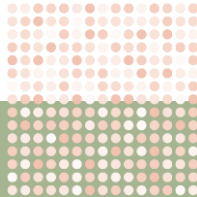




GLION SELF-HELP SERIES

Learning Support



Writing academically



Academic writing is different from everyday writing. It's about communicating your ideas clearly, logically, and respectfully — while showing that you understand and can use evidence to support your arguments.



What is academic writing?

Academic writing is formal, objective, and evidence-based.

It shows that you can think critically about a topic, engage with scholarly sources, and express your ideas with precision.

Why it matters

- It demonstrates understanding of your subject
- It builds credibility through clear reasoning and reliable evidence
- It develops critical thinking and communication skills
- It prepares you for professional communication in your career



Step-by-step: how to set realistic goals

1 Understand the task

- Read your assignment brief carefully — what are you being asked to do? (Discuss, analyze, evaluate, compare?)
- Identify key words and limits (topic, length, structure, citation style).
- Clarify any uncertainties with your lecturer early.

2 Research and plan

- Gather credible sources (books, peer-reviewed articles, reports).
- Take notes and identify key themes or debates.
- Create an outline before writing — introduction, main points, conclusion.

3 Write clearly and objectively

- Use precise, formal language (avoid slang, contractions, or emotional expressions).
- Focus on evidence and reasoning, not opinions.
- Avoid “I think” or “in my opinion” — instead, write “The evidence suggests...”
- Keep sentences clear and structured.

Example:

✗ I think hotels should focus more on customer satisfaction.

✓ Research indicates that a focus on customer satisfaction improves guest retention and profitability (Nguyen & Lee, 2022).



4 Use an appropriate structure

- **Introduction:** Present your topic, background, and thesis statement.
- **Body paragraphs:** One main idea per paragraph, supported by evidence and analysis.
- **Conclusion:** Summarize your argument and show its significance.

TIP: Use linking words to show logical flow. For example: *furthermore, however, in contrast, therefore.*

5 Integrate evidence

- Support each argument with references from credible sources.
- Paraphrase rather than quote directly unless wording is essential.
- Cite correctly using APA 7th edition or the required style.

6 Revise and edit

- Check for clarity, tone, and structure.
- Ensure each paragraph connects logically to your main argument.
- Proofread for grammar, punctuation, and referencing accuracy.
- Read aloud — it helps you identify awkward phrasing.

Key features of academic writing

Feature	Explanation	Example
Formal tone	Avoid contractions or slang	“Do not” instead of “don’t”
Objectivity	Focus on facts, not personal opinions	“The findings suggest...”
Evidence-based	Support arguments with data or sources	“According to Buhalis et al. (2023)...”
Clarity and precision	Avoid vague terms	Say “revenue increased by 10%,” not “improved a lot”
Logical structure	Organized paragraphs and transitions	“Firstly... Secondly... Finally...”



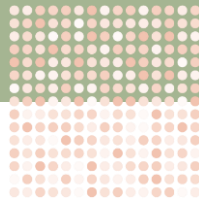
Tips & Tricks

- Start with structure: A clear plan makes writing smoother
- Read examples: Look at published academic articles for tone and format
- Use writing tools: Grammarly, Word Editor, or language tool for checking grammar
- Avoid plagiarism: Always cite your sources
- Seek feedback: Use your institution's writing center or library support

A close-up photograph of a person wearing a yellow sweater and a black watch, typing on a laptop. The laptop is on a wooden desk. In the background, there are some books.

More information on the
Library website here:





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THE LEARNING SUPPORT TEAM

learningsupport@glion.edu

THE LIBRARY & INFORMATION SERVICES TEAM

library@glion.edu