

FEATURES OF WRITING

Certain terms are commonly used to describe the different aspects of academic writing. It is important to be familiar with the following terms:

conventions	organisation	sentences	cohesion
word choice	coherence	mechanics	grammar

- How well do you understand these words? Match the words to the descriptors below.

<ul style="list-style-type: none"> ○ - use of linking words and phrases e.g. In addition, However, As a result, Similarly, Therefore, - use of reference words e.g. this, such pronouns etc. 	<ul style="list-style-type: none"> ○ - sentence structure varied – simple / compound / complex sentences - sentences boundaries - clear focus
<ul style="list-style-type: none"> ○ - use of verb tenses - modals - active / passive - articles, pronouns 	<ul style="list-style-type: none"> ○ - spelling - punctuation
<ul style="list-style-type: none"> ○ - appropriate formal / academic style - collocation - precise, accurate use of legal language - 	<ul style="list-style-type: none"> ○ - paragraphs developed with topic sentences - supporting details, - use of relevant ideas
<ul style="list-style-type: none"> ○ - format, font, line spacing - referencing system of source material e.g. case law, statutes, journals - avoidance of plagiarism 	<ul style="list-style-type: none"> ○ - logical flow of ideas within paragraphs and from one paragraph to the next

❖ **Check your answers on the next page**

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answers

<ul style="list-style-type: none">○ Cohesion- use of linking words and phrases e.g. In addition, However, As a result, Similarly, Therefore,- use of reference words e.g. this, such pronouns etc.	<ul style="list-style-type: none">○ Sentences- sentence structure varied – simple / compound / complex sentences- sentences boundaries- clear focus
<ul style="list-style-type: none">○ Grammar- use of verb tenses- modals- active / passive- articles, pronouns	<ul style="list-style-type: none">○ Mechanics- spelling- punctuation
<ul style="list-style-type: none">○ Word Choice- appropriate formal / academic style- collocation- precise, accurate use of legal language	<ul style="list-style-type: none">○ Organisation- paragraphs developed with topic sentences- supporting details,- use of relevant ideas
<ul style="list-style-type: none">○ Conventions- format, font, line spacing- referencing system of source material e.g. case law, statutes. journals- avoidance of plagiarism	<ul style="list-style-type: none">○ Coherence- logical flow of ideas within paragraphs and from one paragraph to the next