

DegreeLive

B.Com Honours

Semester II

Calicut University

Writing for Academic & Professional Success

Course Code: AEC3 • Module 1 Notes

1. Fundamentals of Academic Writing: Process, Structure, and Citations

Academic writing is a formal style of expression used in universities and scholarly publications. It is characterized by an objective tone, precise vocabulary, logical structure, and evidence-based arguments. This module covers the core features of academic writing, the step-by-step writing process, the structure of academic essays, the definition and prevention of plagiarism, and citation styles (APA and MLA).

Core Features of Academic Writing

- **Objectivity:** Focusing on facts, evidence, and logical arguments rather than personal opinions or emotions (avoiding "I think" or "in my opinion").
- **Formality:** Using formal grammar, full verb forms (no contractions like *can't* or *won't*), and avoiding slang or casual expressions.
- **Precision & Complexity:** Using precise vocabulary and academic terminology to convey exact meanings.

The Writing Process & Essay Structure

The Three Writing Phases

1. **Pre-Writing:** Brainstorming ideas, researching sources, and creating a structured outline.
2. **Drafting:** Writing the first draft focusing on flow rather than absolute perfection.
3. **Post-Writing:** Editing for structure, proofreading for grammatical errors, and refining formatting.

Academic Essay Structure

- **Introduction:** Background context ending with a clear **Thesis Statement** (the central argument).
- **Body Paragraphs:** Each starts with a **Topic Sentence**, followed by supporting evidence, analysis, and transition sentences.
- **Conclusion:** Summarizes key findings and restates the thesis in a new way.

Plagiarism and Citations

Plagiarism is the act of using someone else's work, ideas, or words without proper acknowledgment, representing a major violation of academic integrity. To avoid plagiarism, students must:

- **Quote:** Reproducing the exact words of the author inside quotation marks.
- **Paraphrase:** Rewriting the author's ideas completely in one's own words and sentence structure.
- **Cite Sources:** Using standardized citation systems: **APA** (Author-Date system, e.g., Smith, 2021) or **MLA** (Author-Page system, e.g., Smith 45) in both in-text citations and the bibliography.

DegreeLive

Acing your exams is just a click away!

Visit www.degreeelive.in to download the next module for free.

DegreeLive