

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 Coordinating and listing.	180
3.8 Problems with sentence length	186
3.8.1 Long sentences	186
3.8.2 Short sentences	188
3.9 Review	190
 Chapter 4: Punctuation	192
4.1 Commas 1: the principle of semantic unity	193
4.2 Commas 2: optional use.	199
4.2.1 Separating members of a sequence.	199
4.2.2 Separating adverbial clauses	200
4.2.3 Separating coordinated clauses	202
4.2.4 Separating initial constituents.	204
4.3 Colons	207
4.3.1 The basic functions	207
4.3.2 Advice	208
4.4 Semicolons	211

VIII Contents

4.4.1 The basic uses	212
4.4.2 The difference between colon and semicolon as combining devices	214
4.5 Dashes and brackets	215
4.5.1 Brackets	215
4.5.2 Dashes	216
4.6 Commas revisited: dealing with comma splices	218
4.7 Overview	220
Bibliography	
a) Sources of examples	222
b) References	223
MODULE III: Lexis and Grammar	225
Introduction	225
Chapter 1: A constructional view of language	226
Chapter 2: Academic lexis and patterning	233
2.1 Nouns and noun patterns	234
2.1.1 Complex noun phrases in English and German	239
2.1.2 Productive nominal patterns	246
2.1.3 Position and length of complex noun phrases	246
2.1.4 General strategies for noun phrase building	247
2.2 Adjective patterns	251
2.2.1 Major groups of adjectives	252
2.2.2 Participial and compound adjectives	254
2.2.3 General strategies for building adjective phrases	256
2.3 Prepositions and prepositional phrases	256
2.4 Verbs and verb patterns	260
2.4.1 Common academic verbs	260
2.4.2 Verb patterns	262
2.5 The interface between verb patterning and sentence-building	268
Chapter 3: From word to collocation	272
3.1 Words, words, words	273
3.2 How words go together	280
3.3 Collocation of semantic-pragmatic features	286

3.4 Collocational gaps and incompatibilities	290
3.5 Making creative use of collocation.	291
3.6 The interplay of collocation and patterning.	293
3.6.1 A worked example	293
3.6.2 Exemplificatory infinitive clauses	294
3.6.3 Summary: Strategies for forming word groups.	295
Chapter 4: Rhetorical moves and their lexical realizations	298
4.1 Stating your topics and objectives	298
4.1.1 Introducing a topic	299
4.1.2 Excluding a topic from consideration	300
4.2 Reporting, summarizing and paraphrasing	302
4.2.1 Summaries and abstracts.	302
4.2.2 Strategies for paraphrasing	306
4.2.3 Quoting	311
4.3 Expressing opinions and criticizing	314
4.4 Enumerating ideas and changing the topic	320
4.5 Topicalizing specific items.	329
4.6 Exemplification	330
4.7 Comparison and contrast	336
4.8 Concession	366
4.9 Cause, reason and explanation	375
4.10 Consequences and result.	391
4.11 Static relations	393
Bibliography	395
MODULE IV: Style	398
Introduction	398
Chapter 1: Style and stylistic competence	399
1.1 What is style?	399
1.2 How to achieve stylistic competence	400
1.3 Academic style	402
1.3.1 Vocabulary	403
1.3.2 Nominal constructions	405
1.3.3 Verbal constructions	408
1.4 From non-specialist to specialist text	411
1.5 Personal style	412

X **Contents**

Chapter 2: The principles of style	417
2.1 Aptness.....	418
2.2 Clarity.....	422
2.3 Concision	431
2.4 Variety	438
2.5 Elegance.....	448
Bibliography.....	454
A final word	458
Glossary	460
Index	464