Academic Writing

1. Prepare to write:
   a. Read from good quality sources.
   b. Define the topic.
   c. Prepare an outline.
   d. Develop the first version of your writing.
   e. Check your notes and your draft.
   f. Make any corrections needed.

2. Organize your ideas in a logical way; always keep your reader in mind.

   > No reader should be forced to fill in the meaning or intention of your ideas. Provide all the necessary information to explain and justify your topic.

3. Prepare paragraphs that contain the following three types of sentences:
   a. Topic sentence
   b. Supporting sentence
   c. Concluding sentence

This structure will maintain the strength of the argumentation throughout your writing.

4. When discussing other authors' opinions or findings, write in third person (not in impersonal); choose from these types of formulas: the author mentions that…., the analyzed text deals with…

5. Use any of the following verbs to introduce other authors' opinions:

acknowledge

add	describe	narrate
affirm	discuss	point
claim	ensure	present
clarify	emphasize	propose
confirm consider	explain	suggest sustain
	highlight	underline
	mention	

6. Use the following linking phrases to introduce others' ideas: according to, in agreement with, as stated by, as reported by.
7. Use the correct in-text citation and paraphrasing procedures; this is fundamental in academic writing.
8. Include words from your field and explain them.
9. Use standard language; avoid colloquial expressions.
10. Avoid the use of contractions
11. Use linking words to help the reader better understand your ideas. These words are your best friends, they are the signals along your path.

Before you decide that you have already finished, read your writing out loud. It will help you identify any mistakes in the organization of ideas and the global

To learn more
Sánchez, J. (Coord.). (2007). *Saber escribir*. Aguilar / Instituto Cervantes.