



# LANGUAGE AND STYLE

Using an academic voice will give your writing clarity and authority. To improve your marks in this area consider the following:

## LANGUAGE AND ACADEMIC VOICE

Academic writing has a **formal** tone and avoids slang, colloquialisms or shorted forms of words. However, it need not be wordy or difficult to understand: being **clear** and **concise** is key. Academic arguments are not usually presented in the first person (using I), but use more objective language, logic and reasoning to persuade (rather than emotional or personal perspectives). This may not apply, however, if you are asked to write a reflective report based on your own thoughts and experiences.

## PARAPHRASING, SUMMARISING AND USING QUOTATIONS

Use other people's work in your own to provide **evidence** and to support your arguments. You can do this by paraphrasing, summarising or using quotations, but make sure in each case you **demonstrate your understanding** of the other work and how it fits with your argument. When paraphrasing, make sure you **do not copy** text, even small amounts. You must express the ideas in your own words. All sources used must be cited within the text and then referenced fully at the end.

## GRAMMAR, SPELLING AND PROOFREADING

Proofreading your work can often help you catch mistakes with spelling and grammar. Often in our writing, we consistently make the same mistakes, so think about **feedback** you have had previously or look at other assignments which have been marked, then focus on these issues when checking your work. Eliminate any small errors, typos or inconsistencies by reading your **final draft a number of times**; this will help make your work seem professional and polished.

