



ENGLISH

ACADEMIC WRITING

for College Students



ATHIA FIDIAN, M.PD

English: Academic Writing for College Students

Atha Fidian, M.Pd

<< English: Academic Writing for College Students >>

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PREFACE

Academic writing is an essential skill that every college student must master to succeed in their academic journey. The ability to articulate ideas clearly, structure arguments logically, and adhere to academic conventions is crucial not only for coursework but also for professional development. Recognizing the significance of this skill, *English: Academic Writing for College Students* is designed as a comprehensive guide to support students in developing their academic writing proficiency.

This book provides a structured approach to learning academic writing, beginning with an introduction to its fundamental principles, followed by discussions on essential features, reading strategies, writing processes, grammatical accuracy, and plagiarism avoidance. Each chapter is designed to equip students with practical techniques that enhance their writing clarity, coherence, and effectiveness.

A key feature of this book is its focus on real-world academic applications, integrating examples, exercises, and evaluations that allow students to apply the concepts in their own writing. The inclusion of proofreading strategies further ensures that students can refine their work and present high-quality academic papers.

I extend my deepest gratitude to colleagues, reviewers, and students who have provided valuable feedback throughout the development of this book. Their insights and suggestions have been instrumental in shaping its content to be more relevant and accessible.

I hope that this book serves as a useful resource for students, educators, and researchers who strive to enhance their academic writing skills. May it inspire confidence in writing and contribute to academic excellence.

Magelang, 2025

Athia Fidian, M.Pd

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CHAPTER 1

Introduction to Academic Writing

A. Learning Purpose

Students are able to understand the core concept of academic writing

B. Introduction

College students who can write well will be able to communicate their ideas, opinions, and research findings more effectively than those who cannot. Academic writing is not only a required ability. Academic writing is more than just completing assignments; it develops analytical skills, critical thinking, and better communication.

Proficiency in academic writing is crucial in the highly competitive academic and professional arenas of today. In addition to helping students succeed academically, this ability equips them for the demands of research, publication, and clear communication across a range of disciplines. Familiarity with the subtleties of academic writing enables students to explain difficult ideas clearly, make significant contributions to academic discussions, and project authority.

Thus, investing time and effort in refining academic writing skills not only improves academic performance but also opens up new avenues for personal and professional development.

C. Academic Writing

Academic writing is a specialized form of communication used in educational settings and professional research environments. It involves presenting ideas, arguments, and research findings in a structured and formal manner. The primary goal of academic writing is to convey information clearly and logically, while adhering to specific conventions and standards of scholarly discourse.

1. Key Elements of Academic Writing

- a. **Clarity and Precision:** Academic writing demands clear and precise language to communicate complex ideas effectively. This includes using appropriate vocabulary and avoiding ambiguity.
- b. **Structure and Organization:** Academic papers typically follow a defined structure, such as introduction, literature review, methodology, results, discussion, and conclusion. Each section serves a specific purpose in presenting and analyzing information.
- c. **Critical Thinking:** Academic writing encourages critical analysis and evaluation of sources and arguments. Students are expected to engage critically with existing literature and contribute original insights to the field.

d. **Evidence-Based Argumentation:** Central to academic writing is the use of evidence to support arguments. This evidence can come from empirical research, scholarly articles, or other credible sources, and should be cited according to a recognized citation style (e.g., APA, MLA, Chicago).

2. Types of Academic Writing

- a. **Essays:** Essays present arguments or perspectives on a specific topic, supported by evidence and analysis.
- b. **Research Papers:** Research papers involve in-depth investigation of a topic, often including original research or a comprehensive review of existing literature.
- c. **Literature Reviews:** Literature reviews summarize and evaluate the existing research on a particular topic, identifying gaps or areas for further study.
- d. **Reports and Case Studies:** These types of writing analyze specific cases or situations, often used in fields such as business, law, or medicine.

3. Academic Writing Process

- a. **Pre-writing:** Planning and researching the topic, gathering relevant sources, and outlining the structure of the paper.
- b. **Writing:** Drafting the paper, focusing on clarity, coherence, and adherence to academic conventions.

- c. **Revision:** Reviewing and refining the draft, improving clarity, organization, and argumentation.
- d. **Editing and Proofreading:** Polishing the final draft by correcting grammar, punctuation, and citation errors.

4. Importance of Academic Writing Skills

- a. **Academic Success:** Proficiency in academic writing is essential for achieving academic success, as it demonstrates understanding of course material and critical thinking skills.
- b. **Career Readiness:** Effective communication through writing is valued in professional environments across industries. Employers seek candidates who can articulate ideas clearly and persuasively.
- c. **Contributing to Knowledge:** Academic writing contributes to the advancement of knowledge by sharing research findings and stimulating scholarly debate.

5. Resources and Support for Academic Writing

- a. **Writing Centers:** Many colleges and universities offer writing centers where students can receive guidance on academic writing, from brainstorming ideas to polishing final drafts.
- b. **Style Guides and Manuals:** Resources such as the APA Publication Manual or the MLA Handbook provide detailed guidelines for formatting citations and structuring academic papers.
- c. **Online Tools and Workshops:** Various online tools and workshops are available to help students improve their writing

skills, including grammar checkers, citation generators, and writing workshops.

Creating effective academic writing requires adherence to certain guidelines and best practices. Here's a list of dos and don'ts to keep in mind:

Do:

1. **Understand the Assignment Requirements:** Carefully read and comprehend the assignment guidelines, including formatting, citation style, and specific requirements for content and structure.
2. **Plan and Outline:** Before starting to write, create a clear outline that includes main points, sub-points, and the logical flow of your argument or discussion.
3. **Use Formal Language:** Academic writing demands formal language. Avoid colloquialisms, slang, or overly casual expressions.
4. **Support Arguments with Evidence:** Back up your arguments and claims with evidence from credible sources. Use academic literature, research studies, and data to support your points.
5. **Cite Properly:** Always cite the sources you use to support your arguments. Follow the guidelines of the citation style (APA, MLA, Chicago, etc.) required by your institution.

6. **Be Clear and Concise:** Write in a clear, straightforward manner. Avoid unnecessary jargon or overly complex sentences that can obscure your meaning.
7. **Edit and Proofread:** Revise your writing for clarity, coherence, and organization. Check for grammar, punctuation, and spelling errors. Editing is crucial to polish your work before submission.
8. **Maintain Academic Integrity:** Ensure all work is your own and give proper credit to others' ideas and research through accurate citation and referencing.
9. **Seek Feedback:** If possible, seek feedback from peers, professors, or writing tutors to improve your writing.
10. **Revise as Necessary:** Be willing to revise your work based on feedback or upon re-evaluation. Revision is part of the writing process and can significantly improve your final paper.

Don't:

1. **Plagiarize:** Never present someone else's work as your own. Always properly cite and reference sources to avoid plagiarism.
2. **Use Informal Language:** Avoid using slang, contractions, or overly casual language in academic writing.
3. **Overgeneralize:** Base your arguments on evidence and avoid sweeping generalizations without sufficient support.
4. **Ignore Formatting Guidelines:** Stick to the formatting requirements specified in the assignment prompt or style guide.
5. **Include Personal Opinions:** Academic writing focuses on objective analysis and evidence-based arguments. Avoid

inserting personal opinions unless specifically asked for in the assignment.

6. **Rush the Writing Process:** Take the time to plan, draft, revise, and edit your work thoroughly. Rushing can lead to errors and poor-quality writing.
7. **Use Unclear or Ambiguous Language:** Ensure that your writing is precise and unambiguous. Clarity is essential for conveying your ideas effectively.
8. **Forget to Proofread:** Always proofread your work before submission to catch typos, grammatical errors, and other mistakes.
9. **Neglect Revision:** Revision is crucial for improving the quality of your writing. Don't submit a first draft without reviewing and revising it.
10. **Miss Deadlines:** Adhere to assignment deadlines to demonstrate professionalism and respect for academic norms.

By following these dos and don'ts, you can enhance the quality of your academic writing and meet the expectations of your professors and peers effectively.

Conclusion

Mastering academic writing is a vital skill for college students, enabling them to communicate effectively, think critically, and contribute meaningfully to their fields of study. By understanding the principles

and practices of academic writing, students can enhance their academic performance, prepare for future career opportunities, and engage actively in scholarly discourse.

D. Evaluation

- 1. What are the key elements that define academic writing as distinct from other forms of writing?
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- 2. How does understanding audience and purpose influence the approach to academic writing?
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- 3. What are the different types of academic writing one may encounter in higher education?
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- 4. Why is clarity and precision important in academic writing? How can these be achieved?
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5. Discuss the role of research and evidence in supporting arguments in academic writing.
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6. What strategies can a writer use to effectively organize their ideas in an academic paper?
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7. Why is proper citation and referencing essential in academic writing? What are the consequences of improper citation?
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8. How does academic writing contribute to knowledge dissemination and academic discourse?
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9. What are the challenges that students often face when transitioning to academic writing from other forms of writing?
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10. How can proficiency in academic writing skills benefit students in their future academic and professional endeavors?

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CHAPTER 2

<< The Features of Academic Writing >>

A. Learning Purpose

Students are able to implement the micro and macro skills of reading as the first step of academic writing.

B. Introduction

Familiarity with the features of academic writing and its content is essential for effective communication, academic success, professional development, intellectual rigor, and ethical scholarship. Academic writing is not just about putting words on paper; it is a structured process that requires clarity, coherence, and logical organization. Writers must develop the ability to present their ideas systematically, support arguments with evidence, and maintain a formal tone that aligns with scholarly expectations. By mastering these elements, students and researchers can articulate their thoughts effectively and engage meaningfully in academic discussions.

In addition to enhancing communication skills, understanding the characteristics of academic writing empowers individuals to navigate various academic and professional challenges with confidence.

Whether composing research papers, essays, or reports, writers must adhere to specific conventions, such as proper citation, structured argumentation, and critical analysis. These skills not only contribute to the credibility of their work but also demonstrate a commitment to intellectual rigor and ethical scholarship. Strong academic writing skills enable individuals to participate in scholarly conversations, build well-reasoned arguments, and contribute valuable insights to their respective fields.

Furthermore, academic writing fosters a culture of continuous learning and critical thinking, which are indispensable for professional growth. The ability to analyze information, synthesize ideas, and present findings effectively is crucial across disciplines and industries. As professionals advance in their careers, they rely on strong writing skills to prepare reports, publish research, and communicate complex ideas to diverse audiences. By mastering academic writing, individuals not only strengthen their academic performance but also position themselves for success in professional settings, where clear and persuasive communication is highly valued.

C. << The Feature of Academic Writing >>

Academic writing is characterized by several distinctive features that set it apart from other forms of writing. These features are essential for effectively communicating scholarly ideas and research findings in an academic context. Here are the key features of academic writing:

1. Formality and Tone

Academic writing maintains a formal tone throughout, avoiding casual language and colloquial expressions. The language used is precise, objective, and focused on conveying information and arguments clearly and professionally.

2. Clarity and Precision

Clarity and precision are paramount in academic writing. Ideas are presented logically and coherently, ensuring that readers can understand the content without ambiguity. Complex concepts are explained clearly, using appropriate terminology and definitions.

3. Structured Organization

Academic papers are typically structured with a specific format that varies depending on the type of document (e.g., research paper, essay, report). Common elements include an introduction that outlines the purpose and scope of the paper, a literature review that contextualizes existing research, a methodology section detailing research methods and procedures (in research papers), results or findings from the study, a discussion or analysis of the results, and a conclusion that summarizes key findings and implications.

4. Objectivity and Impersonal Tone

Academic writing emphasizes objectivity and avoids personal bias or emotional language. Writers maintain an impersonal tone by focusing on factual evidence, logical reasoning, and scholarly discourse. Arguments are supported by empirical data, theoretical frameworks, or credible sources.

5. Evidence-Based Argumentation

Central to academic writing is the use of evidence to support arguments and claims. Writers draw on credible sources such as peer-reviewed journals, books, and reputable websites to substantiate their assertions. Proper citation and referencing are essential to acknowledge the contributions of others and avoid plagiarism.

6. Critical Thinking and Analysis

Academic writing encourages critical thinking and analysis of ideas, theories, or research findings. Writers engage with existing literature to evaluate strengths and weaknesses, identify gaps in knowledge, and propose new perspectives or solutions. Critical analysis demonstrates intellectual rigor and contributes to the advancement of knowledge within a particular field.

7. Formal Structure and Language

Academic writing adheres to specific structural conventions and linguistic norms appropriate to the discipline or field of study. This includes using formal language, technical terminology, and conventions of citation and referencing (e.g., APA, MLA, Chicago style) as prescribed by academic institutions and disciplines.

8. Complexity and Depth

Academic writing often deals with complex ideas, theories, and methodologies that require a depth of understanding and expertise in the subject matter. Writers demonstrate mastery of their discipline through sophisticated arguments, theoretical frameworks, and nuanced interpretations of research findings.

9. Audience Awareness

Writers of academic papers are mindful of their audience, which typically includes peers, instructors, researchers, or professionals in the field. They tailor their writing style, level of detail, and complexity of arguments to meet the expectations and understanding of their intended readership.

10. Contribution to Knowledge

Academic writing serves to contribute to knowledge creation and dissemination within a particular discipline or field of study. By synthesizing existing research, proposing new ideas, or challenging established theories, writers advance scholarly understanding and stimulate intellectual debate.

Conclusion

Understanding and applying the features of academic writing enhances a writer's ability to communicate effectively within academic and professional contexts. By mastering formal language, adhering to structured organization, employing evidence-based argumentation, and demonstrating critical thinking, writers contribute to the ongoing dialogue and advancement of knowledge in their respective fields.

These features collectively distinguish academic writing as a specialized genre that serves the purposes of education, research dissemination, and scholarly communication. Mastering these

characteristics enables students and researchers to effectively engage with their academic communities and contribute meaningfully to their fields of study.

D. Evaluation

- 1. What are the characteristics that distinguish academic writing from other types of writing, such as creative or journalistic writing?
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- 2. How does objectivity play a crucial role in academic writing, and how can it be maintained throughout a paper?
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- 3. Discuss the importance of clarity and precision in academic writing. How can writers achieve these qualities?
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- 4. What is the significance of formal language and tone in academic writing? How does it contribute to the credibility of the work?

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5. How does academic writing prioritize evidence-based arguments over personal opinions? Why is this distinction important?

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6. Explain the concept of critical analysis in academic writing. How can writers effectively incorporate critical thinking into their work?

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7. Discuss the role of structure and organization in academic writing. What are some effective strategies for organizing ideas coherently?

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8. Why is referencing and citation crucial in academic writing? How does it contribute to the integrity of the work?

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9. How does academic writing typically engage with existing literature and scholarly debates? What are the expectations regarding literature review and synthesis?

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10. What are some common pitfalls to avoid in academic writing? How can writers overcome these challenges to produce high-quality academic papers?

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CHAPTER 3

<< Reading Skills: Scanning, Skimming, Navigation Skills >>

A. Learning Purpose

Students are able to apply scanning, skimming, and navigation skills to quickly identify key information, understand the main ideas of a text, and efficiently navigate academic and professional reading materials for better comprehension and time management.

B. Introduction

Academic texts, a professional staying updated in your field, or simply an avid reader seeking deeper understanding, honing your reading skills and strategies is indispensable. Reading goes beyond mere comprehension; it involves active engagement, interpretation, and synthesis of information. This introduction aims to explore the fundamental importance of learning reading skills and strategies, offering insights into how these skills can empower individuals to navigate and comprehend diverse texts more effectively. By understanding the significance of reading skills and adopting proven strategies, readers can unlock new knowledge, enhance their analytical

capabilities, and ultimately enrich their academic and professional lives.

C. << Reading Skills and Strategies >>

Reading is a fundamental skill that not only enables us to comprehend information but also to engage critically with texts across various contexts. Effective reading involves employing a range of strategies tailored to different purposes, whether it's for academic study, professional research, or personal enrichment. Here, we explore key reading strategies: guessing meaning, skimming, scanning, and intensive reading, each essential for enhancing comprehension and efficiency.

1. Guessing Meaning

Guessing meaning involves inferring the meaning of unfamiliar words or concepts based on contextual clues. This strategy is particularly useful when encountering challenging vocabulary in texts. By analyzing the surrounding sentences and paragraphs, readers can make educated guesses about the intended meaning, thereby improving overall comprehension without relying solely on a dictionary.

Example: "Despite his effusive praise, her terse response indicated she was less than impressed."

In this sentence, "effusive" and "terse" are contrasting words. From the context, one might guess that "effusive" means overly enthusiastic or verbose, while "terse" suggests brief and to the point.

2. Skimming

Skimming involves quickly reading through a text to get a general overview of its content. This strategy is effective for identifying key topics, main ideas, or the overall structure of longer texts. Skimming helps readers decide whether a text is relevant and warrants closer reading.

Example: When preparing for an exam, you might skim through a textbook chapter to review headings, subheadings, and bolded terms to get an idea of the main concepts covered.

3. Scanning

Scanning is a technique used to locate specific information quickly. Instead of reading every word, scanners focus on keywords, phrases, or specific details they are searching for within a text. Scanning is useful for finding answers to specific questions or extracting data from dense materials efficiently.

Example: Searching for a particular statistic or date in a research article, you might scan through paragraphs looking for numerical data or specific keywords related to your query.

4. Intensive Reading

Intensive reading involves reading a text thoroughly and carefully to gain a deep understanding of its content. This approach is necessary for academic study, detailed research, or when encountering complex or technical material that requires close attention to detail.

Example: Analyzing a philosophical essay requires intensive reading to grasp the author's arguments, evaluate their reasoning, and form a critical response based on a comprehensive understanding of the text.

Why These Strategies Matter:

- **Enhanced Comprehension:** By using these strategies, readers can improve their ability to understand and retain information from various types of texts.
- **Efficiency:** Skimming and scanning allow readers to navigate large volumes of information quickly, saving time while still extracting valuable insights.
- **Critical Thinking:** Intensive reading encourages deeper engagement with complex ideas, fostering critical thinking skills and the ability to analyze and evaluate arguments.

Conclusion

Mastering reading skills and strategies like guessing meaning, skimming, scanning, and intensive reading equips individuals with the tools to approach texts effectively in diverse contexts. Whether you're a student, researcher, or lifelong learner, these strategies empower you

to engage critically with information, extract key insights, and deepen your understanding of the world around you.

By incorporating these strategies into your reading practice, you can enhance your comprehension, efficiency, and critical thinking skills, ultimately maximizing the benefits of reading in both academic and professional pursuits.

D. Evaluation

1. Guessing Meaning:

- a. How can you infer the meaning of unfamiliar words or phrases based on context clues?
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.....
- b. What strategies can help you make educated guesses about the meaning of words in a text?
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.....
- c. Why is guessing meaning an important skill in improving overall comprehension?
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2. **Skimming:**

- a. What are the key objectives of skimming a text? How does it differ from reading for detailed comprehension?

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- b. When might you use skimming as a reading strategy? Provide examples from academic or professional contexts.

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- c. How can skimming help you determine the relevance of a text to your research or study goals?

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3. **Scanning:**

- a. Describe the process of scanning a text. How does it differ from skimming and intensive reading?

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- b. What types of information are best located using scanning techniques? Give specific examples.

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- c. How can effective scanning skills enhance efficiency when conducting research or gathering information?

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4. **Intensive Reading:**

- a. What distinguishes intensive reading from other reading strategies like skimming and scanning?

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- b. When is intensive reading most beneficial? Provide examples of situations where intensive reading is necessary or advantageous.

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- c. How does intensive reading contribute to deeper comprehension and critical thinking?

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5. **General Questions:**

- a. How do these reading strategies collectively contribute to becoming a more efficient reader?

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- b. Which of these strategies do you find most challenging to implement? Why?

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- c. How can practicing these reading strategies improve academic performance or professional efficiency?

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CHAPTER 4

<< Process of Academic Writing >>

A. Learning Process

Students are able to understand the assignment, conduct research, develop a structured outline, draft well-organized academic papers, revise and edit for clarity and coherence, proofread for accuracy, and uphold academic integrity by citing sources properly and avoiding plagiarism.

B. Introduction

Academic writing is not merely a task but a disciplined process that demands careful planning, critical thinking, and effective communication. It requires writers to engage with their topics deeply, structure their arguments logically, and present ideas in a clear and precise manner. Whether you are a student crafting an essay, a researcher drafting a journal article, or a professional writing a report, understanding the academic writing process is essential for producing well-structured, coherent, and scholarly work. This process involves several key stages, including researching credible sources, organizing information, drafting content, revising for clarity and coherence, and proofreading for grammatical and formatting accuracy. Mastering

academic writing not only enhances academic success but also strengthens analytical skills, fosters intellectual growth, and prepares individuals for professional communication in various fields.

C. << Process of Academic Writing >>

Understanding the Assignment

Before starting any academic writing, it is crucial to thoroughly understand the assignment requirements. Pay attention to the topic, scope, format (e.g., essay, research paper), and any specific guidelines provided by your instructor or publication.

1. Pre-Writing Phase

a. Topic Selection:

- Choose a focused and manageable topic that aligns with the assignment requirements and your interests.
- Consider the significance and relevance of the topic within your field of study.

b. Research:

- Conduct comprehensive research using credible sources (e.g., academic journals, books, reputable websites).
- Take notes and organize information systematically to facilitate later stages of writing.

c. Thesis Statement:

- Formulate a clear and concise thesis statement that outlines the main argument or purpose of your paper.
- Ensure the thesis statement is specific, debatable, and relevant to the topic.

2. Writing Phase

a. Outline:

- Create a structured outline that organizes your ideas logically and supports the thesis statement.
- Include main points, subpoints, and supporting evidence or examples for each section.

b. Drafting:

- Write a rough draft following the outline, focusing on developing coherent paragraphs and transitions between ideas.
- Aim for clarity, precision, and adherence to academic writing conventions (e.g., formal language, proper citation).

c. Revision:

- Review and revise the draft for clarity, coherence, and logical flow of ideas.
- Edit for grammar, punctuation, and sentence structure to enhance readability and academic rigor.

3. Editing and Proofreading

a. Editing:

- Edit the revised draft for content accuracy, consistency, and adherence to assignment requirements.
- Ensure all sources are properly cited and referenced according to the required citation style (e.g., APA, MLA, Chicago).

b. Proofreading:

- Proofread the final draft for spelling errors, typographical mistakes, and formatting inconsistencies.

- Consider seeking feedback from peers or instructors to identify areas for improvement.

4. Finalizing

a. Formatting:

- Format the final document according to academic standards, including margins, font size, line spacing, and headings.
- Follow specific formatting guidelines provided by the instructor or publication.

b. Submission:

- Prepare the final document for submission, ensuring all components (title page, abstract, references, etc.) are included as required.
- Double-check submission requirements (e.g., electronic submission, hard copy) and deadlines.

Template for Academic Writing:

Title:

- Choose a descriptive and engaging title that reflects the main focus of your paper.

Introduction:

- Provide background information on the topic.
- State the purpose of the paper and introduce the thesis statement.

Body:

- Paragraphs organized according to the outline.
- Each paragraph begins with a topic sentence that supports the thesis statement.
- Develop each main point with supporting evidence, examples, or analysis.

Conclusion:

- Summarize the main arguments and findings.
- Restate the thesis statement and discuss the implications of your research or analysis.
- Avoid introducing new information in the conclusion.

References:

- List all sources cited in the paper using the appropriate citation style (e.g., APA, MLA, Chicago).
- Arrange references alphabetically by author's last name or numerically by citation order.

Template design for structuring an academic writing piece:

Title:

(Choose a descriptive and specific title that reflects the main focus of your paper)

Introduction:

- **Purpose:** Clearly state the purpose or objective of your paper.
- **Context:** Provide background information on the topic to establish its relevance.
- **Thesis Statement:** Present the main argument or central idea that your paper will explore.

Body:

- **Section 1:**
 - **Topic Sentence:** Introduce the main point of this section.
 - **Supporting Evidence:** Present evidence, examples, or data that support your topic sentence.
 - **Analysis:** Analyze the evidence and explain its significance in relation to your thesis.
- **Section 2:** (Repeat structure as needed)
 - **Topic Sentence:**
 - **Supporting Evidence:**
 - **Analysis:**
- **Section 3:** (Repeat structure as needed)
 - **Topic Sentence:**
 - **Supporting Evidence:**
 - **Analysis:**

Conclusion:

- **Summary:** Recap the main points discussed in the body sections.
- **Implications:** Discuss the broader implications of your findings or arguments.
- **Closing Statement:** Reinforce the importance of your thesis and leave a lasting impression on the reader.

References:

- List all sources cited in your paper using the appropriate citation style (e.g., APA, MLA, Chicago).
- Arrange references alphabetically by author's last name or numerically by citation order.

Title: The Impact of Nurse-Patient Communication on Patient Outcomes

Introduction

Effective communication between nurses and patients is fundamental to quality healthcare delivery. In nursing practice, communication not only facilitates the exchange of information but also establishes therapeutic relationships that influence patient satisfaction and clinical outcomes. This essay explores the significance of nurse-patient communication in healthcare settings, reviewing existing literature to understand its impact on patient outcomes.

Literature Review

Communication in nursing is multifaceted, encompassing verbal and non-verbal interactions that contribute to patient care and satisfaction (McCabe, 2017). Research indicates that clear and empathetic communication enhances patient understanding of medical information, adherence to treatment plans, and overall satisfaction with care (Street et al., 2013). Conversely, poor communication has been linked to medication errors, patient anxiety, and increased hospital readmissions (Johnson et al., 2015).

Effective nurse-patient communication involves active listening, sensitivity to patient concerns, and clear explanations of procedures and treatment options (Adams et al., 2019). Studies highlight the role of communication training programs in improving nurse-patient interactions and patient outcomes (Oliveira et al., 2018). For instance, simulation-based exercises and communication workshops have been

effective in enhancing nurses' communication skills and fostering patient-centered care (Brown et al., 2020).

Discussion

The findings underscore the critical role of effective communication in improving patient outcomes across various healthcare settings. Nurses who engage in open communication and demonstrate empathy are more likely to build trust with patients, leading to enhanced patient satisfaction and compliance with treatment plans (McCabe, 2017). Furthermore, clear communication reduces the likelihood of misunderstandings and medical errors, thereby contributing to safer patient care environments (Street et al., 2013).

However, challenges such as language barriers, time constraints, and hierarchical structures within healthcare teams can hinder effective communication (Johnson et al., 2015). Strategies to address these barriers include cultural competence training for healthcare providers, use of interpreter services, and implementation of communication protocols in clinical practice (Adams et al., 2019).

Conclusion

In conclusion, nurse-patient communication is a cornerstone of quality nursing care and patient outcomes. By fostering effective communication skills among nurses, healthcare organizations can promote patient-centered care, improve clinical outcomes, and enhance overall healthcare quality (Oliveira et al., 2018). Future research should continue to explore innovative approaches to communication training

and evaluate their impact on healthcare delivery and patient satisfaction.

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D. Evaluation

1. What initial steps should be taken when starting an academic writing assignment?

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2. How does conducting thorough research contribute to the quality of academic writing?

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3. Why is outlining important in the process of academic writing?
How can it help organize ideas effectively?

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4. What strategies can be employed to refine and clarify the thesis statement during the writing process?

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5. How does the revision process contribute to improving the overall quality of academic writing?

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6. What are effective techniques for integrating evidence and citations into academic writing?
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7. How can one ensure consistency and coherence throughout an academic paper?
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8. Discuss the role of peer feedback and instructor guidance in refining academic writing.
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9. What are some common challenges encountered during the academic writing process, and how can they be overcome?
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10. How does the final editing and proofreading stage contribute to the polish and professionalism of academic writing?
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CHAPTER 5

<< Tenses in Academic Writing >>

A. Learning Purpose

Students are able to use appropriate tenses in academic writing to convey ideas clearly, maintain consistency, and accurately present past research, current discussions, and future implications in their work.

B. Introduction

Academic writing serves as a cornerstone of scholarly communication, requiring precision, clarity, and adherence to conventions that include grammatical structures such as tenses. The proper use of tenses ensures that information is conveyed accurately, reflecting the relationship between past research, present discussions, and future implications. It allows writers to maintain consistency throughout their work, preventing confusion and reinforcing logical flow.

The choice of tenses in academic writing not only reflects the timing of actions or events but also shapes the coherence and credibility of the narrative. For example, the present tense is commonly used to state general truths and discuss current research, while the past tense is employed when referring to completed studies or historical data.

Meanwhile, the future tense is often used to propose further research directions or predictions based on current findings. Mastering the appropriate use of tenses is therefore essential for effective academic discourse.

This introduction explores the significance of mastering tenses in academic writing, emphasizing their role in conveying research findings, discussing theories, and presenting arguments with clarity and accuracy. Writers who understand how to correctly apply tenses can enhance their credibility, ensuring that their ideas are expressed with precision. By paying attention to tense consistency, scholars and students alike can produce well-structured academic work that effectively communicates their intended message to the academic community.

C. << Tenses in academic writing >>

Types of Tenses in Academic Writing:

1. Present Simple:

- a. **Usage:** Used to state facts, general truths, or habitual actions.
- b. **Example:** "The sun rises in the east."

2. Present Continuous:

- a. **Usage:** Describes actions happening at the time of speaking or ongoing processes.
- b. **Example:** "Researchers are currently analyzing the data."

3. **Present Perfect:**

- a. **Usage:** Indicates actions that started in the past and have relevance to the present.
- b. **Example:** "Recent studies have shown significant improvement in patient outcomes."

4. **Past Simple:**

- a. **Usage:** Describes actions completed at a specific point in the past.
- b. **Example:** "The experiment concluded last month."

5. **Past Continuous:**

- a. **Usage:** Indicates actions that were ongoing in the past.
- b. **Example:** "She was conducting interviews when the incident occurred."

6. **Past Perfect:**

- a. **Usage:** Describes actions completed before another action in the past.
- b. **Example:** "By the time the results were published, the conference had already ended."

7. **Future Simple:**

- a. **Usage:** Used to predict future actions or events.
- b. **Example:** "The study will investigate the long-term effects of the treatment."

8. **Future Continuous:**

- a. **Usage:** Describes actions that will be ongoing at a specific future time.

- b. **Example:** "At this time next year, we will be conducting fieldwork."

Importance of Using Correct Tenses in Academic Writing:

- **Clarity and Accuracy:** Using appropriate tenses ensures that the timeline of events or actions is clearly communicated to the reader.
- **Precision:** Proper use of tenses helps in accurately conveying the sequence of actions or events, which is crucial in presenting research findings or discussing theories.
- **Credibility:** Consistent use of tenses enhances the credibility of your writing by demonstrating a clear understanding of temporal relationships in the context of your research.

Examples in Academic Writing:

- **Introduction (Present Simple):** "This paper examines the impact of climate change on biodiversity."
- **Literature Review (Present Perfect):** "Recent studies have highlighted the correlation between diet and cardiovascular health."
- **Methodology (Past Simple):** "Participants completed a questionnaire assessing their dietary habits."
- **Results (Past Continuous):** "The data collection process was ongoing throughout the study period."
- **Discussion (Future Simple):** "Future research should explore alternative treatment methods for improving patient outcomes."

D. Evaluation

1. When is it appropriate to use present simple tense in academic writing? Provide examples.
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2. How does the use of present perfect tense contribute to discussing recent research findings in academic papers?
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3. Discuss the significance of past tense in describing methodology and results sections of a research paper. Provide examples.
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4. What are the advantages of using past perfect tense to indicate temporal relationships in academic writing? Give examples.
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5. When should future tense be used in academic writing, and how does it affect the presentation of hypotheses or future research directions?

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6. How can consistency in tense usage throughout an academic paper enhance clarity and coherence?

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7. Explain the role of present continuous tense in describing ongoing research activities or discussions of current trends in academic writing.

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8. What strategies can help writers effectively transition between different tenses within the same paragraph or section of an academic paper?

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9. Discuss the implications of using inappropriate tenses in academic writing. How can these errors affect the credibility and comprehension of the text?

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10. How does the choice of tense reflect the author's perspective on the topic or research findings in academic writing?

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CHAPTER 6

<< Avoiding the Plagiarism >>

A. Learning Purpose

Students are able to recognize, prevent, and avoid plagiarism by properly citing sources, paraphrasing effectively, and adhering to academic integrity standards in their writing.

B. Introduction

In the realm of academia, integrity and originality are foundational principles that uphold the credibility of scholarly work. These values ensure that research and academic contributions maintain their authenticity, allowing knowledge to be built upon trustworthy foundations.

Plagiarism, the act of presenting someone else's ideas, words, or work as your own without proper attribution, undermines these principles and compromises the ethical standards of academic discourse. It not only diminishes the value of academic efforts but also affects the credibility and reliability of published research.

This introduction explores why it is crucial for students and researchers to learn how to avoid plagiarism, emphasizing the significance of academic honesty, intellectual integrity, and the preservation of scholarly rigor. By understanding the importance of ethical writing practices, individuals can contribute meaningfully to their fields, engage in responsible scholarship, and maintain the high standards expected in academic and professional settings.

C. << Avoiding the plagiarism >>

Plagiarism, whether intentional or unintentional, can have serious consequences in academic and professional settings. It undermines the credibility of your work and violates ethical standards of intellectual honesty. To maintain academic integrity and uphold the quality of your research and writing, follow these steps to avoid plagiarism:

1. Understand What Constitutes Plagiarism:

- **Importance:** Recognizing what constitutes plagiarism—such as copying verbatim, paraphrasing without proper attribution, or using someone else’s ideas without acknowledgment—lays the foundation for ethical writing practices.

2. Use Proper Citation and Referencing:

- **Importance:** Citing sources properly gives credit to the original authors and demonstrates transparency in acknowledging the contributions of others to your work. It also allows readers to locate and verify the sources you have used.
- **Steps:** Learn and adhere to citation styles (e.g., APA, MLA, Chicago) recommended by your institution or discipline.

Include in-text citations for direct quotes, paraphrased information, and ideas derived from sources.

3. Take Effective Notes:

- **Importance:** Developing good note-taking habits helps you keep track of sources and distinguish between your ideas and those of others. It reduces the risk of unintentional plagiarism when integrating information into your writing.
- **Steps:** Clearly mark quotations, paraphrases, and summaries from sources in your notes. Record complete bibliographic information for each source to facilitate accurate referencing later.

4. Paraphrase and Summarize Ethically:

- **Importance:** Paraphrasing and summarizing are essential skills in academic writing to present information in your own words while acknowledging the original source.
- **Steps:** When paraphrasing, rephrase the original text significantly and cite the source. Summarize main ideas concisely, ensuring to attribute the information to the original author.

5. Use Plagiarism Detection Tools:

- **Importance:** Plagiarism detection tools like Turnitin, Grammarly, or Copyscape help you identify unintentional plagiarism and ensure your work is original before submission.
- **Steps:** Run your drafts through plagiarism checkers to review similarity scores and address any areas that may require citation or revision.

6. Develop Your Own Ideas and Voice:

- **Importance:** Cultivating your unique perspective and voice in academic writing not only demonstrates original thought but also enhances the scholarly contribution of your work.
- **Steps:** Engage critically with sources to analyze, synthesize, and build upon existing ideas. Clearly differentiate your insights from those of others through thoughtful analysis and argumentation.

7. Seek Guidance and Clarification:

- **Importance:** When in doubt about attribution or citation practices, seek guidance from instructors, mentors, or writing centers. Clarifying expectations ensures compliance with academic integrity standards.
- **Steps:** Attend workshops or tutorials on academic writing and citation styles offered by your institution. Ask for feedback on drafts to improve your citation practices.

D. Evaluation

1. Why is it important to understand the definition and types of plagiarism before starting your academic writing?
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2. How can proper citation practices enhance the credibility of your academic work?

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3. What are effective strategies for paraphrasing information from sources while avoiding plagiarism?
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4. When should you use quotation marks in your writing, and how should you properly cite quoted material?
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5. How can effective note-taking techniques help prevent unintentional plagiarism?
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6. What role do plagiarism detection tools play in ensuring the originality of your academic writing?
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7. Why is it essential to develop your own voice and perspective when synthesizing information from multiple sources?

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8. Discuss the consequences of plagiarism in academic and professional settings, and how you can avoid these pitfalls.

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9. How can collaboration with peers or colleagues be conducted ethically to avoid accusations of plagiarism?

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10. What resources and support services are available at your institution to help you understand and avoid plagiarism in your academic writing?

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CHAPTER 7

<< Proofreading >>

A. Learning Purpose

Students are able to proofread their academic writing effectively to identify and correct errors in grammar, punctuation, spelling, and formatting, ensuring clarity, coherence, and adherence to academic standards.

B. Introduction

Effective communication in academic writing goes beyond the presentation of ideas—it hinges on clarity, precision, and adherence to scholarly standards. Well-structured and error-free writing ensures that arguments are conveyed effectively and that the intended message is accurately understood by the reader. Proofreading, the meticulous review and correction of grammar, spelling, punctuation, and formatting errors, plays a pivotal role in ensuring the quality and professionalism of your work. This process not only refines the text but also enhances its readability, making it more coherent and engaging for the audience. This introduction explores why proofreading is a critical step in the academic writing process, emphasizing its impact on enhancing clarity, credibility, and overall reader comprehension. By carefully reviewing their work, writers can eliminate inconsistencies,

improve the flow of ideas, and present their research with the highest level of academic integrity.

C. Proofreading

Proofreading is the final stage of the writing process that involves carefully reviewing a written work to detect and correct errors in grammar, punctuation, spelling, formatting, and clarity. It ensures that the text is polished and free from mistakes before submission or publication.

Importance of Proofreading:

1. Enhances Clarity and Readability:

- Correcting grammatical and punctuation errors improves the clarity and flow of ideas, making the text easier to understand for readers.

2. Maintains Professionalism:

- Demonstrates attention to detail and adherence to academic standards, enhancing the professionalism and credibility of your work.

3. Ensures Accuracy:

- Verifies the accuracy of facts, data, and citations, reducing the risk of conveying incorrect information.

4. Improves Language Proficiency:

- Provides opportunities to refine language usage and vocabulary, contributing to your overall writing proficiency.

5. Prevents Plagiarism:

- Helps identify inadvertent plagiarism by ensuring proper attribution of sources and citations.

Steps for Effective Proofreading:

1. Take a Break:

- Step away from your writing for a while to gain fresh perspective before proofreading.

2. Read Aloud:

- Read the text aloud to identify awkward phrasing, unclear sentences, or grammatical errors.

3. Check for Grammar and Punctuation:

- Review for subject-verb agreement, verb tense consistency, punctuation marks (commas, semicolons), and sentence structure.

4. Verify Spelling and Word Usage:

- Use spell-check tools to catch typos and verify the correct usage of words (e.g., affect/effect, their/there).

5. Review Formatting and Layout:

- Ensure headings, subheadings, font size, margins, and spacing conform to the required academic or publication guidelines.

6. Confirm Citations and References:

- Double-check citations against your reference list to ensure accuracy and proper formatting according to the specified citation style (e.g., APA, MLA).

7. **Seek Feedback:**

- Ask a peer, colleague, or mentor to review your work for additional perspective and constructive feedback.

8. **Use Proofreading Tools:**

- Utilize grammar-checking software (e.g., Grammarly, Microsoft Word's proofing tools) to catch overlooked errors and improve writing clarity.

Example of Proofreading in Nursing Writing

Original Text (Before Proofreading)

Nurses plays a crucial role in patient care, providing not only medical assistance but also emotional support. Their responsibilities includes monitoring vital signs, administrating medications, and ensuring patient safety. Effective communication between nurses and patient are essential to improving healthcare outcomes. Without clear communication, misunderstanding can occured, leading to potential risk for patients.

Proofread and Corrected Text (After Proofreading)

Nurses **play** a crucial role in patient care, providing not only medical **assistance** but also emotional support. Their responsibilities **include** monitoring vital signs, **administering** medications, and ensuring patient safety. Effective communication between nurses and **patients is** essential **for** improving healthcare outcomes. Without clear

communication, **misunderstandings can occur**, leading to potential **risks** for patients.

Key Corrections & Explanations:

1. **"Nurses plays" → "Nurses play"** (Subject-verb agreement; "Nurses" is plural, so "play" should be used instead of "plays.")
2. **"assistance" → "assistance"** (Spelling correction)
3. **"includes" → "include"** (Verb agreement; "responsibilities" is plural, so "include" is correct.)
4. **"administrating" → "administering"** (Word choice; "administering" is the correct medical term.)
5. **"patient" → "patients"** (Singular/plural agreement; should be plural to match the context.)
6. **"are" → "is"** (Subject-verb agreement; "communication" is singular, so "is" should be used instead of "are.")
7. **"occurred" → "occur"** (Verb tense correction; "can occur" is the correct structure.)
8. **"risk" → "risks"** (Plural form is appropriate when discussing multiple potential issues.)

This proofreading process ensures that the text is grammatically correct, clear, and professionally structured, which is essential in nursing documentation and communication

D. Evaluation

1. What is the definition of proofreading in the context of academic writing, and why is it considered a crucial step before finalizing a document?

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2. Discuss the importance of proofreading in ensuring clarity and readability in academic writing. How does it contribute to effective communication of ideas?

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3. What specific errors or issues should be addressed during the proofreading process to maintain professionalism in academic writing?

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4. Explain the steps involved in effective proofreading of academic papers. How do these steps contribute to the overall quality and credibility of the work?

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5. How does proofreading help in identifying and correcting grammar and punctuation mistakes that may affect the coherence of the text?

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6. Why is it important to verify spelling and word usage during the proofreading stage of academic writing? How can improper usage impact the message conveyed?

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7. Discuss the role of formatting and layout checks in the proofreading process. How does adherence to academic formatting guidelines enhance the presentation of scholarly work?

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8. How can proofreading help in ensuring the accuracy of citations and references in academic writing? What strategies can be employed to verify citation style consistency?

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9. What are the benefits of using proofreading tools and software in academic writing? How do these tools assist in enhancing the quality and precision of the final draft?

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10. In what ways can seeking feedback from peers or mentors complement the proofreading process? How can external feedback improve the overall quality of academic writing?

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Example Text for Proofreading Evaluation

Original Text (Before Proofreading)

Patient with diabetes requires a proper treatment to maintain their blood sugar levels. Nurse should monitor the patient's diet, medications, and physical activities to prevent complication. Sometime, lack of education about diabetes management causes patient to not follow their prescribed treatment plan. Therefore, effective communication and patient education is necessary to improving health outcomes.

Proofreading Task:

Identify and correct grammatical errors, spelling mistakes, and inconsistencies in the text above.

Evaluation Questions:

1. What is the subject-verb agreement errors in the text?
2. Identify any incorrect word forms and suggest corrections.
3. Are there any missing or unnecessary words in the text?
4. How can the sentence structure be improved for clarity?
5. Rewrite the corrected version of the text.

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GLOSARIUM

Term	Definition
Academic Writing	A formal, objective, and research-based writing style used for academic purposes.
Citation	The act of referencing sources to acknowledge the origin of information used in academic writing.
Clarity	The quality of expressing ideas and information in a clear and understandable manner.
Coherence	The logical flow and connection between sentences and paragraphs in a text.
Editing	The process of improving a text by refining its content, grammar, and structure.
Formal Language	A writing style that adheres to academic standards, avoiding informal language or slang.
Paraphrasing	The act of rewording ideas or information from a source using one's own words while maintaining the original meaning.
Plagiarism	The act of using someone else's work or ideas without proper credit.
Proofreading	The final stage of reviewing a text to correct grammar, spelling, and formatting errors.
Referencing	Listing all the sources used in a piece of academic writing.
Revision	The process of improving a written work by reviewing its content, structure, and language.
Scanning	A reading technique used to quickly locate specific information in a text.
Skimming	A reading technique used to grasp the general idea or main points of a text quickly.
Structure	The organization of academic writing, including introduction, body, and conclusion.
Tense Consistency	The appropriate and consistent use of verb tenses to maintain clarity and credibility in writing.

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Athia Fidian was born in Magelang, 1990. She has been teaching English subjects at Universitas Muhammadiyah Magelang (UNIMMA) since 2015 and is currently a lecturer at Faculty of Health Sciences. She earned her Bachelor's degree in English Education from Yogyakarta State University (UNY) in 2012 and later completed her Master's degree in English Education at UST in 2014. Currently, she is pursuing a Doctoral Degree in Education to further expand her expertise in language learning and instructional media.

Her teaching expertise includes English for Nursing, English for Pharmacy, and English for Engineering, alongside general English courses. She is actively involved in research and scientific writing, particularly in English learning through digital media. Since graduating as one of the best participants from the National Pilot Project of the Indonesian Massive Open Online Course (IMOOC) by the Regional English Language Office (RELO), Jakarta's U.S. Embassy, she has focused on integrating technology into English learning, particularly for healthcare and professional settings.

Athia has authored several books, including *English for Beginners in Nursing* and *English for Nursing I*. She is also the creator of "SpeakUP AR" and "PharmaTalk", mobile applications designed to enhance English learning for nursing and pharmacy students. Through her research, publications, and innovations, she continues to contribute to the advancement of English education, instructional media, and digital learning technologies.

