

A close-up photograph of a hand holding a black fountain pen, writing on a white sheet of paper. The background is softly blurred, showing another person's hands and a book. The lighting is warm and natural, suggesting an indoor setting with sunlight.

AN INTRODUCTION TO
ACADEMIC
WRITING

Abel Yohanis Romrome, S.S., M.Pd

AN INTRODUCTION TO ACADEMIC WRITING



"An Introduction to Academic Writing" is a comprehensive guide designed to equip EFL students and scholars with the essential skills necessary to excel in academic writing. This book covers every aspect of the writing process, from understanding the purpose and audience of academic writing to mastering the intricacies of grammar, punctuation, and style.

Through clear and concise explanations, supplemented with examples, readers will learn how to formulate compelling arguments, structure coherent essays, and incorporate evidence effectively to support their ideas. The book also delves into the importance of critical thinking and research techniques, providing practical strategies for conducting thorough and rigorous academic inquiries.

Moreover, "An Introduction to Academic Writing" delves into the mechanics of language and style, providing guidance on grammar, punctuation, and sentence structure. It demonstrates how to use language effectively to convey ideas with clarity and precision, while also highlighting the importance of maintaining an academic tone and avoiding bias in writing.

In addition to focusing on the craft of writing, the book addresses the ethical considerations inherent in academic scholarship. This book emphasizes the importance of academic integrity and provides clear guidelines for avoiding plagiarism and adhering to ethical standards in research and citation practices.

"An Introduction to Academic Writing" offers invaluable insights and practical guidance. With its accessible approach and comprehensive coverage, this book empowers readers to communicate their ideas effectively and ethically in the academic arena. Finally, thank you for choosing this book, and we wish you success in your academic writing endeavors.



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ISBN 978-625-120-865-1



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PENERBIT CV.EUREKA MEDIA AKSARA

AN INTRODUCTION TO ACADEMIC WRITING

Penulis : Abel Yohanis Romrome, S.S., M.Pd.

Desain Sampul : Eri Setiawan

Tata Letak : Husnun Nur Afifah

ISBN : 978-623-120-865-1

Diterbitkan oleh : **EUREKA MEDIA AKSARA, JUNI 2024**
ANGGOTA IKAPI JAWA TENGAH
NO. 225/JTE/2021

Redaksi:

Jalan Banjaran, Desa Banjaran RT 20 RW 10 Kecamatan Bojongsari
Kabupaten Purbalingga Telp. 0858-5343-1992

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Cetakan Pertama : 2024

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Dilarang memperbanyak atau memindahkan sebagian atau seluruh isi buku ini dalam bentuk apapun dan dengan cara apapun, termasuk memfotokopi, merekam, atau dengan teknik perekaman lainnya tanpa seizin tertulis dari penerbit.

PREFACE

Welcome to "An Introduction to Academic Writing," a comprehensive guide tailored specifically for undergraduate EFL (English as a Foreign Language) students. This book is meticulously crafted to address the unique challenges and needs faced by undergraduate EFL students as they navigate the complex landscape of academic writing.

As undergraduate EFL students, you embark on a transformative journey of learning and discovery, striving to master not only the English language but also the conventions of academic discourse. Recognizing the importance of effective academic writing in your educational and professional pursuits, this book serves as your indispensable companion on this quest for scholarly excellence.

Within these pages, you will find a wealth of insights, strategies, and practical tips designed to empower you to communicate your ideas with clarity, precision, and confidence in the academic arena. From understanding the fundamentals of academic research to honing your critical thinking and analytical skills, each chapter is meticulously crafted to provide you with the tools and resources needed to excel in your academic writing endeavors.

Moreover, as undergraduate EFL students, you bring a rich diversity of perspectives, experiences, and linguistic backgrounds to the academic discourse. This book celebrates the unique voices and contributions of EFL students, encouraging you to embrace your linguistic identity while mastering the intricacies of academic writing.

We invite you to embark on this enriching journey of academic exploration and growth as we delve into the art and science of scholarly communication. Whether you aspire to pursue advanced studies, engage in research, or embark on professional endeavors, "An Introduction to Academic Writing" is your trusted guide to success in the academic realm.

We extend our heartfelt gratitude to undergraduate EFL students worldwide for inspiring and shaping the content of this book. Your dedication to academic excellence serves as a testament to the transformative power of education and the boundless possibilities it offers.

Together, let us embark on this transformative voyage of academic discovery, as we unlock the full potential of your academic writing skills and pave the way for a future filled with academic achievement and success.

Warm regards,

Abel Yohanis Romrome, S.S., M.Pd.

THE CONTENT LIST

PREFACE.....	iii
THE CONTENT LIST.....	v
UNIT 1 WRITING INTRODUCTION.....	1
A. The Definition, Purposes & Benefits of Writing.....	1
UNIT 2 THE PROCESS OF WRITING.....	7
A. Pre-Writing.....	7
B. Drafting.....	7
C. Revising.....	8
D. Peer Review (Optional).....	8
E. Finalizing.....	8
UNIT 3 THE TYPES AND CHARACTERISTICS OF ACADEMIC WRITING.....	10
A. The Types of Academic Writing.....	10
B. Characteristics of Academic Writing.....	12
UNIT 4 THE COMPONENT OF ACADEMIC WRITING.....	14
A. The Content.....	14
B. Organization.....	16
C. Vocabulary.....	19
D. Grammar.....	21
E. Mechanism.....	22
UNIT 5 PARAGRAPH.....	28
A. The Definition of Paragraph.....	28
B. The Main Topic of the Paragraph.....	28
C. The Supporting Sentences of Paragraph.....	29
D. The Structure of Paragraph.....	30
UNIT 6 HOW TO WRITE AN ACADEMIC ESSAY.....	33
A. The Definition of Essay.....	33
B. The Steps of Writing an Essay.....	33
C. The Example of Essay Writing.....	35
UNIT 7 DESCRIPTIVE WRITING.....	38
A. The Definition.....	38
B. The Characteristics of Descriptive Writing.....	38
C. The Example of Descriptive Writing.....	39

UNIT 8 PERSUASIVE WRITING41
A. The Definition41
B. The Characteristics of Persuasive Writing.....41
C. The Example of Persuasive Writing.....43
UNIT 9 CITATION & REFERENCING.....45
A. Citation45
B. Referencing.....49
BIBLIOGRAPHY51
AUTHOR HISTORY.....53

A. The Definition, Purposes & Benefits of Writing**1. The Definition of Writing**

Writing is an activity of pouring down someone's messages, ideas, thoughts, feelings, and imaginations into a piece of paper. In other words, writing is a process of producing the writer's ideas that contain some specific information to be consumed by the readers. According to the Indonesian Dictionary (KBBI), writing is defined as the way to create symbols (the alphabet or numbers) that can convey the message and information to the readers. In addition, some experts define writing, as follows:

a. Djago Tarigan

Writing is the process of expressing ideas, opinions, and feelings in terms of written language.

b. Lado

Writing is an activity of putting the graphic symbols that represent a certain language that can be understood by other people.

c. Heaton

Writing is a necessary skill that is difficult and complex to possess.

d. Gebhardt and Down Rodriques

Writing is an important skill to be acquired in college since students need to produce many assignments.

UNIT

2

THE PROCESS OF WRITING

The writing process typically involves several stages, each with its own set of activities and tasks. While the process can vary depending on the individual writer and the specific writing task, here is a common framework for the writing process:

A. Pre-Writing

1. Brainstorming

Generate ideas and gather information related to the topic. This can involve techniques such as freewriting, mind mapping, or listing.

2. Research

Research to gather relevant information, data, and sources to support your writing. This may involve reading books, articles, and online resources, as well as conducting interviews or surveys.

3. Planning and Outlining

Organize your ideas and structure your writing. Create an outline or a plan that outlines the main points, subpoints, and the overall flow of your writing.

B. Drafting

1. Writing the First Draft

Begin writing your first draft based on your outline or plan. Focus on getting your ideas down on paper without worrying too much about grammar, spelling, or style.

THE TYPES AND CHARACTERISTICS OF ACADEMIC WRITING

A. The Types of Academic Writing

Academic writing encompasses a variety of genres and styles, each with its conventions, purposes, and audience expectations. Here are some common types of academic writing:

1. Essays

Essays are short pieces of writing that present an argument, analysis, or interpretation of a topic. They typically follow a structured format with an introduction, body paragraphs presenting evidence and analysis, and a conclusion.

2. Research Papers

Research papers are longer, more in-depth works that investigate a specific research question or topic. They often include a literature review, methodology section, presentation of findings, and discussion of implications.

3. Literature Reviews

Literature reviews summarize and evaluate the existing research on a particular topic. They provide an overview of relevant literature, identify gaps in knowledge, and offer insights into the state of the field.

4. Case Studies

Case studies examine a particular case or instance in detail, often to illustrate broader theoretical concepts or principles. They typically include a description of the case, an analysis of key issues, and a discussion of implications.

UNIT

4

THE COMPONENT OF ACADEMIC WRITING

There are several components of academic writing namely, content, organization, vocabulary, grammar, and mechanism.

A. The Content

Academic writing encompasses a diverse range of written communication within the scholarly community. Its content is characterized by its rigorous approach to presenting and analyzing information, often within a specific field of study. Here's a breakdown of what the content of academic writing typically includes:

1. Research-Based Content

Academic writing is grounded in research, whether empirical, theoretical, or a combination of both. It often involves synthesizing existing knowledge, conducting original research, or critically analyzing various sources to support arguments and assertions.

2. Clear and Logical Argumentation

Academic writing presents arguments and ideas in a structured and logical manner. It requires clear thesis statements, supported by evidence and reasoning, to persuade readers of the validity of the author's claims.

3. Formal Tone and Style

Academic writing maintains a formal tone and style, characterized by precision, objectivity, and clarity. It avoids colloquial language, slang, and overly casual expressions,

UNIT

5

PARAGRAPH

A. The Definition of Paragraph

A paragraph is a distinct section of a piece of writing that contains one or more sentences united by a common topic or idea. It is typically composed of a group of sentences that are related in content and function, forming a coherent and unified thought or argument.

The primary function of a paragraph is to organize and present information in a logical and structured manner, allowing readers to follow the flow of ideas and understand the writer's message more effectively. Paragraphs often begin with a topic sentence that introduces the main idea or point, followed by supporting sentences that provide further explanation, evidence, or examples.

Paragraphs help to break up the text, making it easier to read and comprehend, and they provide visual cues that aid in navigating the written material. Additionally, paragraphs help writers to organize their thoughts and arguments systematically, facilitating clear communication and effective expression of ideas.

B. The Main Topic of the Paragraph

The main topic of a paragraph is the central idea or subject that the paragraph focuses on. It encapsulates the primary point that the paragraph intends to convey to the reader. The main topic serves as the foundation for the development of the

HOW TO WRITE AN ACADEMIC ESSAY

A. The Definition of Essay

An academic essay is a formal piece of writing that presents and supports a thesis or argument on a specific topic within a scholarly context. Academic essays are commonly assigned as part of coursework in academic settings such as high school, college, or university, and they are used to assess students' understanding of course material, critical thinking skills, and ability to engage with complex ideas.

B. The Steps of Writing an Essay

Writing an academic essay involves several key steps to ensure clarity, coherence, and effectiveness in conveying your ideas. Here's a structured approach to help you write an academic essay:

1. **Understand the Assignment:** Carefully read and understand the essay prompt or assignment guidelines. Identify the topic, scope, and requirements, including any specific instructions, formatting guidelines, or citation styles.
2. **Research and Gather Information:** Conduct thorough research on the topic, using a variety of reputable sources such as books, academic journals, scholarly articles, and credible websites. Take detailed notes and gather evidence, examples, and supporting materials to use in your essay.

UNIT

7

DESCRIPTIVE WRITING

A. The Definition

Descriptive writing is a form of writing that aims to create vivid and detailed descriptions of people, places, objects, events, or experiences. Its primary goal is to paint a clear and sensory-rich picture in the reader's mind, allowing them to imagine and experience the scene or subject being described as if they were there themselves.

In descriptive writing, writers use language to appeal to the reader's senses, capturing sight, sound, touch, taste, and smell. By incorporating sensory details, descriptive writing brings scenes to life, making them more immersive and engaging for the reader.

B. The Characteristics of Descriptive Writing

Key characteristics of descriptive writing include:

1. **Sensory Language:** Descriptive writing includes vivid sensory language that appeals to the reader's senses. Writers use words and phrases that evoke sight, sound, touch, taste, and smell, creating a multi-dimensional experience for the reader.
2. **Imagery:** Descriptive writing relies heavily on imagery, which involves using language to create mental images or sensory impressions. Writers use descriptive language, figurative language, and literary devices such as similes, metaphors, and personification to enhance imagery and

UNIT

8

PERSUASIVE WRITING

A. The Definition

Persuasive writing is a form of communication where the writer aims to convince the audience to adopt a particular viewpoint or take a specific action. The primary goal is to persuade, influence, or motivate readers by presenting logical arguments, credible evidence, and emotional appeals. This type of writing often employs rhetorical devices such as ethos (credibility), pathos (emotional appeal), and logos (logical reasoning) to build a compelling case. Examples of persuasive writing include opinion editorials, advertisements, speeches, and essays advocating for a particular stance on an issue.

B. The Characteristics of Persuasive Writing

Persuasive writing exhibits several key characteristics that distinguish it from other types of writing. Here are some of the main characteristics:

1. **Clear Position or Argument:** Persuasive writing presents a clear and specific viewpoint or argument on a particular topic. The writer takes a stance and aims to convince the audience to agree with their perspective.
2. **Audience Awareness:** Persuasive writing is tailored to the target audience. Writers consider the beliefs, values, interests, and concerns of their audience to effectively appeal to their emotions and reasoning.

UNIT

9

CITATION & REFERENCING

A. Citation

1. The Definition

A citation is a reference to a specific source of information, idea, or quote used in a written work, such as a research paper, essay, article, or book. In academic writing, citations serve several purposes:

- a. **Acknowledgment of Sources:** Citations give credit to the original author or creator of the information, idea, or quote being used in the text.
- b. **Support for Arguments:** Citations provide evidence to support the arguments, claims, or assertions made by the writer, demonstrating that they are based on credible sources.
- c. **Transparency and Accountability:** Citations allow readers to verify the accuracy of the information presented in the text and to locate the sources for further reference.
- d. **Avoidance of Plagiarism:** Proper citation helps writers avoid plagiarism by clearly distinguishing their ideas and contributions from those of other authors.

Citations typically include key information such as the author's name, title of the work, publication date, and page number (if applicable), and they are formatted according to specific citation styles (e.g., APA, MLA, Chicago). In-text citations are usually placed within parentheses or as superscript numbers in the text, while full bibliographic

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