

# English

English is the ultimate lingua franca

English has between 400,000 (in the dictionary) and 600,000 words (an estimate)

French about 150,000 and Russian about 130,000 (in the dictionary)

Learning to write well is like learning to swim, drive a car, or play the piano.

Improvement is unlikely to result from reading about how the activity is to be done.

Shaughnessy & Zechmeister, 1990, p.425

# Effective writing

Structure

How to start (and finish)

Fine points





Introduction	
Appropriate background informa 1) general 2) specific	tion: What is that I want to do and where it fits?
Terminology defined and explain	ed, if necessary What am I talking about?
Your research explained in terms	s of scientific relevance Why is it important to do this research?
Aims and limitations	This is what I aim to achieve.
Or: hypothesis to be tested in the	e research This is what I want to test.

## Material and methods

describe the material describe procedures, methods and equipment used

Follow the time line of your work

Results

What did I find out?

Sort out what is important and give it prominence

Find out what is less important and leave it out

Organise your data in tables or graphs as appropriate

Include relevant statistical information

## Discussion

So, what does it all mean?

What did I do and how?

Sort out what is important and give it prominence

Find out what is less important and do not mention it

Use separate paragraphs for each complete argument in discussion

Clear interpretation (NOT REPETITION) of results and their significance

Comparison with previously published results

Relevance of results to practice (how will the world be different because of what you found out?)

## Conclusions

Short version

What is important to remember (take-home message) (1 to max 2 sentences)

Future work based on your results (1 sentence)

## How to start writing

... and in between ...

## How to finish

A thousand-mile journey starts with the first step.





Revise your paper several times

Read your paper aloud

Reading aloud forces you OUT of the writer mode and INTO the reader mode.

Ask someone else to read your paper.

During revising, keep asking yourself questions of substance

Am I including appropriate information?

What am I trying to say?

Do I need to expand on this point?

Will this be clear to the reader?

During revising, keep asking yourself questions of style

Are any paragraphs out of order?

Are any sentences within a paragraph out of order?

Is there some wording that can be improved?

Are sentences too long and wordy?

#### Write an abstract

Read the paper and jot down the important points LEFT SIDE OF YOUR BRAI

Condense these points into the abstract without much thought

Revise LEFT SIDE OF YOUR BRAIN

Write a title by choosing key words from the Abstract

Give yourself a pat on the back if you can reach it



Words are powerful weapons; use them wisely, use them sparingly.





### Keep it simple

Owing to the complexity of their subject matter, scientists have ample reason to be cognizant of their readership and, to a greater order of magnitude than other authors, to therefore conscientiously construct sentences that eschew unnecessarily long and complicated words.

Two other ways to deliver the message from the paragraph above:

1) Keep it simple. Avoid complicated words if you can.

2) Use the long words you need, but avoid those you do not need.

### Keep it simple

Small words are powerful.

President John F. Kennedy said in his inaugural address: "Ask not what your country can do for you, ask what you can do for your country."

The only word with two syllables is country. Other words have one syllable apiece.

I would say:

"Ask not what your science can do for you, ask what you can do for your science."

#### Cumbersome constructions Do not use long paragraphs The SV channels are regulated by $[Ca^{2+}]_{eyt}$ -dependent phosphorylation at two sites. Phosphorylation at one site is inhibitory, whereas phosphorylation at the other site activates the channel. It has been proposed that $[Ca^{2+}]_{eyt}$ -dependent regulation of SV channels might prevent an excessive rise in $[Ca^{2+}]_{eyt}$ or modulate the kinetics of changes in $[Ca^{2+}]_{eyt}$ (Sanders *et al.*, 1999). The activity of SV channels is also reduced by 14-3-3 proteins (van den Wijngaand *et al.*, 2001). The genes(s) encoding SV channels are unknown, but KCO1 has been implicated in their formation, since SV-channel currents in mcsophyll protoplasts from the arabidopsis *kco1* mutant are smaller than those from wild-type plants (Schonknecht et al., 2002). At least two types of pharmacologically distinct hyperpolarization-activated, $Ca^{2+}$ -permeable channels (HACC) have been reported in plant vacuoles (Allen and Sanders, 1997; White, 2000).

#### Unnecessary words and phrases

### Vague adjectives:

considerable, special, appreciable, substantial, dramatic ... Corresponding adverbs:

considerably, specially, .....

An addition of EDTA resulted in leaching of cadmium that was demonstrationally higher than in the control treatment. 5-fold

### Unnecessary words and phrases

Tautologies (ie. repeating the concept without clarifying it)

- ... in close proximity to ... (near, or close to)
- ... forward planning ... (ever heard of 'backward planning'?)

... general consensus ... (consensus is a general agreement)

... necessary prerequisite ... (prerequisite means required beforehand)

... vast expanse ... (expanse is a wide extent)

... slightly (very) unique ... (unique is one of a kind)

Unneces	Unnecessary words and phrases		
Avoid	Use		
over	more than		
lower	less than orfewer		
following	after <i>or</i> in		
feel	think orbelieve		

#### Make it short

Leave only what is ESSENTIAL to the subject of the paper. Sentences and words that are MERELY RELEVANT need to be deleted.

Surgeon needs to cut through perfectly good skin to get at a medical problem. In surgery, the bottom line is the patient's health. In writing, the bottom line is

essential information



The position of pots in the glasshouse was changed periodically to minimise influence of any potential gradients in environmental parameters. (20 words)

Pots were re-randomised periodically to minimise influence of gradients in environmental parameters.  $_{(12\ words)}$ 

## Make it short

Phosphorus application to the growth medium <u>had a</u> <u>significant effect</u> on shoot phosphorus concentrations in both *pho2* mutant and the wild type (Fig. 2). With increasing phosphorus application, phosphorus concentration in shoots also increased markedly. (35 words)

Increasing phosphorus applications increased shoot phosphorus concentration 3-fold (Fig. 2). (10 words)

#### Both, either

...application of both citrate and malate to soil increases Ca, K and Mg availability.....

Were malate AND citrate applied TOGETHER or each of them SEPARATELY but gave the same result?

 $\ldots$  application of either citrate or malate to soil increases Ca, K and Mg availability  $\ldots$ 

Compare with, compare to

Primary school grammar: 'compare' is ALWAYS followed by 'with', 'contrast' is ALWAYS followed by 'to'.

What you need to do: Comparing LIKE things requires 'with', comparing UNLIKE things requires 'to'.

Shakespeare wrote: "Shall I compare thee TO a summer's day?"

Compared TO a dinosaur, this lab equipment is not all that old.

Respectively

He completed the B.Sc. and Ph.D. degrees in biology and bioremediation in 1996 and 2003, respectively.

He completed the B.Sc. degree in biology in 1996 and the Ph.D. degree in bioremediation in 2003.

or

He completed the B.Sc. degree in 1996 and Ph.D. in 2003; both degrees were in the combined curriculum of biology and bioremediation.

## Respectively

Concentrations of Ca, Mg, K, R, Na/B and Fe in soil solution/were (in/µIN) 1438, 232, 12, 976, 2 and 37, tespectively.

Concentrations in soil solution were (in  $\mu M$ ): Ca 1438, Mg 232, K 12, P 9, Na 976, B 2 and Fe 37.

While, whereas

Whereas is used properly only in contrasts. While is used to mean 'during the time that'.

whereas Salinity decreased growth of eucalypts, while the growth of melaleucas was unaffected.

While lifting a bottle of acid, he dropped a hammer.

## Noun and verb MUST agree in number

She is going. She is going with John. John and her are going.

The committee finished their deliberations and reached its decision.

The committee finished their deliberations and reached their decision.

The committee finished its deliberations and reached its decision.

## Noun and verb MUST agree in number

Every sample out of 500 were contaminated. Every sample out of 500 was contaminated.

Every one of the 500 samples was contaminated.

Then 300 mL of water was added.... Then 300 mL of water were added...

In this formula, 50 mL is the minimum amount of reagent required. In the second stage, 50 beads were rolled in...

Our data is good.

Our data are good.

Noun and verb MUST agree in number

Interestingly, Blatt and co workers showed that the infl@of Ca2- through the plasma membrane Ca<sup>2+</sup> channels are coupled to oscillations in plasma membrane potentials, and that ABA can regulate this influx of Ca<sup>2+</sup> by increasing the probability of channel opening and by shifting the voltage sensitivity of these channels to more depolarizing potentials. Together these results suggest that ABA-induced oscillation  $(a^{2+})_{ey}$  the result of influx of  $Ca^{2+}$  through the plasma membrane due in part to channel gating by oscillations in membrane potentials and greater probabilities of  $Ca^{2+}$  thannel opening

Ng and McAinsh (20 Ann Bot 92, 477-485

Finish your comparisons

Mobility of heavy metals is lower in alkaline soils.

Mobility of heavy metals is lower in alkaline than in acid soils.







Be assurately	Table 1 - Databases solution on the UNLOD system						
Be accurate!!!!!	Calaba as-	Contant	Producer	Country	h' f fourers		
	CVE Ala sub	Paracitas, ards, easts, discutation: Rosce sympts and, collaborate, memory, palets all synthes	0/8 increased	UK	13,482		
	Pascal	Pensitzik, there conferences, comba roperis and potents	Instance statue a Scientifiqueel Tuchnique (HET)	п	8,670		
	Buas	Vestings reviews books with dials voting reviews and a notice of the	Becan	U2	v812		
	ABR COLA	Tero litele, bicke, dirustatino, nymosti me, ochiberoca mechiga, ab ographica	National App 3, 1, 5 Licency (NAL) (1991) 5 Degracement of Agriculture (NEDA)	U2	3,375		
	EVENSE.	Pariodicals, symposiume, conference and service impa-	Eks a Branc B.V	KE.	2,482		
s can be seen in Table 1, of the seven	Creen fool Animatas	Functional patents, writes, to an e, absorbidies, conferences, employing the theses bases, nacing the dia mate	Carnica Abdrene Sector	63	112		
atabases researched, five come from the	We e	Pain In da	US Halford Library of Helds not (ALV)	L5	- Geo		
United States, one is from France and one from the Netherlands, which means that information on this area of knowledge is concentrated in the aforementioned developed nations.			AGRO-FOOD - Industry H-T	arth Newson	hariDaromhar 20		

	Citrate levels	0	itrate efflua	k (nmo
Line	(mmol per gran fresh weight)	1	per seed	
Control	$0.43 \pm 0.06$	0.08	57 ±	7.2 11
CSb-4	$1.41 \pm 0.07$	0.27	$105 \pm 1$	2.2 20
CSb-11	$1.52 \pm 0.08$	0.31	111 + 1	2.6 21
CSb-15	$2.31 \pm 0.10$	0.44	$163 \pm 1$	4.3 31
CSb-18	$4.47 \pm 0.35$	0.86	$231 \pm 1$	5.3 44

Do not use	Use
P < 0.05 because P=0.05 is also significant	P = 0.05
P > 0.05 because values for P=0.05 are between 0 and 1	non-significant at P = 0.05; or non-significant (P<0.37)
hr, sec, gr, l, %	h, s, g, L, % (w/w) or % (w/v) or % (v/
5g, 12m, 8h	5 g, 12 m, 8 h

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