

Contents

Preface	1
Introduction	9
MODULE I: Organizing ideas into text	17
Introduction	17
Chapter 1: The term paper: gearing up to start writing	19
1.1 The term paper as an argued text	19
1.2 The three processes of planning, writing proper and editing	21
1.3 Making the plan	22
1.4 Using a computer	27
1.5 Conclusion	33
Chapter 2: Different types of term paper: Two models	34
2.1 Term paper as essay or as mini-article	34
2.2 Quotation and paraphrase	35
2.3 The literary essay	41
2.4 The linguistic mini-article	47
Chapter 3: Title, Introduction, Body and Conclusion	57
3.1 The Title	57
3.2 The Introduction	59
3.3 The Body sections	62
3.4 Paragraphs within the Body sections	64
3.5 The Conclusion	71
Chapter 4: Getting the paper ready for submission: Editing and formatting	75
4.1 Editing	75
4.2 Formal requirements	78
Bibliography	80

MODULE II: Building effective sentences.	83
Introduction	83
Chapter 1: Basic issues in sentence construction.	85
1.1 Sentence construction	85
1.2 Information packaging	89
1.3 Sentencing	92
1.4 Overview	96
Chapter 2: Information packaging.	98
2.1 Basic grammatical moulds	99
2.2 The order of information in the clause	103
2.2.1 The front of the clause	103
2.2.2 The end of the clause	105
2.2.3 Fitting the sentence into the running text	107
2.3 Organizing the starting point	109
2.3.1 Clauses with passive verb forms	109
2.3.2 Fronting	111
2.3.3 <i>It</i> -clefts	112
2.3.4 Pseudo-clefts	117
2.3.5 The <i>th-wh</i> construction	120
2.3.6 Non-agent subjects	122
2.4 Establishing a special kind of starting point: framing.	125
2.4.1 Circumstantial adverbials	126
2.4.2 Conjunctive adverbials	127
2.4.3 Stance adverbials.	127
2.5 Organizing the end point	129
2.5.1 Extraposition.	129
2.5.2 Discontinuous structures	130
2.5.3 Dative shift	131
2.5.4 Object postponement	132
2.5.5 Presentatives	134
2.6 What goes wrong in clause construction	137
2.6.1 Frontal overload	137
2.6.2 Bad textual fit	139
2.6.3 Unclear focus signalling	140
2.7 Overview	142

Chapter 3: Complex sentences	143
3.1 Different kinds of sentence	144
3.1.1 Sentence complexity	144
3.1.2 Sentence shapes	146
3.2 Clause combining: the basic forms	148
3.2.1 Adverbial clauses	149
3.2.2 Non-restrictive relative clauses	150
3.2.3 Non-finite clauses	152
3.2.4 Verbless clauses	155
3.2.5 Appositions	156
3.2.6 Other structures	157
3.2.7 Shapes again	157
3.3 Foregrounding and backgrounding	160
3.4 Complex framing	162
3.4.1 The basic patterns	163
3.4.2 Missed opportunities	166
3.5 Interruption techniques	168
3.5.1 Aspects of interruption	168
3.5.2 Missed opportunities	174
3.6 Elaborational techniques	175
3.6.1 Elaboration	175
3.6.2 Missed opportunities	179
3.7 Problems with sentence length	180
3.7.1 Long sentences	180
3.7.2 Short sentences	182
3.8 Review	184
 Chapter 4: Punctuation	 186
4.1 Commas 1: the principle of semantic unity	187
4.2 Commas 2: optional use	193
4.2.1 Separating members of a sequence	193
4.2.2 Separating adverbial clauses	194
4.2.3 Separating coordinated clauses	196
4.2.4 Separating initial constituents	198
4.3 Colons	201
4.3.1 The basic functions	201
4.3.2 Advice	202
4.4 Semicolons	205
4.4.1 The basic uses	206

4.4.2 The difference between colon and semicolon as combining devices	208
4.5 Dashes and brackets	209
4.5.1 Brackets	209
4.5.2 Dashes	210
4.6 Commas revisited: dealing with comma splices	212
4.7 Overview	214
Bibliography	
a) Sources of examples	216
b) References	217
MODULE III: Lexis and Grammar	219
Introduction	219
Chapter 1: A constructional view of language	220
Chapter 2: Academic lexis and patterning	227
2.1 Nouns and noun patterns	228
2.1.1 Complex noun phrases in English and German	233
2.1.2 Productive nominal patterns	240
2.1.3 Position and length of complex noun phrases	240
2.1.4 General strategies for noun phrase building	241
2.2 Adjective patterns	245
2.2.1 Major groups of adjectives	245
2.2.2 Participial and compound adjectives	247
2.2.3 General strategies for building adjective phrases	249
2.3 Prepositions and prepositional phrases	250
2.4 Verbs and verb patterns	253
2.4.1 Common academic verbs	253
2.4.2 Verb patterns	255
2.5 The interface between verb patterning and sentence-building	259
Chapter 3: From word to collocation	263
3.1 Words, words, words	264
3.2 How words go together	271
3.3 Collocation of semantic-pragmatic features	277
3.4 Collocational gaps and incompatibilities	281

3.5 Making creative use of collocation	282
3.6 The interplay of collocation and patterning	284
3.6.1 A worked example	284
3.6.2 Exemplificatory infinitive clauses	285
3.6.3 Summary: Strategies for forming word groups	286
Chapter 4: Rhetorical moves and their lexical realizations	289
4.1 Stating your topics and objectives	289
4.1.1 Introducing a topic	290
4.1.2 Excluding a topic from consideration	291
4.2 Reporting, summarizing and paraphrasing	293
4.2.1 Summaries and abstracts	293
4.2.2 Strategies for paraphrasing	297
4.2.3 Quoting	302
4.3 Expressing opinions and criticizing	305
4.4 Enumerating ideas and changing the topic	311
4.5 Topicalizing specific items	320
4.6 Exemplification	321
4.7 Comparison and contrast	327
4.8 Concession	357
4.9 Cause, reason and explanation	366
4.10 Consequences and result	382
4.11 Static relations	384
Bibliography	386
MODULE IV: Style	389
Introduction	389
Chapter 1: Style and stylistic competence	390
1.1 What is style?	390
1.2 How to achieve stylistic competence	391
1.3 Academic style	393
1.3.1 Vocabulary	394
1.3.2 Nominal constructions	396
1.3.3 Verbal constructions	399
1.4 From non-specialist to specialist text	402
1.5 Personal style	403

Chapter 2: The principles of style	408
2.1 Aptness	409
2.2 Clarity	413
2.3 Concision	422
2.4 Variety	428
2.5 Elegance	439
Bibliography	446
A final word	449
Glossary	451
Index	455