

# **DRAFTING: ENGLISH FOR ACADEMIC WRITING**



**HANIZA NORLIN MD. YUSOF  
BONG ROSE LIN**

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Sebuah terbitan



KEMENTERIAN PENDIDIKAN TINGGI

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## **DRAFTING : ENGLISH FOR ACADEMIC WRITING**

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# FOREWORD

This e-book delves into the essential topic of the drafting phase of academic writing. This phase is a critical part of the writing process that requires skill and attention to detail. The drafting phase is where research and ideas are transformed into a coherent and logical piece of work, making it a crucial stage in the production of high-quality academic writing. This e-book provides practical strategies and advice for those seeking to improve their drafting skills, with a focus on producing clear, concise, and effective academic writing.

## AUTHOR BIO



Haniza Norlin Md. Yusof has been teaching English at Ungku Omar Polytechnic since 1995. A highly enthusiastic senior lecturer and is passionate in educational technology, blended online learning and curriculum design.



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# ACKNOWLEDGEMENT

First and foremost, praises and thanks to the Al-Mighty, for His blessings throughout the completion of this e-book.

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# INTRODUCTION

The writing process includes a crucial step called drafting. Ideas are written down so they can later be reconsidered and revised. This is also a way of assessing the logic of the subject matter concepts, the clarity of the arguments, the relevance of information and supporting documentation, and any knowledge gaps in the subject matter. The drafting phase will create a more coherent text under the guidance of its purpose, audience, genre, and content.

The first step in drafting is to write the ideas down on paper. Then the ideas are assessed from the perspective of their arguments or assertion. This involves determining which ideas to employ and how to organize them. The next step is to plan and compose the first draft. The goal of this draft is to establish coherence by organizing the ideas logically and supporting them with facts in order to achieve a goal that is outlined in the introduction. It is typical to write several versions of an academic paper to ensure that ideas are presented logically, clearly, and with adequate support. Writing several drafts will also clarify, and revise the initial ideas as well as arrange their contents in a logical order or flow. As a result, the writing is stronger, clearer, and more structured.

There are a few writing elements involved in the drafting process. This e-book presents the crucial elements in the drafting process which are structuring a draft, paraphrasing and summarizing ideas and quoting and citing evidence. The first element is looking at how a draft is structured. This is done by narrowing the focus of the topic, identifying a purpose for the essay and more importantly to draft according to the essay types.

The second element in drafting is to paraphrase and summarize key ideas and evidence that are relevant to the subject matter. Paraphrasing and summarizing help to write better content to fit the purpose of an essay, by creatively restating others' claims and analyzing the meaning of other work.

The final element is an author should draft all quotes and citations from references to ensure validity of the essays. In academic writing, quoting is a crucial method for incorporating data from other sources. When using quotations, it's crucial to also mention the original source because the citations show the readers where the information is found and help them follow the research trail.



# DRAFTING ELEMENTS

## STRUCTURING A DRAFT



- ☒ Drafting essay outlines
- ☒ Drafting according to essay types

## PARAPHRASING AND SUMMARIZING



- ☒ Paraphrasing techniques
- ☒ Summarizing process

## QUOTING AND CITING



- ☒ Quoting in an essay
- ☒ Citing a quote

# UNIT 1

## STRUCTURING A DRAFT



### 1.1 DRAFTING ESSAY OUTLINES

A planned and clear essay outline will define its entire substance and necessary for writing a good academic essay. There are two main types of outlines; the topic outline where the headings are written in single words or brief phrases, and the sentence outline where the headings are expressed in complete sentences.

Here is a guide on how to draft an outline.

- Decide on the subject matter or topic of the essay, purpose and style of writing. If the topic is already assigned, then decide the best writing style.
- Gather all the main points, subsidiary ideas, major supporting details and subsidiary supporting details. Use brainstorming techniques to create a list or a cluster of key points and evidences.

- Use either a full sentence outline or a topic outline that will give the best overview.
- Structure the outline into three headings; an introduction, body and conclusion. Write the heading for each section.
- Write sentence hook, bridge sentence (background information) and thesis statement in the introductory section.
- Write the topic sentence, supporting details, evidence and concluding statement in the body section.
- Restate the thesis statement, summarize the main points, write the significance of the topic and concluding statement in the conclusion section.



# Topic outline



**Topic:** Supply chain management system in the factory.

- I. -Company's success through sustainability. **Hook**  
 -The role of supply chain management system **Bridge**  
 -Benefits include improved quality control, higher efficiency rate, and reduced overhead cost **Thesis**
- II. Improved quality control **Topic sentence**
  - A. Control of Suppliers
  - B. Standard Quality Criteria ] **Supporting details**
  - C. Key Performance Monitor
- III. Higher Efficiency Rate
  - A. Real Time Data
  - B. Smart Automation
  - C. Optimization of Resources
- IV. Reduced Overhead Cost
  - A. High-velocity inventory
  - B. Warehouse Layout
  - C. Lean Operations
- V. -Better quality control, better work performance and more profits. **Restate the thesis statement**  
 -Control of suppliers, standard and performance. **Summarize the key points**  
 -Recommended to adopt supply chain management system in the factory. **Conclude the topic / call for action**

# Sentence outline



**Topic:** Factories in Malaysia should implement supply chain management system for business sustainability.

I. One of the key factors of a successful business is to secure a company's sustainability. **Hook**

Companies should adopt supply chain management as it handles the entire production flow of a goods or service.

**Bridge**

Companies need to deploy supply chain management system to **improve quality control, have higher efficiency rate and reduced overhead cost.** **Thesis**

**Topic sentence**

II. **Adopting a quality management system could lead to improved quality control.**

A. A control over suppliers.

1. Benefits the factory as quality can be controlled.
2. Will reduce availability problems, delays and quality issues

B. Implement standard quality criteria.

1. Foster partnership with direct suppliers.
2. strengthen continuous improvement.

**Supporting details**

C. Monitor key performance.

1. Analyze performance data to maintain strict quality control.
2. Gauge the financial health.

**III. Higher efficiency rate can be achieved by having real time data, implementing smart automation and optimizing resources.**

- A. Availability of real time data on raw materials allows companies to implement backup plans .
- B. Investing in the smart automation solutions supports a positive customer experience.
- C. Resources are optimized to prevent delays or out-of-stock inventory.

**IV. Factories can reduce the overhead costs by storing high-velocity inventory, optimizing warehouse layout and implementing better inventory management system.**

- A. Stocking high-velocity inventory will speed up revenue.
- B. Optimizing warehouse layout by reducing warehouse fulfillment costs will reduce overhead costs.
- C. Implementing leaner operations that identify unnecessary spending and expenditure will cut overhead costs by a few percentages.

**V. Supply chain management system elevates the quality control and work performance and at the same time will reduce the overhead cost.**

**Restate the thesis statement**

It controls the standard quality, suppliers and key performance. Work performance is improved by using smart automation, real data time and maximizing resources. The overhead costs is minimized by storing high-velocity stocks, maximizing all warehouse spaces and adopting lean management system.

**Summarize the key points**

The factory should adopt supply chain management to sustain businesses.

**Conclude the topic / call for action**

## 1.2 DRAFTING ACCORDING TO ESSAY TYPES

The drafting process starts with the development of main idea which is determined by the essay type. Writing an outline of an essay is the first process of drafting. It keeps the focus on the topic and presents the facts in optimal order. The various types of essays have their own significance and will determine what and how the writing should be presented and provide a unique perspective on an idea or a topic.

There are four major categories of academic essays; descriptive, analytical, persuasive and critical. These four types of essays can then be written in another type such as argumentative, comparison and contrast, cause and effect and process analysis essays. Each of these types of essays has different structure, specific language features and purpose of writing. More than one type of essays are used in academic writing for example when writing the result of an experiment, an analytical approach is used or when discussing the result, a descriptive approach is likely to be used.



# Drafting analytical essays

## 1. CHOOSE A POINT OF VIEW

The point of view should be objective and convincing in third-person point of view.



## 2. WRITE AN INTRODUCTORY PARAGRAPH



Suitable writing hook



Bridge sentences



Thesis statement

## 3. ORGANIZE THE BODY OF THE PARAGRAPH

- a. Topic sentence that states the direction of analysis for the paragraph.
- b. Evidence of the claim and supporting information.
- c. Provide the exchange of opposing viewpoints.
- d. Transition to the next key point.

## 4. CONCLUDE THE ANALYSIS IN THE CONCLUDING PARAGRAPH

- a. Restate the thesis
- b. Summarize the main points.
- c. Provide key evidence of the analysis.
- d. Leave a note for further analysis.



# Drafting persuasive essays



## 1. DECIDE A PERSUASIVE POINT OF VIEW

In academic writing, points of view might take the form of an argument, advice, interpretation of findings, or assessment of the work of others.

## 2. WRITE A CLEAR INTRODUCTION

- a. Use a hook statement that grabs the readers' attention and keeps them engaged in the argument of the point of view.
- b. Write bridge sentences that give appropriate background information about the essay's point of view.
- c. Write a thesis statement that convinces the claim of the point of view.

## 3. USE A CONSISTENT POINT OF VIEW FOR THE BODY PARAGRAPHS

- a. Write an opinion statement as the topic sentence that connects to the claim of the point of view.
- b. Use sound reasoning, facts, examples or professional opinion along with logic and evidence as supporting information.
- c. Create a logical argument in which all of the specific statements support the viewpoint.

## 4. WRAP UP THE DISCUSSION IN THE ESSAY

- a. Reiterate the claim of the point of view and its significance.
- b. Rephrase the argument or claim.
- c. Address opposing arguments and justify the perspective.
- d. Make a suggestion for action or discuss potential areas for further research.

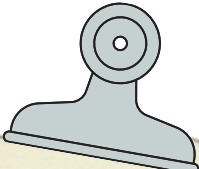




## 1. WRITE AN EXCELLENT INTRODUCTORY PARAGRAPH

- a. Start the introduction with a hook, either a rhetorical question or a strong remark.
- b. Provide some context to comprehend the purpose of writing the essay.
- c. Write a thesis statement that explains how the major argument relates to a bigger issue and emphasizes the importance of the critical analysis writing.

# Drafting critical analysis essays



## 2. THE BODY OF CRITICAL ESSAY SHOULD FOLLOW A LOGICAL ORDER.

- a. The topic sentence for each paragraph should connect to the thesis(argument). Describe the ideas and topics from the framework using key words.
- b. Use research findings as part of the evidence, and citations, references or observations to back up the argument.
- c. Summarize each paragraph by referring to the main argument of the paragraph and linking it to the next paragraph.



## 3. CREATES A SENSE OF COMPLETION IN THE CONCLUDING PARAGRAPH.

- a. Restate the argument.
- b. Summarize the key findings
- c. Emphasize the importance of the essay's argument

# Drafting descriptive essays



## 1. DESCRIBE A SPECIFIC TOPIC IN THE INTRODUCTORY PARAGRAPH

- a. Create a hook that will enable the reader to connect with the senses or description of the topic.
- b. Describe the topic in general terms by providing its background information.
- c. The thesis statement should be a succinct overview of the content that includes the object of the description and the reason for writing it

## 2. INCLUDE DESCRIPTIVE INFORMATION WITHIN THE BODY PARAGRAPHS

- a. Each paragraph should begin with a topic sentence that identifies its topic.
- b. Include descriptions that are sufficiently clear, detailed and unambiguous. Add sensory details that appeal to relatable senses if needed.

## 3. REFLECT ON THE INITIAL PURPOSE OF WRITING IN THE CONCLUDING PARAGRAPH

- a. Indicate the significance of key points.
- b. Review the main ideas by summarizing what have been described.
- c. Reaffirms the primary goal of the essay by leaving a thought-provoking idea, question, or quotation.

# Drafting process analysis essays

## 1. DECIDE THE TYPES OF THE PROCESS ESSAY

- a. **Directional** - a description of a process.
- b. **Informational** - an explanation of how something works.

## 2. INTRODUCTORY PARAGRAPH

- a. Start with a definition. Mention the purpose and the importance of the essay.
- b. Expand on the details and define the process.
- c. Present the steps or stages of the

## 3. BODY PARAGRAPH

- a. Start each paragraph with a topic.
- b. Dedicate one paragraph to each stage.
- c. Describe the steps in detail and explain their importance.

## 4. CONCLUDING PARAGRAPH

- a. Summarize all information.
- b. Paraphrase the thesis statement.
- c. Suggest benefits to the process or a point to related processes.



# Drafting argumentative essays

## 1. INTRODUCE YOUR SUBJECT AND STATE YOUR POSITION.

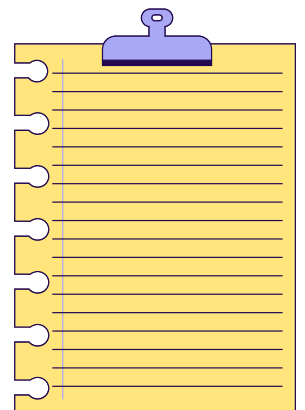
- a. Use a compelling opening statement that gives some context to the argument in the essay.
- b. Describe the key events that led to the case and explain why the argument is needed.
- c. State the debatable point of view with major key points.

## 2. PRESENT BOTH SIDES OF THE CONTROVERSY

- a. State a point that analyzes, reasons, and provides evidence of the argument.
- b. Verify the essay's thesis statement and support it with reliable examples that appeal to credibility, logic, or emotion.
- c. Describe and respond to the opposing viewpoint, recognizing its validity while challenging its arguments.

## 3. CONCLUDE AND REINFORCE THE STANCE

Reiterate essential arguments; refute points raised in opposition to the suggested argument; affirm points raised in favour of the argument; and respond to the initial query or issue.





# Drafting cause and effect essays



## 1. THE INTRODUCTORY PARAGRAPH SHOULD BE INTRIGUING

- a. Write a hook that is relevant to the topic.
- b. Describe the circumstance the essay will focus on.
- c. Write a thesis statement that sums up the key arguments of the main causes or effects of the essay.

## 2. DEVELOP CAUSAL RELATIONSHIP WITHIN THE BODY PARAGRAPHS

- a. List the definite causes or definite effects.
- b. Provide satisfactory analysis, explanations, and evidence to show the relationship between the cause and effect.
- c. Use transition that leads into the following paragraph.

## 3. REFLECT ON THE INITIAL PURPOSE OF WRITING IN THE CONCLUDING PARAGRAPH

- a. Describe the results and the significance of arguments.
- b. Restate the thesis to show how conclusions are drawn.
- c. Think about additional issues that could be investigated in the cause-and-effect study, such as additional affects or additional probable causes.



# Drafting comparison and contrast essays

## 1. INTRODUCTORY PARAGRAPH



a. Use a suitable writing hook and describe the subject matter/object / topic of comparison.

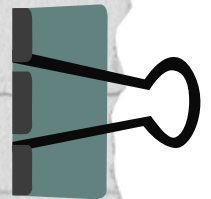


b. State the key points of the subject that is to be compared, contrasted or both and their significance.

## 2. ADDRESS BOTH SIMILARITIES AND DIFFERENCES IN THE BODY PARAGRAPH

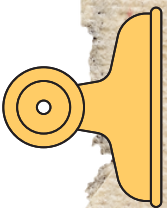
a. **BLOCK**- The information about one of the objects being compared or contrasted is provided first, followed by the information about the second object.

b. **POINT-BY-POINT**- The similarity (or difference) for the other object immediately follows each similarity (or difference) for the first object.



## 4. DRAW COMPARISONS OR MAKE CONTRASTS IN THE CONCLUDING PARAGRAPH

- a. Restate the thesis.
- b. Summarize the main points.
- c. Prove how the two subjects are both different and similar.
- d. Leave a note for further study.



## TEST YOUR UNDERSTANDING

1. This is a sentence that develops interest in the essay.  
A. Writing hook      B. Bridge sentence      C. Thesis statement
2. An introductory paragraph consists of these three elements.  
A. Writing hook, bridge sentence, topic sentence  
B. Bridge sentence, thesis statement, topic sentence  
C. Thesis statement, bridge sentence, writing hook
3. *Technology has certainly impacted the different facets of life and redefined living. Undoubtedly education has the most positive impacts with technology as everybody values the easy access to information, easy sharing of knowledge and more storage of information.*

What type of essay does the above thesis belong to?

- A. Argumentative      B. Cause and effect  
C. Compare and contrast      D. Process analysis
4. *It is well known that supply chain management is an integral part of most businesses as it improves customer services.*

**Choose ONE supporting detail that does not support the above topic sentence.**

- A. Customers expect delivery of the right quantity and quality of products.
- B. Customers also expect to get their products in the promised time frame.
- C. A reliable supply chain management delivers materials to assembly plants and avoid any expensive inventory.
- D. A well managed supply chain system ensures that any kind of problems will be fixed quickly and make customers satisfied.



# UNIT 2

# PARAPHRASING AND SUMMARISING



## 2.1 PARAPHRASING

A technique used for presenting the same concepts and short passages of text, such as phrases and sentences, in a new way is called paraphrasing. It uses alternative terms to convey the meaning of written texts to attain greater clarity. Paraphrasing enables the use of direct quotation in essays. For example, taking notes and describing information in tables, charts, and diagrams. Paraphrasing is also used to find connections between ideas, provide an alternative viewpoint or deeper understanding of a subject and demonstrate writers' understanding and interpretation of the major ideas. It also enables writers to make some relation or connection to their own experiences or discover new, or deeper significance of the subject. More importantly, paraphrasing can be a deterrence to plagiarism.

### 2.1.1 When to Paraphrase

- Provide pertinent information and statistical data from credible sources.
- Clarify and simplify complicated passages, difficult concept or technical jargons.
- An alternative to a direct quotation.
- Maintain the writing's flow and convey important idea from a text or source without detracting from the essay's overall flow.
- Copy someone else's ideas and not alter their meaning.
- Omit irrelevant elements that would have been included in a straight quote.

### 2.1.2 How to Paraphrase

- Identify the main ideas or key points of the subject matter.
- Cite the source of all pertinent information, statistics, data or idea.
- Retain the same relationship between main ideas and supporting details.
- Use new vocabulary, phrasing, and sentence structure that are different from the original.
- Create an outline to link all the information that needs to be paraphrased.
- Keep the technical jargons and terminologies that cannot be changed with other words.

### 2.1.3 Paraphrasing Mistakes

- Does not acknowledge source or author.
- Includes too much information from original source.
- Uses inappropriate word substitutes.
- Misinterprets meaning from the original main idea.
- Omits pertinent or the most relevant information.
- Does not provide sufficient citations.
- Copies direct quotations.
- Does not include quotation marks around borrowed terms or phrasing from the author.

### 2.1.4 Paraphrasing Techniques

#### Paraphrasing Techniques



- **Change the sentence structure**
- **Change a phrase into single-words or adjectives**
- **Change from direct speech to indirect speech**
- **Change the word form**
- **Change from active voice to passive voice**
- **Use synonyms**
- **Use word definitions**
- **Use transitions**

## Change the Sentence Structure

Reducing a *clause* to a *phrase* and *vice versa* is one of the ways of paraphrasing.

|        |                                                                                           |
|--------|-------------------------------------------------------------------------------------------|
| Clause | <i>The report, which was released recently</i> provides an overview of the recent market. |
| Phrase | <i>The recently released report</i> provides an overview of the recent market.            |
| Phrase | <i>All interested job applicants</i> must attend the briefing.                            |
| Clause | <i>All applicants who are interested</i> in the job must attend the briefing.             |

## Change a phrase into single-words or adjectives

|         |                                                |
|---------|------------------------------------------------|
| Wordy   | The employee with high ambition...             |
| Concise | The highly ambitious employee...               |
| Wordy   | The department showing the best performance... |
| Concise | The best-performing department...              |

## Change from Direct Speech to Indirect Speech

|                 |                                                                                                        |
|-----------------|--------------------------------------------------------------------------------------------------------|
| Direct speech   | The inspector announced, "I am monitoring the quality of the materials used in that project".          |
| Indirect speech | The inspector announced that he/she was monitoring the quality of the materials used in that project". |
| Direct speech   | The project supervisor submitted the progress report to me last week.                                  |
| Indirect speech | He/She said that the project supervisor had submitted the progress report to him/her last week.        |

## Change the word form

Replace a noun with a verb.

|                                                                                                                     |                                                                                                                        |
|---------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------|
| Machowiak, W. (2012) states that product or service competitiveness <b>improvement</b> is the main function of SCM. | Machowiak, W. (2012) states that the main function of SCM is to <b>improve</b> the product or service competitiveness. |
|---------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------|

Use an adverb instead of an adjective

|                                                                                        |                                                                                         |
|----------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------|
| Manufacturers use <b>comprehensive</b> data analysis to foresee the product shortages. | Manufacturers analyze the data <b>comprehensively</b> to foresee the product shortages. |
|----------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------|

## Change from active voice to passive voice and vice versa

|               |                                                                                                                           |
|---------------|---------------------------------------------------------------------------------------------------------------------------|
| Active voice  | Firms can conduct real-time inventory exchanges via a blockchain-enabled inventory network (Kamble et al., 2018).         |
| Passive voice | Real-time inventory exchanges via a blockchain-enabled inventory network can be conducted by firms (Kamble et al., 2018). |

## Use synonyms

Many words can signify different things depending on the context, thus it is important to consider the synonym that best conveys the intended meaning in the given situation.

Energy conservation management is a **crucial means** to **lower** the cost of electricity, **lessen** the need for new power **plant** construction, and lower the price of importing more **energy** across international borders.

Energy conservation management is a **critical method** to **cut down** the cost of electricity, **decrease** the need for new power **station** construction, and lower the price of importing more **power** across international borders.

## ■—■ Use word definitions

Use the word meaning to convey the meaning in another way.

There are several ways to *conserve natural resources* in our very own home.

There are several ways to *preserve and protect materials or substances occurring in nature* in our very own home.

## ■—■ Use transitions

Stock checking guarantees that the inventory levels are adequate to satisfy customer requests without delaying deliveries, *as opposed to* stocktaking, which is the physical act of confirming the quantity and quality of the goods on hand.

Stock checking guarantees that the inventory levels are adequate to satisfy customer requests without delaying deliveries, *while* stocktaking confirms the quantity and quality of the goods on hand.

Despite taking many millions of years to develop, the world's energy resources are now rapidly running out.

*Although* the world's energy resources were created over a period of many millions of years, we are now rapidly approaching their limits.

## 2.2 SUMMARISING

Buckley (2004) asserts that summarising is the process of condensing material to a third or a quarter of its original size while maintaining the major ideas. According to Canadian author Diane Hacker (2008), summarising entails articulating a work's thesis and essential ideas "simply, quickly, and properly."

A summary is used to determine the essential ideas in the essay and describe an essay's important points. A summary is often shorter in length than the original text. Summarising helps in a variety of writing formats and stages of the writing process. It gives the reader a "big picture" perspective that helps them understand and comprehend the essay or test. Summarising also helps the writer understand the direction of the essay, identify key information that needs more clarification or concentrate on data that needs more analysis work.

### 2.2.1 Stages of Summarizing

- State the main ideas of the essay.
- Identify the most important details, key words or phrases that support the main ideas.
- Write the summary in your own words; paraphrasing is a must.



### 2.2.2 Summarizing Mistakes

- Includes every point.
- Writes all ideas word for word.
- Does not paraphrase
- Includes ideas, points or key words that are not in the essay.
- Includes irrelevant ideas to the topic.
- Writes a summary of the same length or word counts from the original essay.

### 2.2.3 Summarizing Techniques

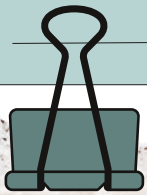
#### Summarising Techniques



- **3-2-1 Strategy**
- **Summary Map**
- **T-Chart**
- **Sentence Method**
- **Highlighting**

# 3-2-1 Strategy

The 3-2-1 strategy is a summarizing technique that involves identifying three main ideas, two supporting details for each idea, and one question or reflection about the text.



## How to use the 3-2-1 Strategy technique:

1. Read the article carefully to identify the main ideas and supporting details presented by the author.
2. Identify the three main ideas presented in the article. These are usually presented in the introduction, conclusion, or topic sentences of each paragraph.
3. Identify two supporting details for each of the three main ideas. These can be specific examples, evidence, or arguments that the author used to support the main ideas.
4. Reflect on the article and ask a question or make a comment about the text. This can be a question that the article raises, or a reflection on how the article relates to your own experiences or knowledge.

# Summary Map

This technique is a useful tool for summarizing articles, as it helps to organize and synthesize information in a visual way.

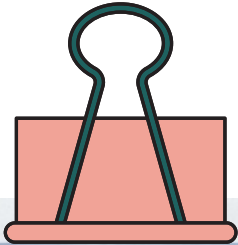
## How to use the Summary Map technique:

1. Identify the main ideas of the article and listing them in a central location.
2. Identify the supporting details for each main idea and connect them to the appropriate branch on the central map.
3. Look for connections between the different ideas and try to group the related concepts together.
4. Use arrows or lines to indicate the direction of the argument or the flow of information, and use different colours or symbols to distinguish between different types of information.





# T-Chart



A technique for summarising complex or technical articles. It creates a two-column chart with one column for the main ideas presented in the article and the other column for supporting details.

How to use the T-Chart technique:



1. Read the article carefully and identify the main ideas or key points.
2. Write down each main idea in the left column of the chart.
3. In the right column, write down the supporting details that relate to each main idea.
4. Use bullet points or short phrases to capture the essential information for each supporting detail.
5. Organize the details in a logical order that helps to reinforce the main idea.
6. Review the chart to ensure that all the essential information from the article has been included.
7. Use the T-Chart to write a summary of the article, using the main ideas and supporting details as a guide.

This technique involves summarising each paragraph of the article in a single sentence. This can be a useful technique for creating a concise summary that captures the main ideas of the article.

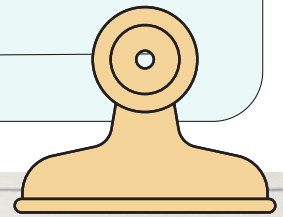
# Sentence Method

How to use the Sentence Method technique:

1. Read the entire article carefully, paying attention to the main ideas presented in each paragraph.
2. Once the article has been read, go back through it paragraph by paragraph, and write down a single sentence summary for each one. The summary should capture the main idea presented in the paragraph.
3. Use the single sentence summaries to create a final summary of the article. This summary should be a concise yet comprehensive overview of the entire article.
4. Revise and refine the summary as needed to ensure that it accurately reflects the main ideas presented in the article.

# Highlighting

- ☐ This technique involves reading the article and
- ☐ highlighting or underlining the most important
- ☐ information, such as key ideas, arguments, and
- ☐ supporting evidence. This can be a helpful technique
- ☐ for identifying the most important information and
- ☐ creating a summary based on that.



How to use the Highlighting technique:

1. Read the article carefully, paying attention to the main ideas, arguments, and supporting evidence.
2. Highlight or underline key information. Use different colors to highlight different types of information, such as key ideas, arguments, and evidence.
3. Review the highlighted or underlined and identify the most important information.
4. Use the highlighted information to create a summary of the article. This summary should include the main ideas, arguments, and supporting evidence.
5. Revise and refine the summary as needed to ensure that it accurately reflects the most important information in the article.



## TEST YOUR UNDERSTANDING

1. Rephrase the following statement.  
"Effective supply chain management can lead to reduced environmental impact."
2. Write this sentence into different words.  
"The implementation of sustainable practices in supply chain management can lead to cost savings."
3. Reword this sentence.  
"Construction Management involves planning, coordinating, and controlling a project from beginning to end."
4. Restate the following sentence.  
"Sustainable construction aims to reduce the environmental impact of buildings and infrastructure."
5. Rewrite the following sentence.  
"Collaborative work is crucial for success in the construction industry."
6. Which is the best paraphrased sentence for "Sustainability is becoming an increasingly important factor in supply chain management"?
  - A. In the realm of supply chain management, sustainability is becoming an increasingly vital aspect.
  - B. The significance of sustainability is growing in supply chain management.
  - C. Supply chain management is placing greater emphasis on sustainability as a crucial factor.
  - D. All of the above

7. Summarize this article on "Construction Management".

### **Construction Management**

Construction management is a critical process that plays an important role in the successful completion of any construction project. It involves the planning, organization, and control of various aspects of the construction process to ensure that the project is completed on time, within budget, and to the required quality standards. In this article, we will explore the benefits of construction management and how it can help construction projects succeed.

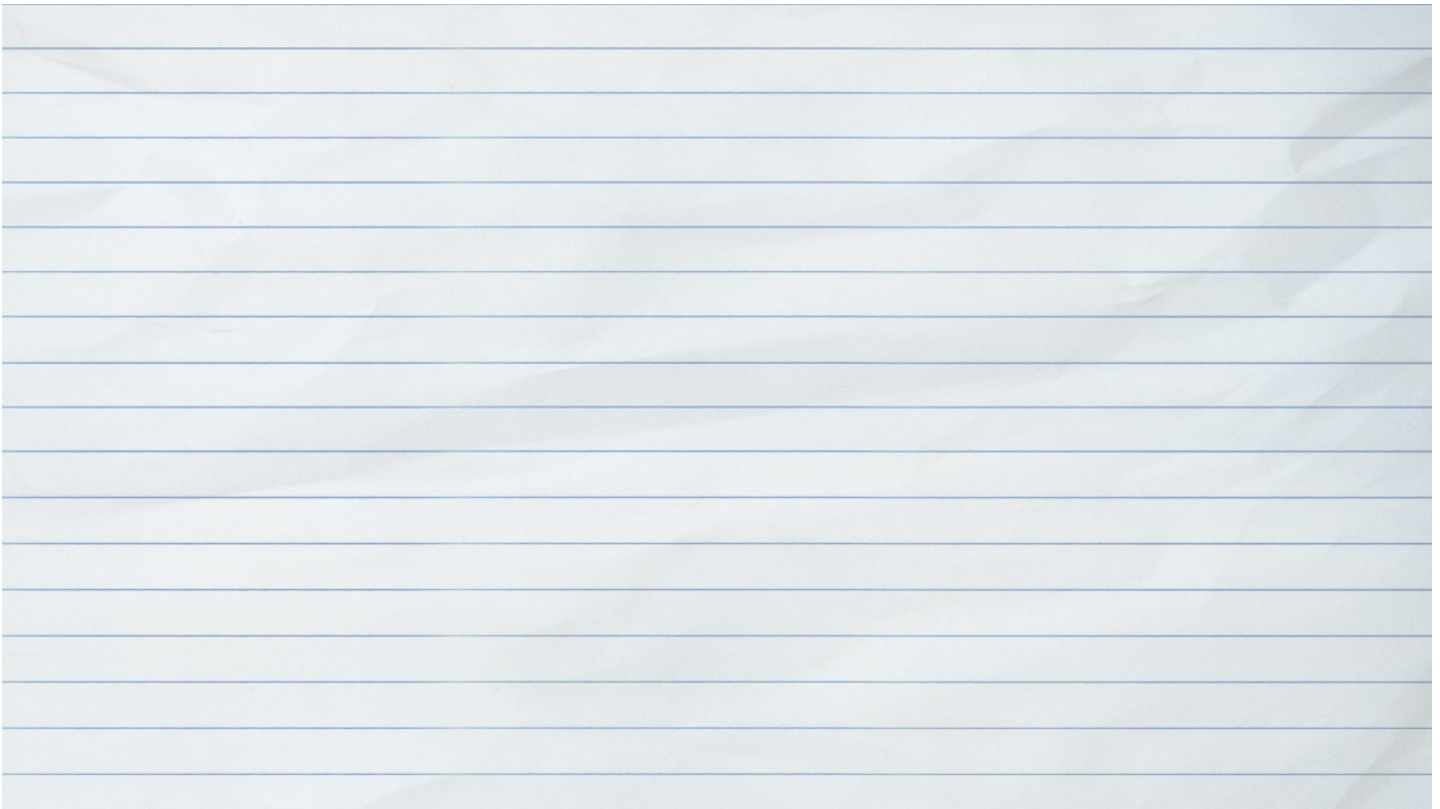
The first benefit of construction management is that it helps to minimize delays and disruptions. With effective management, a construction project can be completed within the agreed-upon timeframe, reducing the risk of costly delays. This is achieved through careful planning, scheduling, and coordination of various tasks and resources involved in the project. Effective communication among stakeholders, including the owner, architect, contractor, and subcontractors, is essential to achieve this goal.

The second benefit of construction management is that it helps to control costs. By having a clear understanding of project scope, budget, and timelines, a construction manager can develop a detailed budget and monitor expenses throughout the project's life cycle. This helps to identify and address cost overruns promptly, ensuring that the project is completed within budget. Moreover, effective construction management also helps to identify cost-saving opportunities by optimizing material and labor use, which can further reduce costs.



The third benefit of construction management is that it improves the overall quality of the construction project. By ensuring that every aspect of the project is managed effectively and efficiently, the construction manager can help to ensure that the project is completed to the highest standards. This includes ensuring that the project meets all relevant safety and environmental regulations, as well as ensuring that the finished product meets the owner's requirements and expectations.

In conclusion, construction management offers numerous benefits that can help ensure the successful completion of construction projects. These benefits include minimizing delays and disruptions, controlling costs, and improving the overall quality of the finished product. By having an experienced construction manager in place to oversee the project, owners can rest assured that their project will be completed on time, within budget, and to the highest standards.

**ANSWER:**

# UNIT 3

# QUOTING AND

# CITING



## 3.1 QUOTING

In academic writing, quoting is a crucial technique used to support arguments, provide evidence, and strengthen claims. It involves using the exact words of a source, whether from a book, article, or other scholarly work. Quoting can help establish credibility and authority in your writing, but it must be done carefully and correctly to avoid plagiarism and maintain academic integrity.

As Professor Michael McCarthy noted, "Quoting is a delicate art, requiring precision, nuance, and an understanding of context" (McCarthy, 2010, p. 23). Therefore, it is essential to understand the various principles and guidelines for using quotes in academic writing. In this essay, we will explore the fundamental aspects of quoting in academic writing, including the different types of quotes, how to incorporate them into the writing, and the importance of citation.

One of the key aspects of quoting is knowing when and how to use quotes effectively. According to Professor John Swales, "Quotations should be used sparingly and strategically, to illustrate and support important points" (Swales, 2015, p. 31). In other words, quotes should only be used when they add value to your writing, such as providing evidence or emphasizing a particular argument.

It is also essential to understand the different types of quotes, including direct and indirect quotes, as well as block and inline quotes. Direct quotes involve using the exact words of a source, while indirect quotes involve restating the source's ideas in your own words. Block quotes are used for longer passages of text, while inline quotes are shorter and incorporated into the text.

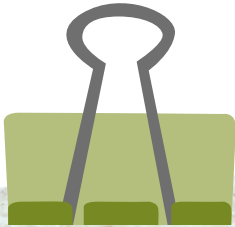
## Types of Quoting



- **Direct quotes**
- **Indirect quotes**
- **Block quotes**
- **Ellipses**
- **Square brackets**
- **In-text citations**



# Direct quotes



Direct quoting is a technique used in academic writing to quote an author's words exactly as they appear in the original source. Direct quotes are useful when the original wording is particularly powerful or when the exact wording is necessary to convey a specific point.

To use direct quoting, the quote must be enclosed in quotation marks, and the author's name, publication year, and page number must be cited in parentheses immediately after the quote.

Here are two examples of direct quotes on the subject of sustainable building materials, including the author's name, publication year, and page number:

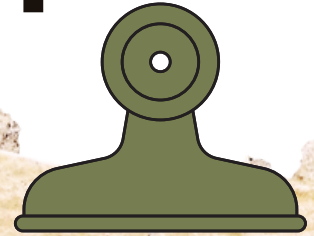
1. **According to Lechner (2019), "Sustainable building materials are those that provide the least environmental impact throughout their life cycle, from production to disposal" (p. 42).**
2. **In their study of sustainable building materials, Smith and Jones (2018) found that "Using materials with a low embodied energy and a high recycled content is one of the most effective ways to reduce the environmental impact of buildings" (p. 15).**

In both examples, the original wording is quoted exactly as it appears in the source, and the author's name, publication year, and page number are cited to give credit to the original source. Direct quotes like these can add credibility to an argument by using the authoritative voice of established experts in the field.



Indirect quoting, also known as paraphrasing, is a technique used in academic writing to restate an author's words or ideas in your own words. Indirect quoting is useful when you want to summarize or explain an author's argument or when the original wording is not particularly significant.

# Indirect quotes



To use indirect quoting, you do not need to enclose the text in quotation marks, but you still need to provide an in-text citation that includes the author's name and publication year.

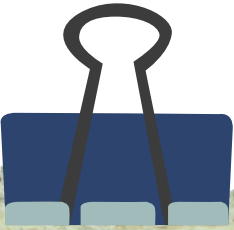
Here are two examples of indirect quotes on the subject of supply chain management:

1. **According to Li and Fung (2018), effective supply chain management involves the integration of activities across all departments and functions of a company to ensure that products are delivered to customers in a timely and cost-effective manner.**
2. **In his study of supply chain management practices in the automotive industry, Jones (2017) found that companies that implement lean manufacturing principles and collaborate closely with their suppliers tend to have more efficient and effective supply chains.**

In both examples, the original ideas are restated in the writer's own words, and an in-text citation is provided to give credit to the original source. Indirect quotes like these can help you integrate the ideas of other authors into your own writing while avoiding plagiarism.



# Block quotes



Block quoting is a technique used in academic writing to quote a longer section of text that exceeds four lines. Block quotes are typically indented from the left margin and do not use quotation marks. This technique is useful when the original text is too long to be integrated smoothly into the surrounding text.

Start a new line, indent the entire quote by 0.5 inches, and use single spacing. Provide an in-text citation that includes the author's name, publication year, and page number.

Here are two examples of block quotes on the subject of supply chain management:

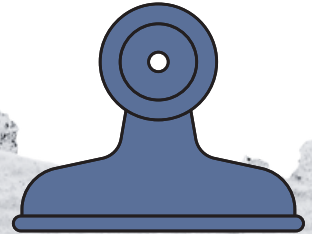
1. **As Jones (2019) notes, "Supply chain management is a complex and multifaceted process that involves a range of activities, including sourcing, procurement, production, transportation, warehousing, and distribution. Effective supply chain management requires a coordinated effort across all of these areas to ensure that products are delivered to customers in a timely and cost-effective manner" (p. 23).**
2. **According to Lee and Chen (2020), "In today's globalized economy, supply chains are becoming increasingly complex and difficult to manage. Companies must be able to adapt quickly to changing market conditions and customer demands, and this requires a high level of flexibility and agility in their supply chain operations" (p. 56).**

In both examples, the original text is longer than four lines, so it is presented as a block quote. The block quote is indented from the left margin, and the author's name, publication year, and page number are cited to give credit to the original source.



Ellipses quoting is a technique used in academic writing to indicate that a portion of the original quote has been omitted. This technique is used when the full quote is not necessary or relevant to the argument being made, or when the full quote is too long and would disrupt the flow of the surrounding text.

# Ellipses



To use ellipses quoting, you should indicate the omission with three dots (i.e., ...), which should be enclosed in square brackets to show that they were added by the author.

Here are two examples of ellipses quoting on the subject of sustainable building materials:

- According to Smith (2015), "Sustainable building materials must be**
- 1. environmentally friendly and socially responsible [...] materials should be sourced locally whenever possible to minimize transportation costs and reduce carbon emissions" (p. 42).**

In this example, the middle of the quote has been omitted to focus on the key points about sustainable building materials.

- Johnson (2018) argues that "The use of sustainable building materials is essential**
- 2. for reducing the environmental impact of construction [...] we must ensure that these materials are affordable and widely available" (p. 67).**

In this example, the beginning of the quote has been omitted because it is not necessary to the argument being made, and the ellipses indicate that something has been removed from the original quote. Ellipses quoting can be a useful tool for selectively including quotes in your writing while still maintaining the integrity of the original source.



# Square brackets



Square brackets quoting is a technique used in academic writing to add or clarify information within a direct quote. This technique is used when the original quote may be unclear or when additional information is necessary to provide context or clarify the meaning of the quote.

Enclose the added or modified text in square brackets to show that it was not part of the original quote. Here are two examples of square brackets quoting on the subject of sustainable building materials:

1. **According to Jones (2016), "Sustainable building materials [such as bamboo and straw] are becoming increasingly popular due to their low environmental impact and abundance" (p. 12).**

In this example, square brackets are used to add specific examples of sustainable building materials to the quote.

2. **According to Smith (2017), "The use of sustainable building materials is an important part of [achieving] green building certification" (p. 23).**

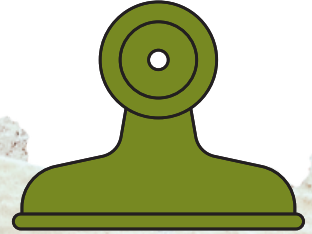
In this example, square brackets are used to replace a pronoun in the original quote with a more specific term ("achieving"), to provide greater clarity and specificity.

Square brackets quoting can be a useful tool for incorporating direct quotes into your writing while maintaining the integrity of the original source, and for providing additional information or context as needed.



In-text citations quoting is a common technique used in academic writing to indicate the source of information used in an essay or research paper. This method involves including brief citations within the text of the essay to acknowledge the original source of information.

# In-text citations



To use in-text citations, you should include the author's last name and the publication year within parentheses at the end of the quote or paraphrase. Here are two examples of in-text citations on the subject of procurement:

1. **According to Smith (2019), "Procurement is the process of acquiring goods, services, or works from an external source" (p. 15).**

In this example, the author has included an in-text citation at the end of the quote to give credit to Smith as the original source of information.

2. **Johnson and Brown (2020) argue that "Effective procurement can help organizations reduce costs, improve quality, and increase efficiency" (p. 27).**

In this example, the authors have included an in-text citation at the end of the quote to give credit to themselves as the original source of information.

In-text citations are important in academic writing because they help readers easily locate the original source of information and assess the validity of the information presented in the essay.

## 3.2 CITING

It is critical in academic writing to properly credit the sources that have shaped the thoughts and arguments. Citing the sources not only shows appreciation of other people's contributions to knowledge, but it also establishes the authority and demonstrates the depth of the research.

The practice of citing sources is a crucial aspect of academic integrity and is widely regarded as an ethical and professional standard. Inappropriate use of other people's work can lead to charges of plagiarism, which can have serious consequences for academic and professional careers.

There are several citation styles commonly used in academic writing, including MLA, APA, Chicago, and Harvard. Each citation style has its own rules and guidelines for citing sources, including the format of in-text citations, reference lists, and bibliographies. It is important to choose a citation style that is appropriate for the field of study and to use it consistently throughout the essay.

Citing the sources not only helps to avoid plagiarism and maintain academic integrity, but it also allows readers to verify the statements and access the original sources for future research.

### 3.2.1 CITATION STYLES

There are several citation styles commonly used in academic writing. Some of the most widely recognized and utilized citation styles include:

- APA (American Psychological Association) style: This style is commonly used in social sciences, psychology, education, and business-related fields.
- MLA (Modern Language Association) style: This style is commonly used in humanities, literature, and language-related fields.
- Chicago/Turabian style: This style is commonly used in history, social sciences, and some humanities fields.
- Harvard style: This style is commonly used in social sciences and some humanities fields.
- IEEE (Institute of Electrical and Electronics Engineers) style: This style is commonly used in engineering, computer science, and related fields.

Each citation style has its own specific set of guidelines for formatting in-text citations, reference lists, and bibliographies. It is important for writers to understand and use the appropriate citation style for their specific field of study or discipline.



# APA (American Psychological Association)

In APA style, in-text citations include the author's last name and the publication year in parentheses. The reference list includes full publication information for each source cited in the paper, arranged alphabetically by author's last name.

Here are two examples of APA style citations.

## **In-text citation:**

**According to Johnson (2018), "Logistics is the process of planning, implementing, and controlling the movement of goods and services from the point of origin to the point of consumption" (p. 23).**

## **Reference list:**

**Johnson, A. (2018). Logistics management: An Introduction. New York, NY: McGraw Hill.**



**In-text citation: According to a recent study, "Green campus practices can lead to significant energy and cost savings for universities" (Jones et al., 2021, p. 25).**

## **Reference list:**

**Jones, K., Williams, L., Brown, A., & Lee, S. (2021). Green campus initiatives and their impact on university sustainability. Journal of Environmental Management, 289, 20-30.**

# MLA (Modern Language Association)

MLA (Modern Language Association) style is commonly used in humanities, such as literature and language studies. In MLA style, the author's last name and the page number of the source are included in parentheses in the text, while the full citation appears in the Works Cited list at the end of the document.

Example 1:

**According to Smith, "Green campuses have become a growing trend in recent years" (23).**

**Works Cited: Smith, John. "Greening College Campuses." *Journal of Environmental Studies*, vol. 12, no. 2, 2019, pp. 21-30.**



Example :

**Brown argues that "effective inventory management can significantly reduce costs and improve efficiency" (45).**

**Works Cited: Brown, Emily. "The Importance of Inventory Management in Supply Chain." *International Journal of Logistics Management*, vol. 17, no. 3, 2018, pp. 41-52.**

# CHICAGO

Chicago style, also known as Turabian style, is commonly used in history, social sciences, and natural sciences. It uses footnotes or endnotes to cite sources in the text and includes a bibliography at the end of the document to list all the sources used.

Example 1:

## **Footnote citation:**

**John Smith, *Greening the Campus: Strategies for Making Your College Sustainable* (University Press, 2018), 23.**

## **Bibliography entry:**

**Smith, John. *Greening the Campus: Strategies for Making Your College Sustainable*. University Press, 2018.**

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Example 2 :

## **Footnote citation:**

**Sarah Jones, "Effective Inventory Management Strategies," *Business Journal* 25, no. 3 (2019): 56-62.**

## **Bibliography entry:**

**Jones, Sarah. "Effective Inventory Management Strategies." *Business Journal* 25, no. 3 (2019): 56-62.**

# HARVARD

Harvard style is an author-date citation style widely used in academic writing, especially in the social sciences. In this style, in-text citations include the author's last name and the year of publication, while the reference list at the end of the paper provides a full citation for each source.

Example of Harvard style citation for the topic of green campus:

**In-text citation: (Hart, 2008)**

**Reference list: Hart, M. (2008). The green campus: Meeting the challenge of environmental sustainability. Post Pressed.**



Example of Harvard style citation for the topic of inventory management:

**In-text citation: (Simchi-Levi et al., 2019)**

**Reference list: Simchi-Levi, D., Kaminsky, P., & Simchi-Levi, E. (2019). Designing and managing the supply chain: Concepts, strategies, and case studies. McGraw-Hill Education.**



# IEEE (Institute of Electrical and Electronics Engineers)

It uses a numerical citation system, where sources are cited in the text with a number in brackets, and a corresponding reference list is provided at the end of the document.

The reference list is organized numerically based on the order of appearance of the citations in the text. Each reference entry includes the authors' names, title of the article, title of the journal or book, publication date, and page numbers.

Example:

## **In-text citation:**

**According to [1], "Sustainable building design aims to reduce the negative environmental impact of buildings while increasing their functionality and efficiency."**

## **Reference list entry:**

**[1] N. P. Jayawardena and H. P. Jayawardena, "Sustainable Building Design," in 2019 IEEE International Conference on Industrial and Production Engineering (ICPEN), 2019, pp. 1-6.**



## TEST YOUR UNDERSTANDING

1. What is the correct way to use a direct quote in APA style?
  - A. Enclose the quote in quotation marks and provide the author, year, and page number in parentheses
  - B. Use square brackets to indicate any changes made to the original quote
  - C. Include the quote in a block of text and indent it from the left margin
2. Which of the following is an example of an indirect quote in MLA style?
  - A. "According to Smith (2018), sustainable campus practices are necessary to reduce carbon emissions."
  - B. "Sustainable campus practices are necessary to reduce carbon emissions" (Smith, 2018, p. 20).
  - C. Smith (2018) stated that sustainable campus practices are necessary to reduce carbon emissions.
3. In Chicago style, what is the correct way to format a reference list?
  - A. List sources in alphabetical order by author's last name
  - B. List sources in the order they were cited in the paper
  - C. List sources in order of importance to the paper's argument
4. How do you use an ellipsis in IEEE style?
  - A. Use three dots to indicate where text has been omitted from a direct quote
  - B. Use brackets to indicate any changes made to the original quote
  - C. Use a slash to separate lines in a block quote

5. Which citation style is commonly used in social sciences?
  - A. APA style
  - B. MLA style
  - C. Chicago style
  - D. Harvard style
6. In which citation style should you include the page number for direct quotes in your in-text citation when citing a source ?
  - A. MLA style
  - B. Chicago style
  - C. APA style
  - D. Harvard style
7. Which citation style requires the author's name and year of publication to be included in parentheses in the in-text citation when citing a source?
  - A. Harvard style
  - B. APA style
  - C. Chicago style
  - D. MLA style
8. In which citation style should you use footnotes or endnotes to cite your sources?
  - A. Chicago style
  - B. Harvard style
  - C. MLA style
  - D. APA style
9. Which citation style is commonly used in scientific and engineering disciplines, such as in writing about sustainable warehouse management?
  - A. IEEE style
  - B. Chicago style
  - C. Harvard style
  - D. MLA style

## CONCLUSION

In conclusion, drafting for academic writing involves several critical elements that should not be ignored. Structuring essay drafts, paraphrasing and summarizing, and quoting and citing are all essential aspects of academic writing that should be taken seriously. These elements help the writer to create a clear and concise document that meets academic standards while incorporating other people's ideas and research.

Structuring essay drafts is a fundamental aspect of academic writing. It involves organizing the content in a logical and coherent manner, allowing the reader to understand the writer's argument easily. To achieve this, it is essential to have a clear thesis statement, an introduction that grabs the reader's attention, body paragraphs that provide evidence and support for the thesis, and a conclusion that summarizes the main points and restates the thesis.

It is also essential to note that drafting is not a one-time process but a continuous one that involves reviewing and revising the draft until it meets the desired standards. This means that writers should not be afraid to make changes or seek feedback from peers or instructors to improve the quality of their work.

In summary, drafting for academic writing involves several critical elements that are essential in creating a clear, concise, and well-structured document. Structuring essay drafts, paraphrasing and summarizing, and quoting and citing are all crucial aspects that should not be ignored. It is also important to remember that drafting is a continuous process that involves reviewing and revising the draft until it meets the desired standards. With these elements in mind, writers can produce high-quality academic writing that meets the expectations of their readers and instructors.

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