions. These types of writings furnish the researchers with relevant facts and figures but do not include their opinions. This is one of the most common types of writing. You always see it in textbooks and how-to articles. The author just tells about a given subject, such as how to do something. The most important key points of this type of writing as follow:

- a. Usually explains something in a process.
- b. Is often equipped with facts and figures.
- c. Is usually in a logical order and sequence.

7. Narrative Method

A narrative tells a story. There will usually be characters and dialogue. Narrative writing's main purpose is to tell a story. The author will create different characters and tell what happens to them (sometimes the author writes from the point of view of one of the characters, this is known as first person narration). Novels, short stories, novellas, poetry, and biographies can all fall in the narrative writing style. Simply, narrative writing answers the question: What happened then? The most important key points of this type of writing as follow:

- a. Person tells a story or event.
- b. Has characters and dialogue.
- c. Has definite and logical beginnings, intervals, and endings.
- d. Often have situations like actions, motivational events, and disputes or conflicts with their eventual solutions.

Strategies of Structuring an Academic Writing

1. How to Plan?

- a. In order to make a good academic writing and effective research one must follow these two Approaches: The planning approach (Writing after Thoughtful Planning) and the drafting approach (Writing many Drafts from Beginning to End)
 - b. If want to do a good research, focus more on planning.
 - c. Know what is expected (must know the type of your assignment: a paper, report, case study, thesis or book).
 - d. Make a task list. It should include: a) Preparing of a tentative bibliography based on library database, catalogue search to find relevant sources, books and articles; b) Reading and note taking; c) Brainstorming; d) Analytical operations; e) Drafting; f) Editing and proofreading; g) Estimate the time to be need for each task.
 - e. Early Planning: In this phase it needs to initially capture as many ideas as possible, for instance: a) Brainstorm list of topics, parts and heads; b) Draw diagrams and flowcharts; c) Make notes on your ideas, plans (Hartley, 2008).
2. Structuring the Draft:
- a. Your Structure might be guided by:
 - 1) Your Research Questions
 - 2) Subject of study may suggest it (based on chronology, process or location...etc)
 - 3) Writers interpretation and hypothesis
 - 4) The structures of other works (writer may modify them carefully)
 - b. Structuring an Article and Paper:

All articles, papers have five parts structure: Abstract, Introduction, Main Body, Conclusion and Endnotes or References. To write a good article or paper ones should keep in mind the following:- a- Use analytical, persuasive and critical method b- Use appropriate referencing.
 - c. Structuring A Report:

Some Reports (like Case Study etc.) have a Standard Format while for other Reports, the Structure may be like that of an Article (i.e., Introduction, Body, Conclusion & References). The main body can vary, depending upon the type of report.
 - d. Structuring A Thesis/Book:

Most Theses or Books have multiple-parts structure: Preface, contents, introduction, historical background, main chapters and sub-chapters, conclusion, appendixes, bibliography and or index. Method of research or writing should be whether descriptive, analytical, persuasive or critical. Using appropriate footnoting and references.

- e. Making the Structure Clear:
After reading all Sources, plan to structure the facts & ideas into groups. For this, look for similarities and differences, patterns, and themes, e.g.
1) Use Headings and Sub-Headings to mark the sections: Topic Sentences can also be used before Paragraphs; 2) Use Conjunctions between Sentences (e.g., however, hence, similarly, for this reason, as a result, accordingly, moreover... etc.); 3) Cut & Paste Notes and Group them into Piles; 4) Draw some tree diagrams or flowcharts showing ideas or facts under each heading. (Sword, 2021: 141)
- f. Organizing and Presenting the Argument:
Each academic writings must suggest an argument, point of view and recommendation.
1) To help reach the Point of View one must follow these three points:
Read other researcher's points of view; Identify patterns in data or references and List several interpretations and real life implications of each one.
2) To develop your argument, one should elaborate these three points:
a) List Reasons for your point of view, b) Find out Sources of Evidence to support your Standpoint; c) Differentiate your point of view from that of the others.
3) To present your argument, make sure that:- a) your text develops a coherent argument and thesis, b) your reasoning is clear, c) your assumptions are valid, d) You have Sufficient Evidence for every Claim.
- g. Introduction:
Introduction is given to clarify the topic, purposes and structure of the research work. It has three parts:
1) Beginning: General Information (Background & Definitions)
2) Core: topic, purpose, research questions/hypothesis and argument
3) End: scope and structure of the work
- h. Conclusion:
The conclusion should include the following points:
1) It is the mirror image of the introduction
2) It begins with summarizing the Scope and Structure
3) It confirms the thesis statement, hypothesis and its outcome and findings
4) It comes with a recommendation or implications for future research
- i. Editing & Proofreading:
Editing and proofreading may involve the following important processes as follow: 1) Removing or adding text; 2) Making sentences clearer; 3) Restructuring paragraphs; 4) Making sure, your ideas flow

logically; 5) Checking spellings, grammar and references; 6) Removing vague statements.

j. Using Evidence:

- 1) Use right kind of evidence to support your claims.
- 2) The evidence must be reliable; A peer reviewed journal or a book by expert or reputable Publisher

k. Avoiding Plagiarism:

Plagiarism is the “wrongful appropriation” and “stealing and publication” of another people language , thoughts, ideas, and expression and to represent them as one’s own original work. It is considered as academic dishonesty and offensive. To avoid Plagiarism, you need to be able:

- 1) Paraphrase and summarize the secondary information
- 2) Link information with your ideas
- 3) Know how to quote a statement
- 4) Correctly use referencing and quotation/citation Styles (e.g., Harvard, APA, MLA etc.) to acknowledge your Sources.

CONCLUSION

This paper, a researcher should keep in mind that a good academic writing is not only a scientific discipline that provide researchers with pure, dry and logical truth but also a kind of arts that has organized in a very beautiful way despite the consequences of such information and result. It is a combination of both science and arts. Secondly, choosing of proper knowledge of theory, practice and research methodology is the most important phase and desirable tactic to achieve the successful task. Lastly, it is very important to keep constant and steady practicing, proofreading, evaluating, and experienced more and more in our research because it is the only way to success.

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