

Academic Writing: Points to Focus On

First Year, 1st term

1. **Subject-verb agreement**
2. **Conjunctions:** Correct use of conjunctions: 'but/and/so, etc.', *not* preceded by a full stop and following capitalized conjunction.
3. **Compound / complex sentences.** Avoiding the clipped / short sentences that students often produce.

First Year, 2nd term

1. **Capitalization:** Correct use of capitalization in all situations. For example, some students will often write full word capitals, such as 'I went to LONDON'.
2. **Blocking text** together, avoiding that 'poetry' layout we often see, with virtually one sentence per line.
3. **Plural:** Correct use of **plural** forms.

Second Year, 1st term

4. **Contractions:** Appropriate use of contractions (depending on level of formality of the writing)
5. **'Signal Words'/Discourse Markers:** Appropriate use of **'signal words'** to clarify discourse.
6. **Pronouns** usage and correct reference to the noun form.

Second Year, 2nd term

7. **Tense:** Avoiding errors such as 'Yesterday I go to Tokyo'.
8. **Correct Forms:** More careful use of parts of speech (i.e. Japan is a safety country. / He is a *kindness* teacher.).