

Glossary of the Key Terms

Academic writing: a type of writing used in essays, books, and research papers characterised for being formal, accurate, and supported by evidence

American Psychological Association (APA): a standard referencing style

As cited in: is used when a second author mentions an author whose source is not available

Citation: a reference to the initial author (s) of a given argument/work

Coherence: the logical sequence of ideas.

Concluding sentence: the last sentence of a paragraph that restates the main idea

Consistency: use the same style of writing, citing, or spelling (British or American) throughout a piece of writing

Contraction: an informal way of writing where by certain letters from words are removed and replaced by an apostrophe (she's, doesn't, can't).

Database: a large source of information found on the internet that stores bibliographical resources

Digital Object Identifier (DOI): a digital identification number for any article published online.

Drafting: a first attempt at writing on a given topic that does not take into account grammatical errors.

Editing: the process of correcting the drafted version of a piece of writing

Ellipsis: three dots (...) used in a quotation to indicate that some sentences have been removed

Et al.: used in in-text citation when you have more than two authors to mean and the others

Extended essay: a piece of writing in which students make research on a given topic and report their analysis in the form of a long essay

Feedback: remarks given by the teacher or a classmate that seek to improve a given performance

Formal writing: a type of writing that is academic, respectful, and free from formal expressions

Fragment: an incomplete sentence as it lacks a subject, verb, or meaning.

Informal writing: a type of writing use to write to a friend

Information and Communication Technologies (ICT): refer to any technological tool that enables online interaction.

List of references: contains the sources listed in a written document with detailed additions like initials, titles of books/article, name of the journal, the issue number, edition number, house, and place of edition or the DOI

Long quotation: a quotation of more than 40 words written in a block without inverted commas and indented 1.27 cm on the left side.

Mechanical mistakes: mistakes related to spelling, punctuation, and capitalisation.

N.d.: is used when a source does not include a date (no date)

Narrative citation: a citation where you cite the author (s) at the beginning of a sentence

Paraphrasing: rewording what one or more authors originally said using your own words and without changing the initial idea

Parenthetical citation: a citation written between parentheses at the end of sentence/quotation.

Personal Development Plan (PDP): an action plan that helps you reflect on your learning and improve your difficulties

Primary source: the first author(s) who advocated an argument or made a study on a given topic

Peer review: a process in which a peer (classmate/colleague) evaluates a given work/performance and gives remarks

Plagiarism: an unethical practice where by a person takes the words or ideas of another author without accrediting the source

PowerPoint: a programme used to present an oral presentation

Outlining: structuring ideas by writing an outline that would contain the main titles included in an essay/presentation

Quoting: reporting the exact same words reported by the original author (s) along with the page number where the source is cited

Research paper: a long essay that reports the findings, interpretation, and analyses of a study undertaken by a researcher

Secondary source: an interpretation of a secondary source

Short quotation: a quotation less than 40 words which is inserted in a text with quotation marks

Sources: the origin of the argument reported in a book/article

Study group: a group of people gathered to work on an assignment or a project

Subject/verb agreement: when the verb aligns grammatically with the subject as far as number, person, and gender are concerned

Summarising: a shortened version of a lengthy source that contains only the key points originally mentioned by an author/authors

Supporting sentences: imply definitions/arguments/examples/details related to the main topic of a paragraph.

Topic sentence: the first sentence of a paragraph that introduced the main idea

Unity: using only one main idea throughout the whole paragraph

Wordiness: using unnecessary words to mean the same thing, leading to repetition