**The features of Academic writing :**

1-accurate

2-objective

3-impersonal style

4-informative style

5-Precise use of punctuation

6-The use of references and citations (e.g. according to Tamura *et al* 2009)

7-The division of works into (chapters, sections, paragraphs)

8-The use of titles

9-The use of abbreviations (e.g. DHA ) and Italics (To show words from other languages : *et al ,* which means and others)

10-The use of brackets (to clarify or to show additional information)

حل التمرين في صفحة 4

1-project : a piece of research either individual or group work , with the topic chosen by the students

2-thesis : the longest piece of writing normally done by a student (20,000+ words) often for a higher degree, on a topic chosen by the student.

3- notes: a written record of the main points of a text or a lecture, for a student`s personal use.

4-paper: a general term for any academic essay, report, presentation or article.

5-report: a description of something a student has done. e.g. conducting a survey.

6-essay :the most common type of written work , with the title given by the teacher, normally 1000-5000 words.

حل التمرين في صفحة 6

A-abstract : a short summary of 100-200 words , which explains the paper`s main findings

B-references: A list of all the sources the writer has mentioned in the text .

C-appendices : A section ,at the end, where additional information is included.

D-acknowledgment : A short section where people who have helped the writer are thanked

E-literature review : Part of the main body in which the writer discusses relevant research.

F- case study : A section where one particular example is described in detail.