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Multiple Writing Strategies for Hardcopy, and For Creating Web-Based E-Books and Articles
By David Alderoty © 2014

Chapter 6) Academic Writing, Essay Writing, Technical Writing, Expository Writing, Business Writing, and Miscellaneous Nonfiction Writing
2,632 Words

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If you want to go to the table of contents of this chapter, left click on these words

To Access Additional Information with Hyperlinks

After I complete a writing task, I select a number of websites from other authors, to provide additional information, alternative points of view, and to support the material I wrote. These websites contain articles, videos, and other useful material. The websites can be accessed by clicking on the hyperlinks, which are the **blue underlined words**, presented at the end of some of

the sections, subsections, and paragraphs.

If a link fails, use the blue underlined words as a search phrase, with www.Google.com or www.Bing.com. The search will usually bring up the original website, or one or more good alternatives.

Six Categories of Nonfiction Writing

What Are The Different Types Of Writing

Writing can be placed into two broad categories, which are **fiction** and **nonfiction**. This e-book deals with **nonfiction writing**, which I am representing with the following six categories: 1) Academic Writing, 2) Essay Writing, 3) Technical Writing 4) Expository Writing, 5) Business Writing, and 6) Miscellaneous Nonfiction Writing. Under the following subheadings, I describe these categories, and discuss their utility.

Keep in mind that the study of any of the categories mentioned above can involve a number of books and classes, and hundreds of hours of study and practice. I am presenting a relatively brief discussion in this chapter, which deals with all of the categories mentioned above. However, this chapter has hyperlinks to web-based articles, e-books, courses, search pages, and videos from a variety of authors, for those who want to engage in detailed studies.

Anywhere you see blue underlined words it is a hyperlink,

and if you left click on it, a website will open. The most important links are at the end of each subheading, such as the following.

See the Following Websites From Other Authors for Additional Information, and Alternative Perspectives
Left click on the blue underlined words to open a website

"Types of Nonfiction Writing"

"Different Types of Nonfiction Writing"

"What Kind of Writer Are You? Types of Nonfiction"

"What Is the Difference Between a Nonfiction Narrative & Informational Text?"

"Types of Non-Fiction Writing"

Academic Writing and Related Concepts

What is Academic Writing, and Who Uses it?

Academic writing is used in peer-reviewed journal articles, and various types of formal papers involving physics, chemistry, mathematics, psychology, sociology, anthropology, and other disciplines. This type of writing is also used by students, but it may be structured in a somewhat simpler format than a journal article.

The exact layout of an academic paper varies, depending on the requirements of a specific discipline, academic journal, professor, and the nature of your data and arguments. However, I am presenting a **general** layout of an academic paper, with nine primary components, which is explained in the following

paragraphs.

Academic writing involves creating a paper that usually **starts** with the following three components:

1) A descriptive title that indicates the content of the paper

2) A summary called an abstract

3) An introduction that leads into a primary topic, or thesis

4) The Background information and related concepts**,** is presented after the above introductory paragraphs. This can involve a discussion of previous experimental work that relate to the topic of the paper. It can also involve a general discussion of a problem that relates to the material presented in the paper. An example is the prevalence of a disease, and a need for a more effective treatment.

5) The methodology that was used to obtain the data in the paper, is explained in this section. This can involve detailed information about experiments or surveys that were used to obtain the data. This can include how experiments were set up, equipment used, or how surveys were conducted.

The methodology section may not be present when a student is the author. This is because most students use information from books and articles to write their papers.

6) The Results of the experiments or survey are presented after the methodology section. This involves the presentation of

the experimental results, without interpreting its significance, utility, or theoretical significance.

7) The Discussion section is presented after the results, which could involve a number of paragraphs. In this section, the significance, and utility of the experimental results may be discussed. This can include hypothetical and theoretical concepts that relates to the experimental results.

8) The conclusion follows the discussion section, which consists of statements that sum-up the most important material presented in the previous sections. This can also include brief statements about the significance and/or potential utility of the research. The need for additional research may be briefly indicated in the conclusion.

9) The reference section follows the conclusion, which contains a list of the works that were cited in the paper. The exact style used for the reference section and citations can vary based on the discipline, and the requirements of publishers or professors.

Styles Used with Academic Writing

There are many styles used for writing academic papers. Most of these styles allow or require the passive voice, and prohibit or limit the use of first-person pronouns. There are also stylistic requirements for citing sources of information. This usually involves citations consisting of parentheses or footnotes, which usually is cited in more detail in a reference section, at the end of

the paper.

Evidence to Support the Material in Academic Papers

The material in an academic paper is generally supported by experimental results, or a review of the literature. For student papers, the evidence might consist of quotes and/or paraphrases from books and articles.

However, the above is not the only type of acceptable evidence for an academic paper. Mathematical and logical reasoning is a valid source of evidence, when it is applicable to a topic. This involves mathematical postulates, theorems, and formulas. It can involve the derivation of new theorems or formulas, from established postulates, theorems, and formulas. It can also involve the statistical evaluation of experimental results.

In the social sciences, supporting evidence can be from surveys, as well as controlled experiments with groups of people. However, because of the nature of the social sciences, techniques that may not be purely scientific can be used, such as interviews, and participant observers.

<u>See the Following Websites From Other Authors for Additional Information, and Alternative Perspectives</u>

"The academic writing toolkit: writing for professional and peer-reviewed journals"

"Academic Writing and Publishing A practical handbook James Hartley"

"Scholarly publishing, peer review and the Internet Peter Roberts"

"Organization of a Traditional Academic Paper"

"What Is 'Academic Writing'?"

"What Is "Academic" Writing? by L. Lennie Irvin"

"Writing Economics How to Avoid the Worst in Academic Writing"

"What is a Scholarly Source?"

"What Is A Peer-Review Article?"

"Databases by subjects"

"Academic Writing Course: Class 1"

"Open Online Courses in Writing"

"Guide To Writing a Research Paper in Psychology"

"How to write a good PhD thesis and survive the viva"

VERY GOOD Video "Steven Pinker: Stylish Academic Writing"

Video "What is a Scholarly Journal Article?"

Video "Effective Writing for Scholarly Work"

Video "How to Write a Great Research Paper"

Video "academic writing"

Video "Stanford Writing in the Sciences"

Video search page for Online courses academic writing

Video "IELTS Academic Writing Task 1 (Graph) Body FET SYSTEM"

Video "Academic Writing Course: Class 1"

Video "Open Online Courses in Writing"

Essay Writing and Related Concepts

What is Essay Writing?

Essays start with and introduction that leads into a thesis. Alternatively, the essay may be structured around a question or main idea that functions as a thesis. Unlike academic writing, **it may be permissible** to support the thesis and related arguments with personal opinions, beliefs, experience, or anything else. They are many styles of essay writing, most of which limit or prohibit the passive voice, but usually allow first-person pronouns.

Essay writing can be divided into two broad categories, which I am calling personal essays, and subject focused essays. This is explained under the following subheadings.

What Are Personal Essays?

Personal essays deal with the knowledge, experiences, perceptions, interpretations, values, and beliefs of the writer. These essays may be judged or graded by the quality of the arguments and grammar, as opposed to the accuracy of the information it contains. This is because there is no way of judging the accuracy of subjective information, such as values and opinions.

What is a Subject Focused Essay?

Based on the way I am using the terminology, subject focused essays deal with information from specific academic fields, and/or related coursework. Essays of this nature may be based on a thesis created by the student, or a question provided by the instructor. These essays may be evaluated or graded primarily on the accuracy of the information they contain. This is especially the case if it is based on a question provided by the instructor.

Subject focused essays, can resemble academic writing, as described in the previous subsection, and they may contain quotes, paraphrases with related citations. However, these essays do not contain all of the sections of a formal academic paper. For example, there is no abstract in a subject focused essay. Essays of this nature are likely to be written in a less formal style than an academic paper. Many of the term papers and other writing assignments from colleges and graduate schools can be classified as subject focused essays, based on the way I am using the terminology.

See the Following Websites From Other Authors for Additional Information, and Alternative Perspectives

"How to Write an Essay: 10 Easy Steps"

"Essay Writing"

"The Five-Paragraph Essay"

"Some General Advice on Academic Essay-Writing Written"

by Prof C. A. Silber, Department of English"

"ACADEMIC ESSAY STRUCTURES & FORMATS"

Video "How to write a good essay"

Video "How to Write an Effective Essay: The Introduction"

Technical Writing and Related Concepts

What is Technical Writing?

Technical writing usually involves instructional material that is written to teach consumers, or technicians, how to use a specific technological device, such as a computer, software, or a household appliance. This category of writing can also involve documenting technical specifications, or creating advertising copy for a technical product.

Technical writing is usually concise, and does not contain background information, or theoretical concepts. It is written for a specific audience, such as novice computer users, advanced users, or technicians.

Technical writing can contain graphics, such as diagrams and photographs. I often use screenshots with technical writing, when I am trying to explain computer related techniques. When technical writing is in the web-based format, it can be reinforced with videos, animations, or software tutorials, to illustrate how to use a product.

See the Following Websites From Other Authors for Additional Information, and Alternative Perspectives

"What is Technical Writing?"

"Definitions of Technical Writing and Technical Writers"

Video "How to Write a Good Technical Paper"

Video "What is Technical Writing?"

Video "Writing Technical Papers"

Video "Introduction to Technical Writing"

Expository Writing, and Related Concepts

What is Expository Writing?

Expository writing is the type of writing that is used in most textbooks. This category of writing is used to educate the reader, and it is usually written for a specific grade level, or for people with a specific educational background. Expository writing usually includes general principles, theories, examples, and other details.

The e-book that you are now reading is primarily expository writing. However, there are portions of this book that can be classified as technical writing.

Expository Writing and Challenge of Explaining Difficult Material

Expository writing is often focused on explaining complex phenomena, such as the cause-and-effect sequence of a chemical

reaction, scientific theories and principles, and mathematical concepts. It can be very challenging to explain material of this nature, which is obvious if you examine textbooks in the physical, social, and biological sciences.

To deal with this challenge, requires a flexible writing style that does not involve unnecessary linguistic restrictions. For example, sometimes the passive voice results in an easier to understand explanation, and sometimes first-person pronouns can clarify a statement.

Flexibility in the layout of text is also necessary for Expository writing. For example, sometimes presenting information in the list format is the most effective. At other times, a hybrid between a list and a paragraph structure is the best option. Occasionally, a very short paragraph structure is the best way to present the information.

Using examples is another way of explaining and clarifying the text. Examples are especially useful when explaining complex or confusing material. Sometimes comparing and contrasting two entities can also be helpful.

To clarify explanations expository writing can contain diagrams and/or photographs. If the material is in the electronic format, especially if it is web-based, the text can be reinforced or supplemented with videos, animations, and various types of software.

<u>What is the Difference Between Expository Writing and Technical Writing</u>

Expository writing can include technical material, but it will be reinforced with theoretical concepts, examples, and other details, which would not be included in technical writing. For example, an article on how to build a computer created with expository writing would include explanations of what each part does, and how each part works, with related theoretical concepts from electronics and computer technology. However, an article created with technical writing, would only provide the information needed to identify each component, and connect them together. This might include general statements of what each part does, but not how each part works from the perspective of electronics.

<u>See the Following Websites From Other Authors for Additional Information, and Alternative Perspectives</u>

"Information about Expository Writing"

"What is Expository Writing?"

"Expository Essays"

"Tips on Writing an Expository Essay"

Video "Expository Writing"

Video "Expository vs. Narrative Writing"

Business Writing and Related Concepts

What is Business Writing

Business writing is unlike any of the writing categories presented above. The structures and writing styles used for academic writing, and essays, are inappropriate for the business world. The purpose of essays and term papers are for learning, practice, and course grade evaluation.

The purpose of business writing is communication and documentation. This involves various types of correspondence, reports, and other documents. Correspondences are typically letters, e-mails, and faxes. Reports are documents that deal with problems, goals, and the allocation of funds. Business documentation includes business plans, statement of purpose, and even resumes.

Business writing is an involved subject, and I am covering it in detail in the next chapter.

Miscellaneous Nonfiction Writing

What is Miscellaneous Nonfiction Writing

Based on the way amusing the terminology, miscellaneous nonfiction writing, is any type of nonfiction writing that does not fall into one of the five categories that was presented above. This e-book is not written for material of this nature. However, I will briefly discuss two examples, which are journalistic and legal writing, under the following subheadings.

Journalistic Writing

Journalistic writing is used to report information, and it is most commonly seen in newspapers and magazines. This type of writing usually involves an introductory paragraph called the lead. The lead summarizes a portion of a news story, in a way that will most likely attract readers.

The sentence structure of Journalistic writing is usually relatively short and simple. The most important information may be presented first, followed by progressively less important information.

A major challenge of journalistic writing is to separate your personal feelings and beliefs, from the facts that you are writing about. This can be especially difficult when dealing with political issues, war, and crime. I noticed even professionals have difficulty in this area, which becomes obvious if you read or listen to news reports. For example, it is very easy to assume that a person accused of a horrible crime, is guilty. The best reporters use the words allegedly in this regard.

See the Following Websites From Other Authors for Additional Information, and Alternative Perspectives

"Journalism and Journalistic Writing "

"Journalistic Writing, A New York Times Learning Network Lesson Plan Unit"

Video "Journalistic Writing"

A YouTube search page on Journalistic Writing

<u>Legal Writing</u>

To write an acceptable legal style, requires prolonged training. It is usually difficult to understand this type of writing, unless you are a lawyer.

Lawyers usually word legal documents to maximize the protection of their clients. You can easily see this in privacy statements, which often have so many exceptions that your personal information has no legal protection.

There is one important idea about legal writing that non-lawyers can understand. Do not make false or misleading statements in any type of documents you write. Most readers will usually detect false or misleading statements eventually. Honesty is especially important with academic and business writing.

<u>See the Following Websites From Other Authors for Additional Information, and Alternative Perspectives</u>

"Froomkin's legal writing tips"

"Legal Writing Institute"

Video "The Secret to Better Legal Writing"

Video "A Crash Course in Legal Writing by Bryan A. Garner"

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HYPERLINK TABLE OF CONTENTS

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<u>To go to the first page of this chapter left click on these words.</u>

<u>If you want to go to the next chapter left click on the link below</u>
<u>www.TechForText.com/MW/Chapter-7/PDF.pdf</u>

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<u>www.TechForText.com/MW</u>