

Book map

Topic	Tasks
1 • Introduction to the Skills of Extended Writing and Research	<ul style="list-style-type: none">• Critical thinking in academic study• What do students in higher education write?• Types of writing• Getting help with writing• Analyzing the task• The stages of writing a paper• Starting Project 1: ideas for the introduction, main body, and conclusion• Unit Summary
2 • Using Evidence to Support Your Ideas	<ul style="list-style-type: none">• Selective reading: reading for research purposes• Incorporating evidence into academic work• Referencing: direct quotations, summaries, and paraphrases• Purposeful reading: searching texts for definitions• Features of a summary• Stages in writing a summary or paraphrase• Practice summary 1• Practice summary 2• Practice summary 3• Unit Summary
3 • Structuring your Project and Finding Information	<ul style="list-style-type: none">• The structure of papers• Descriptive and evaluative writing• Reading for a specific purpose• Choosing sources• Finding information• Analyzing websites: critical evaluation• Acknowledging your sources• Academic conventions in referencing• When to avoid using online sources• Writing a bibliography• Unit Summary
4 • Developing Your Project	<ul style="list-style-type: none">• Discussing feedback on draft text• Quotations, paraphrases, and plagiarism• Avoiding plagiarism• Working with abstracts• Unit Summary
5 • Developing a Focus	<ul style="list-style-type: none">• Choosing a topic for your extended essay• Developing a topic• Establishing a focus• Establishing a working title• Planning Project 2• Unit Summary

	Topic	Tasks
6	<ul style="list-style-type: none"> • Introductions, Conclusions, and Definitions 	<ul style="list-style-type: none"> • Features of introductions • Analyzing your introduction • The language of introductions • Identifying the thesis statement • Features of conclusions • Analyzing your conclusion • The language of conclusions • Features of definitions • Unit Summary
7	<ul style="list-style-type: none"> • Incorporating Data and Illustrations 	<ul style="list-style-type: none"> • The purpose of data • The language used for incorporating data • Data commentary • The language of data commentary • Practice data commentary • Unit Summary
8	<ul style="list-style-type: none"> • Preparing for Conference Presentations and Editing Your Work 	<ul style="list-style-type: none"> • Features of abstracts • Conference abstracts • Preparing an oral presentation • Preparing a poster presentation • Unit Summary