

# INDICE

<b>PREMESSA</b>	3
Avvertenza	3
<b>INTRODUCTION</b>	4
<b>WHAT IS EAP?</b>	4
Further Reading:	4
<b>AN OVERVIEW OF THE SKILLS IN ACADEMIC ENGLISH</b>	4
<b>1.1 READING AND LISTENING</b>	5
1.1.1 Reading	5
1.1.2 Active Listening	5
<b>1.2 ORAL SKILLS</b>	5
1.2.1 Oral Exams	5
1.2.2 Seminars	6
<b>1.3 FURTHER ACADEMIC SKILLS</b>	6
<b>PART I GRAMMAR</b>	9
<b>CHAPTER 1</b>	
<b>COHESION</b>	10
Further Reading:	10
<b>1.1 THE DEFINITE ARTICLE</b>	10
1.1.1 Examples	10
1.1.2 Rules	11
Further Reading:	12
<b>1.2 ADJECTIVES, ADVERBS AND NOUNS</b>	12
1.2.1 Examples	12
1.2.2 Rules	12
<b>1.3 EXERCISES ON COHESION</b>	14

**CHAPTER 2****COLLOCATIONS AND CORPORA**

Further Reading:	17
<b>2.1 VERBS + PREPOSITIONS</b>	18
<b>2.2 ADJECTIVES + PREPOSITIONS</b>	18
<b>2.3 NOUNS + PREPOSITIONS</b>	19
<b>2.4 FEW LAST REMARKS ON PREPOSITIONS</b>	20
Further Reading:	21
<b>2.5 CORPORA</b>	21
EXAMPLE 1	22
EXAMPLE 2	22
<b>2.6 EXERCISES ON CORPORA AND COLLOCATIONS</b>	23
Exercises on Corpora	23
Exercises on Collocations	23

**CHAPTER 3****CONNECTORS AND PUNCTUATION**

<b>3.1 CONNECTORS</b>	27
Further Reading:	28
3.1.1 Few Last Remarks on Connectors	28
<b>3.2 PUNCTUATION</b>	29
3.2.1 Commas	29
3.2.2 Semicolons	30
3.2.3 Colons	30
Further Reading:	31
<b>3.3 EXERCISES ON CONNECTORS AND PUNCTUATION</b>	31
Exercises on Connectors	31
Exercises on Punctuation	32

**CHAPTER 4****VERB TENSES, REPORTING VERBS, ACTIVE AND PASSIVE VOICE**

<b>4.1 VERB TENSES</b>	34
Further Reading:	35
4.1.1 Verb Mistakes	35
<b>4.2 REPORTING VERBS</b>	36
4.2.1 Certainty of Assertions	36
Further Reading:	36
4.2.2 Reporting Verb Structures	36
Further Reading:	37
<b>4.3 ACTIVE AND PASSIVE VOICE</b>	37
Further Reading:	38
<b>4.4 EXERCISES ON VERB TENSES, REPORTING VERBS, ACTIVE AND PASSIVE VOICE</b>	39
Exercises on Reporting Verbs	39

Exercises on Verb Mistakes	39
Exercises on Active and Passive Voice	40

**CHAPTER 5**

**OTHER ACADEMIC WRITING ELEMENTS** 42

<b>5.1 NON-SEXIST LANGUAGE</b>	43
Further Reading:	43
<b>5.2 USE OF <i>THIS</i> AND <i>WHICH</i></b>	43
5.2.1 This	43
Further Reading:	44
5.2.2 Which	44
<b>5.3 THAT CLAUSES</b>	44
Further Reading:	44
<b>5.4 EXERCISES ON OTHER ACADEMIC WRITING ELEMENTS</b>	45

**CHAPTER 6**

**MISCELLANEOUS WRITING ISSUES** 46

<b>6.1 SENTENCES TOO LONG</b>	46
Example 1	46
Example 2	47
Further Reading:	47
<b>6.2 SENTENCES INCOMPLETE</b>	47
<b>6.3 SENTENCES COMPLICATED OR OBSCURE</b>	48
<b>6.4 NOUNS: SINGULAR OR PLURAL?</b>	48
<b>6.5 EXERCISES ON MISCELLANEOUS WRITING ISSUES</b>	49
Exercises on Nouns	50

**PART II ACADEMIC WRITING** 53

**CHAPTER 1**

**ACADEMIC WRITING DEVICES** 54

<b>1.1 HEDGING</b>	54
Further Reading:	55
Some Real Examples	55
<b>1.2 ENGAGEMENT</b>	56
Further Reading:	56
Some Real Examples	56
<b>1.3 STANCE</b>	57
Further Reading:	57
Some Real Examples	57
<b>1.4 OTHER AUTHORIAL INTERVENTIONS</b>	58
<b>1.5 REFORMULATIONS AND EXEMPLIFICATIONS</b>	59
Further Reading:	59

<b>1.6 EXERCISES ON ACADEMIC WRITING DEVICES</b>	59
Hedging	59
Engagement	60
Stance	60
Reformulations and Exemplifications	61
Miscellaneous	61
<b>CHAPTER 2</b>	
<b>QUOTATIONS AND BIBLIOGRAPHY</b>	62
<b>2.1 QUOTATIONS</b>	62
2.1.1 Other Information on Quotations	64
<b>2.2 BIBLIOGRAPHY</b>	64
2.2.1 Compiling your Bibliography	65
BASIC BIBLIOGRAPHY	65
SUBSEQUENT EDITIONS	66
CHAPTERS IN A BOOK	66
ARTICLES IN JOURNALS	66
NON-ENGLISH TEXTS	67
INTERNET SOURCES	67
WORKS NOT PUBLISHED YET	68
Further Reading:	68
<b>2.3 EXERCISES ON QUOTATIONS AND BIBLIOGRAPHY</b>	68
<b>CHAPTER 3</b>	
<b>GLOSSARIES OF FORMAL TERMS</b>	71
<b>3.1 GLOSSARIES OF RECURRENT MODIFIERS AND NOUNS</b>	71
3.1.1 Adjectives	71
3.1.2 Adverbs	73
3.1.3 Nouns	73
3.1.4 Lexical Phrases	75
3.1.5 Latinisms and Foreign Words	77
3.1.6 Acronyms	78
<b>3.2 GLOSSARIES OF VERBS, PHRASAL VERBS AND RECURRENT SENTENCES</b>	79
3.2.1 Verbs and Phrasal Verbs	79
3.2.2 Recurrent Sentences	82
<b>3.3 EXERCISES ON FORMAL TERMS</b>	83
<b>CHAPTER 4</b>	
<b>PAPER ABSTRACTS, INTRODUCTIONS AND CONCLUSIONS</b>	91
<b>4.1 ABSTRACTS</b>	91
Further Reading:	91

<b>4.2 INTRODUCTIONS AND CONCLUSIONS</b>	92
4.2.1 Introductions	92
4.2.2 Conclusions	92
Further Reading:	93
<b>4.3 FINAL WRITING ADVICE</b>	93
<b>4.4 EXERCISES ON ABSTRACTS, INTRODUCTIONS AND CONCLUSIONS</b>	94
Abstracts	94
Introductions and Conclusions	96
<b>CHAPTER 5</b>	
<b>WRITING AN ESSAY</b>	100
<b>5.1 ESSAY 1</b>	100
EXCERPT 1	100
Source and Further Reading:	100
EXCERPT 2	101
Source and Further Reading:	101
<b>5.2 ESSAY 2</b>	102
EXCERPT 1	102
Source and Further Reading:	102
EXCERPT 2	102
Source and Further Reading:	103
<b>5.3 ESSAY 3</b>	104
EXCERPT 1	105
Source and Further Reading:	105
EXCERPT 2	105
Source and Further Reading:	105
<b>KEYS TO EXERCISES</b>	
<b>PART I</b>	106
<b>1.3 KEYS TO EXERCISES ON COHESION</b>	106
<b>2.6 KEYS TO EXERCISES ON CORPORA AND COLLOCATIONS</b>	108
Keys to Exercises on Corpora	108
Keys to Exercises on Collocations	110
<b>3.3 KEYS TO EXERCISES ON CONNECTORS AND PUNCTUATION</b>	113
Keys to Exercises on Connectors	113
Keys to Exercises on Punctuation	113
<b>4.4 KEYS TO EXERCISES ON VERB TENSES AND REPORTING VERBS</b>	115
Keys to Exercises on Reporting Verbs	115
Keys to Exercises on Verb Mistakes	116
Keys to Exercises on Active and Passive Voice	117
<b>5.4 KEYS TO EXERCISES ON OTHER ACADEMIC WRITING ELEMENTS</b>	119
<b>6.5 KEYS TO EXERCISES ON MISCELLANEOUS WRITING ISSUES</b>	120
Keys to Exercises on Nouns	121

**KEYS TO EXERCISES**

<b>PART II</b>	123
<b>1.6 KEYS TO EXERCISES ON ACADEMIC WRITING DEVICES</b>	123
Hedging	123
Engagement	123
Stance	124
Reformulations and Exemplifications	124
Miscellaneous	125
<b>2.3 KEYS TO EXERCISES ON QUOTATIONS AND BIBLIOGRAPHY</b>	125
<b>3.3 KEYS TO EXERCISES ON FORMAL TERMS</b>	126
<b>4.4 KEYS TO EXERCISES ON ABSTRACTS, INTRODUCTIONS AND CONCLUSIONS</b>	132
Abstracts	132
Introductions and Conclusions	133
<b>5.1 KEYS TO WRITING AN ESSAY</b>	136
Keys to Essay 1	136
Keys to Essay 2	137
Keys to Essay 3	138