


## WRITING TIPS FOR NON-NATIVE ENGLISH-SPEAKING AUTHORS

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## PRESENTATION OUTLINE

- Create an outline
- Construct paragraphs carefully
- Use proper grammar
- Strengthen your writing style
- Other tips

**Recommendation for Success:** Take notes on the worksheets I gave you. Use the worksheets as a guide when you write your next paper.




## CREATE AN OUTLINE

Worksheet Page 1

## WHY SHOULD YOU CREATE AN OUTLINE?

- Arranges your ideas in a logical order
- Organizes your information
- Reduces the time required for revisions
- Makes the writing process feel more manageable



1) Purdue University Online Writing Lab. Why and How to Create a Useful Outline. Retrieved from <https://owl.purdue.edu/owl/resource/544/02/>  
 2) Image Attribution: Flickr Creative Commons. Accessed from: <https://www.flickr.com/photos/serenou/54692912063/>

## HOW DO YOU CREATE AN OUTLINE?

- Think about your topic and argument
- List the general categories that you want to cover in your paper
- Under each category, list data and information that relates to the category
- Review your outline and make revisions

**[For larger text, please follow along on your worksheet.]**

**EXAMPLE:**

**Argument:** The country of Mongolia should establish evidence-based guidelines for managing NCDs at the primary care level.

- 1) NCDs are a major cause of mortality in Mongolia.
  - WHO estimated that NCDs are causing 78% of deaths in Mongolia.
  - Cardiovascular disease alone accounted for 43% of the total deaths.
  - There is a 37% probability of dying between the ages 50 and 70 from one of the 4 main NCDs.
- 2) Mongolia has an active approach to NCDs but does not have an evidence-based policy for managing NCDs at the primary care level.
  - Mongolia has an NCD branch within the MOH.
  - The country has policies related to lifestyle factors such as alcohol, physical activity, tobacco and diet.
  - Mongolia does not have an evidence-based policy for managing NCDs through a primary care approach.

1) Purdue University Online Writing Lab. Why and How to Create a Useful Outline. Retrieved from <https://owl.purdue.edu/owl/resource/544/02/>  
 2) World Health Organization. Noncommunicable Diseases (NCD) Country Profiles, 2014. Retrieved from [http://www.who.int/nmh/countries/mng\\_en.pdf](http://www.who.int/nmh/countries/mng_en.pdf)

## WHAT SHOULD YOU CONSIDER WHEN REVIEWING YOUR OUTLINE?

- Do all of the categories relate to your main argument?
- Does all of the information relate to the category that it is written under?
- Is your content presented logically?
- Are there redundancies?
- Is anything missing?

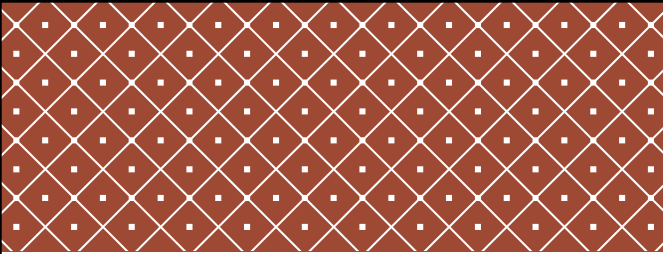
*Yes! I should explain why a primary care approach is important.*

**EXAMPLE:**

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**CONSTRUCT PARAGRAPHS CAREFULLY** | Worksheet page 2

## WHY SHOULD YOU CAREFULLY CONSTRUCT YOUR PARAGRAPHS?

- Presents your information in an organized manner
- Enables you to clearly convey your message
- Helps your readers understand, and enjoy, reading your work



1) Purdue University Online Writing Lab. Why and How to Create a Useful Outline. Retrieved from: <https://owl.english.purdue.edu/owl/resource/544/02/>  
2) Image Attribution: Flickr Creative Commons. Retrieved from: <https://www.flickr.com/photos/pollyann/3749972588>

## HOW DO YOU CREATE A PARAGRAPH?

- Write a clear topic sentence
- Include one main idea per paragraph
- Support your main idea with content
- End with a concluding sentence or a sentence that transitions to the next paragraph

**EXAMPLE:**  
Noncommunicable diseases (NCDs) are a major cause of mortality in Mongolia. WHO estimates that NCDs cause 70% of deaths and that cardiovascular disease alone accounts for 43% of all deaths (WHO, 2014). NCDs are also causing people to die earlier than expected. Currently there is a 32% probability that a Mongolian person will die between the ages of 30 and 70 from cancer, diabetes, cardiovascular disease or chronic respiratory disease (WHO, 2014). NCD management at the primary care level is one way to reduce premature deaths.

1) The University of North Carolina Writing Center. Paragraphs. Retrieved from: <http://writingcenter.unc.edu/handouts/paragraphs/>  
2) World Health Organization. Noncommunicable Diseases (NCD) Country Profiles, 2014. Retrieved from: [http://www.who.int/nmh/countries/mn\\_en.pdf](http://www.who.int/nmh/countries/mn_en.pdf)

## WHAT SHOULD YOU CONSIDER WHEN REVIEWING EACH PARAGRAPH?

- **Is it unified?**
  - All sentences should relate to one idea
- **Is it coherent?**
  - The sentences should be logically organized
  - Transition words can be used to link ideas (e.g. "For example,")
  - Pronouns can be used to refer to nouns in previous sentences (e.g. "Julie has a dog. Her dog is brown.")
- **Is it related to your main argument or thesis?**
  - All content in your paper should relate to the main thesis of your paper
- **Is it developed adequately?**
  - Every idea should be explained. Evidence and data should be used to support your statements.

1) The University of North Carolina Writing Center. Paragraphs. Retrieved from: <http://writingcenter.unc.edu/handouts/paragraphs/>  
2) World Health Organization. Noncommunicable Diseases (NCD) Country Profiles, 2014. Retrieved from: [http://www.who.int/nmh/countries/mn\\_en.pdf](http://www.who.int/nmh/countries/mn_en.pdf)



**USE PROPER GRAMMAR** | Worksheet Page 3

## WHY IS GRAMMAR IMPORTANT?

- Provides structure and meaning to language
- Makes sentences meaningful
- Allows individuals to communicate and understand each other

**Please refer to these resources for additional English grammar instruction:**

- The Purdue Online Writing Lab: <https://owl.english.purdue.edu/owl/>
- The University of North Carolina Writing Center: <http://writingcenter.unc.edu/>
- Grammar Girl: <http://www.quickanddirtytips.com/grammar-girl/>

1) The University of Wisconsin. The Role of Grammar in Improving Student's Writing. Retrieved from: <http://people.uwplatt.edu/~cristield/grammarwriting.htm>

## PRACTICE

Please select one option from each of the following examples.

Example 1:

- A) She is on the bus.
- B) She is in the bus.

Example 2:

- A) It happened by accident.
- B) It happened on accident.

Example 3:

- A) He is at the restaurant.
- B) He is in the restaurant.

## GRAMMAR PROBLEM: PREPOSITIONS

### What is a preposition?

- A word that is before a noun or pronoun
- It shows the noun's relationship to other words in the sentence
  - The student sat on the chair.
  - The fish jumped in the lake.

### Examples:

aboard, about, above, across, after, against, along, amid, among, around, as, at, before, behind, below, beneath, beside, between, beyond, but, by, concerning, considering, despite, down, during, except, excepting, excluding, following, for, from, in, inside, into, like, minus, near, of, off, on, onto, opposite, outside, over, past, per, plus, regarding, round, save, since, than, through, to, toward, towards, under, underneath, unlike, until, up, upon, versus, via, with, within, without

1) Grammar Monster. What are prepositions? Retrieved from <http://www.grammarmonster.com/lessons/prepositions.htm>  
 2) English Club. English preposition list. Retrieved from <http://www.englishclub.com/grammar/prepositions-list.htm>

## WHY DO ESL WRITERS HAVE DIFFICULTY WITH THIS? *BECAUSE IT IS CONFUSING!*

**100** **at** *preposition* (at, 100)

• being and being supported by the top surface of (something)

• in a position that is supported by (something)

• used to indicate the part or object to which someone or something is attached

**Full Definition of at**

1 • used as a function word to indicate position or location and supported by the top surface of the book is lying **at** the table

2 • used as a function word to indicate position in or in contact with an outer surface while he looked **at** the ceiling

3 • used as a function word to indicate position or place previously with the village on the east **at** the river

4 • used as a function word to indicate the location of something not the left nor the exact side of the house **at** the farm

2 • used as a function word to indicate a source of information or support not a single object on one foot thing is **at** a table

3 • used as a function word to indicate a source of dependence you can rely on me **at** the meeting

4 • used as a function word to indicate means of transportation the bus **at**

5 • used as a function word to indicate presence in the presence of that a book is **at**

6 • used as a function word to indicate a time frame during which something takes place to be late **at** the hour

7 • used as a function word to indicate means of agreement that myself or a body **at** the table

8 • used as a function word to indicate a result of expression the stage **at** the play

9 • (1) used as a function word to indicate active involvement in a position or office for the moment use the book **at** regularly using or showing the effects of using **at** drugs

10 • used as a function word to indicate involvement or participation the hour **at** the lecture

11 • used as a function word to indicate inclusion that it **at** the agenda

12 • used as a function word to indicate position or status in comparison with a standard or objective not actively

13 • used as a function word to indicate reason, ground, or basis (as for an action, opinion, or comparison) if there is **at** good authority **at** the conference the interest will be 10 cents **at** the dollar

14 • used as a function word to indicate the cause or source specified on the side of object

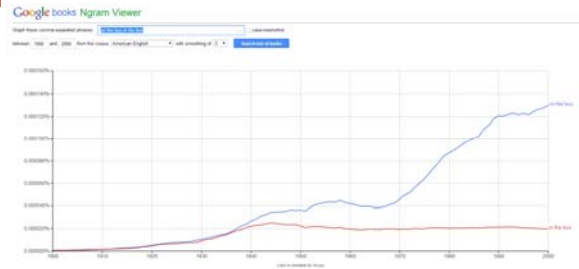
15 • used as a function word to indicate the focus of obligation or responsibility someone **at** the house **at** the blame **at** me

16 • used as a function word to indicate the object of attention, attention, or hostile action (usually not used as a single verb object or subject) **at** the gun **at** me

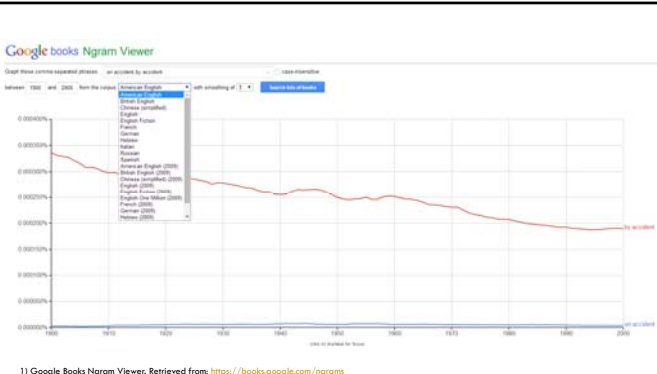
17 • used as a function word to indicate the object with

1) Merriam-Webster, On. Retrieved from <http://www.merriam-webster.com/dictionary/at>

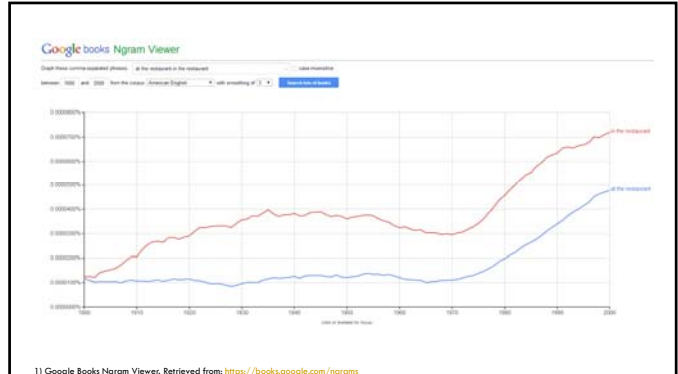
## SOLUTION: GOOGLE NGRAM VIEWER



1) Google Books Ngram Viewer. Retrieved from <https://books.google.com/ngrams>

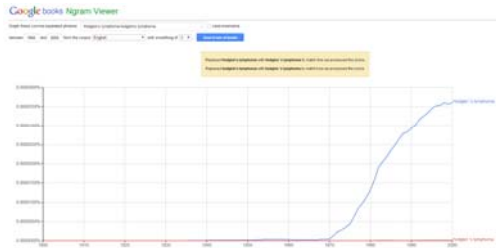


1) Google Books Ngram Viewer. Retrieved from <https://books.google.com/ngrams>

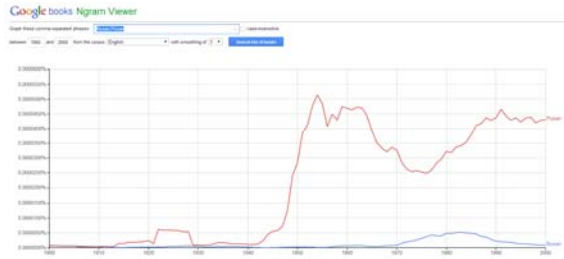


1) Google Books Ngram Viewer. Retrieved from <https://books.google.com/ngrams>

## NGRAM CAN BE USED FOR MANY COMPARISONS CAPITALIZE OR NOT?



## NGRAM CAN BE USED FOR MANY COMPARISONS BUSAN OR PUSAN?



## STRENGTHEN YOUR WRITING STYLE

Worksheet Page 4

## WHY SHOULD YOU STRENGTHEN YOUR WRITING STYLE?

- Ensures that your audience will understand your writing
- Conveys your message in the clearest way possible
- Makes your work enjoyable to read



1) The University of North Carolina Writing Center. Style. Retrieved from <https://writingcenter.unc.edu/handouts/style/>  
2) Image Attribution: Flickr Creative Commons. Retrieved from <https://www.flickr.com/photos/ksrby/5121972743/>

## HOW CAN YOU STRENGTHEN YOUR WRITING STYLE?

- Include a variety of sentences
- Begin sentences in different ways
- Avoid "wordiness"
- Use appropriate tone and vocabulary for your audience
- Do not overuse the passive voice

1) The University of North Carolina Writing Center. Style. Retrieved from <https://writingcenter.unc.edu/handouts/style/>

## PRACTICE

Please select the best option from each of the following examples.

Example 1:

- A) Park et al. investigated the relationship.
- B) The relationship was investigated by Park et al.

Example 2:

- A) A new way to lower cholesterol was identified by the scientists.
- B) The scientists identified a new way to lower cholesterol.

Example 3:

- A) WHO concluded that 48% of men in Mongolia are tobacco smokers.
- B) It was concluded by WHO that 48% of men in Mongolia are tobacco smokers.

## STYLE PROBLEM: WRITING IN PASSIVE VOICE

❑ **Passive voice:** the subject is acted upon by the verb. In a sentence, the verb usually comes before the subject.

- An email was sent by Anne.

**Keywords:**

Be, Is, Are, A, Was, Were, Has been, Have been, Will be, Being

❑ **Active voice:** a subject performs an action. In a sentence, the subject usually comes before the verb.

- Anne sent an email.

Reference: Your Dictionary. Change passive voice to active voice. Retrieved from <http://yourdictionary.com/fix-it-and-usage/change-passive-voice-to-active-voice.html>

## DO PUBLISHERS WANT YOU TO WRITE IN ACTIVE VOICE? YES!

**British Medical Journal:** "Please write in a clear, direct, and active style...Write in the active [voice] and use the first person where necessary."

**The Journal of Neuroscience:** "Overuse of the passive voice is a common problem in writing. Although the passive has its place - for example, in the Methods section - in many instances it makes the manuscript dull by failing to identify the author's role in the research...Use direct, active-voice sentences."

**Nature:** "Nature journals like authors to write in the active voice ('we performed the experiment...') as experience has shown that readers find concepts and results to be conveyed more clearly if written directly."

**Science:** "Use active voice when suitable, particularly when necessary for correct syntax (e.g., 'To address this possibility, we constructed a [Zap] library →, not 'To address this possibility, a [Zap] library was constructed...')."

**American Medical Association Manual of Style:** "In general, authors should use the active voice, except in instances in which the author is unknown or the interest focuses on what is acted upon."

**Publication Manual of the American Psychological Association:** "Prefer the active voice...The passive voice is acceptable in expository writing and when you want to focus on the object or recipient of the action rather than on the actor."

Reference: BioMedical Editor. Clear science writing: Active voice or passive voice? Retrieved from <http://www.biomedicaleditor.com/active-voice.html>

## SOLUTION: MICROSOFT WORD STYLE CHECKER

Example 1:

A) Park et al. investigated the relationship.

B) The relationship was investigated by Park et al.

Example 2:

A) A new way to lower cholesterol was identified by the scientists.

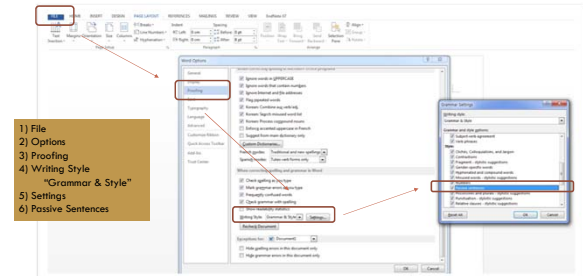
B) The scientists identified a new way to lower cholesterol.

Example 3:

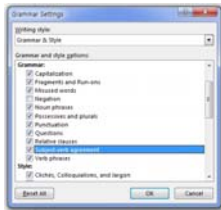
A) WHO concluded that 48% of men in Mongolia are tobacco smokers.

B) It was concluded by WHO that 48% of men in Mongolia are tobacco smokers.

## SOLUTION: MICROSOFT WORD STYLE CHECKER



## MANY GRAMMAR AND STYLE OPTIONS



## Questions?

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