

Academic Research and Writing

Challenges in Academic Reading and Writing



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Distinguishing Relevant from Irrelevant Information

One common challenge in academic reading and writing is **distinguishing relevant from irrelevant information**.

Relevant information is directly related to the topic, research question, or purpose of the assignment. It supports the main argument with facts, evidence, examples, or explanations.

Irrelevant information does not contribute to the main idea. It may be interesting, but it distracts from the topic and can make writing unclear or unfocused.



Skimming for Overview

Skimming is a reading technique used to quickly understand the **main idea, purpose, and overall structure** of a text without reading every word. It is especially useful in academic reading because students often need to evaluate many articles, reports, or chapters before deciding which ones are relevant to their research or assignment.

It should be used as a first step before more detailed reading when accurate analysis or critical evaluation is required.

Read the title – Look at the headings and subheadings – Read the introduction – Read the first sentence of each paragraph – Notice keywords – Read the conclusion –

Ask yourself: *What is the text mainly about?* If you can answer this in one or two sentences, you have successfully skimmed the text.



Annotation and Highlighting Techniques

Annotation and **highlighting** are active reading strategies that help students understand, organise, and remember important information while reading academic texts.

- **Annotation** means adding notes, comments, symbols, or questions directly on a text or in the margins. It helps readers think critically about what they are reading.
- **Highlighting** means marking the most important words, phrases, or sentences using a highlighter or coloured text.

Together, these techniques improve comprehension, critical thinking, and memory.



Writing a Paragraph

It comprises a few sentences relating to a particular idea or topic connected logically.

Topic sentence – central idea on which the whole paragraph is build.

All the other sentences in the paragraph must relate to the topic sentence and substantiate it. The conclusion is the last sentence of the paragraph.

❖ Descriptive & Narrative – two types of paragraphs



Descriptive Writing into Analytical Writing

Descriptive writing explains **what** happened or **what** something is. It presents facts, events, or information without interpretation or evaluation.

Analytical writing goes beyond description by explaining **how**, **why**, and **what the information means**. It interprets evidence, compares ideas, identifies relationships, and evaluates outcomes.

1. **Identify the facts**
2. **Ask questions**
3. **Explain the significance**
4. **Support with evidence**

By following these steps, a descriptive writing into analytical writing.



TASK

Read each descriptive sentence and rewrite it as an analytical sentence.

- ☐ Sales increased by 25% after the advertising campaign.
- ☐ The email campaign achieved a 40% open rate.



Sample analytical sentences from ChatGPT-

- The 25% increase in sales indicates that the advertising campaign was effective in influencing customer purchasing decisions, although further analysis would be needed to identify which marketing channels contributed most.
- The 40% open rate indicates that the email campaign successfully attracted customer attention, possibly due to effective subject lines and relevant content.



Rewriting & Proofreading

For coursework it is important to take time to revise your work to improve its clarity and logical development.

It is essential to avoid the small errors that may make your work inaccurate or even difficult to understand.



Rewriting

Although it is tempting to think that the first draft of an essay is adequate, it is almost certain that it can be improved.

After completing your first draft, you should leave it for a day and then reread it, asking yourself the following questions:

Does this fully answer the question(s) in the title?

Do the different sections of the paper have the right weight (i.e. is it well balanced)?

Does the argument or discussion develop clearly and logically?

Have I forgotten any important points that would support the development?



Proofreading

Proofreading means checking your work for small errors that may make it more difficult for the reader to understand exactly what you want to say.

If a sentence has only one error:

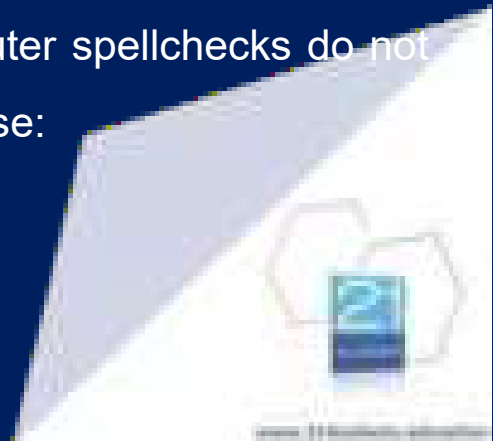
She has no enough interpersonal skills to handle different relationships.

It is not difficult to understand, but if there are multiple errors, even though they are all quite minor, the effect is very confusing.

As keynes, the Bitish economic, siad, 'In the long run

we are all ded'. Clearly, you should aim to make your meaning as clear as possible. Note that computer spellchecks do not always help you, since they may ignore a word that is spelt correctly but is not the word you meant to use:

e.g. : Tow factors need to be considered . .



E-Mail Format/ Letter Writing

1. Formal letter
2. Semi-formal letter
3. Informal letter

- Opening Salutation – Dear Sir/Madam
- Introduction - (intention of the letter) includes introduction and purpose
- Conclusion
- Closing Salutation + Name



E-Mail Format

- State the purpose
- Use the right tone
- Within 2 – 3 paragraphs mention the details
i.e. understand the question and always structure your letter.



Things to be noted while preparing an E-Mail

- Formal & semi-formal - can't command, only request
- In formal and semi-formal letter reduce the use of common contractions (I've, don't) and idiomatic language, but the normal rules for punctuation should be followed to avoid confusion.
- Spelling mistakes are just as likely to cause misunderstanding in emails as elsewhere. Always check for spelling and grammar problems before clicking 'Send'.

Note that emails tend to be short, although longer documents may be added as attachments.



Managing Research Materials

Managing research materials is the process of organising, storing, evaluating, and using information collected from different sources during research. Effective management helps students keep track of sources, avoid plagiarism, and use evidence correctly in academic writing.

Organising sources: Categorising books, articles, papers, datasets, notes, and references for easy access.

Reference management: Using tools such as citation managers to store sources and create bibliographies.

File management: Maintaining clear folder structures, consistent file names, and backups for research documents.

Data management: Storing, labeling, securing, and documenting research data and records.

Version control: Tracking changes to drafts, datasets, and research outputs to avoid confusion.

Documentation: Keeping records of methods, sources, decisions, and findings for transparency and reproducibility.

Collaboration management: Sharing materials with research teams while controlling access and managing updates.



THANK YOU

