**PRINCIPLES OF EFFECTIVE ACADEMIC WRITING**

**I Circle individual redundant words:**

1. We have made an advance plan for the project.
2. We have seen from actual experience that this solution is not effective.
3. Another possible approach is to calculate P before Q.
4. Chemical reactions between organic materials and pigments lead to discoloration phenomena.
5. Our research activity consists of x and y.

**II Circle several redundant words / a redundant phrase:**

1. Also, we present simulation results that will provide a twofold contribution: (1) confirm the effectiveness of …, and (2) highlight the importance of …
2. The document was written in the English language and the contents represent a new innovation in the sector of telecommunications.
3. In our documents, we only use the Track Changes functionality for revisions.
4. Rows and also cells are highlighted in different colors in order to give a more effective view.
5. We identified a number of key factors that might affect, at least in principle, the performance.
6. They have shown that we should also consider the possibility of doing the testing in advance.
7. It is important to note that one plus one is equal to two.
8. In general, it has been established that the phenomenon of e-commerce is often characterized by the absence of a direct contact of this section is to show the strengths of …
9. Most of the organic materials that can be encountered in a painting are characterised by a macromolecular nature.
10. The use of this method is recommended in all cases where x = y.

**III Remove (several) redundant words that refer to literature**

1. It should be borne in mind that there may be a high environmental contamination level [Smrkolj, 2005].
2. Finally, it is known that in archaeological waxes, hydrocarbons sublimate over time and it cannot be excluded that a similar phenomenon may occur in a thin film of oil [Bakali, 2014].
3. Several authors in the past and also more recently have shown that substantial improvements in performance can …
4. Another proposal is presented in [12], where the authors use a time series analysis with travel speed simulation to predict future trajectories.
5. Several algorithms have been proposed during the last few years and their properties have been thoroughly analyzed in the literature [3].

**IV Identify a suitable phrase and replace it with one word:**

1. This can be done by means ofa dedicated piece of equipment. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Several papers on this topic appeared in the course of the last century. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. These are used for the purpose of estimating the costs. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. There is no information regarding this topic in the literature. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. Some deficiencies remain in relation to the mode of discovery. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
6. There are serious problems on account of the fact that the performance is erratic. \_\_\_\_\_\_\_\_\_\_\_\_\_\_
7. This happened owing to the fact that the samples were not uniform. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**V Provide alternative verbs for the following verb+noun constructions:**

|  |  |
| --- | --- |
| 1. To provide a description of …
 |  |
| 1. To provide a methodological emphasis
 |  |
| 1. Has seen an expansion of …
 |  |
| 1. Shows a peak
 |  |
| 1. Take an assessment of…
 |  |

**VI Identify *verb + noun* constructions and replace them with single verbs:**

1. As shown in Figs. 13 and 14, the calculation makes a prediction that X will …\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. The evaporation of X then takes place. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. An increase in X of 30% was achieved. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. The design of X is aimed at supporting multimedia services. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. This device is used as an interface which allows the transfer of x to y to be performed. \_\_\_\_\_\_\_\_

**VII Apply all of the abovementioned techniques to paraphrase the following sentences:**

1. This paper presents an outline for a comprehensive data –based system evaluation framework.
2. A brief overview of the development of systems for production planning and control is given in this paper.
3. The use of a microscope is essential for a full comprehension of the technique.
4. Rating the entrepreneurial potential of production of fruit wines has been conducted considering the economic, market and technological criteria.
5. In this paper we will present one method, the lattice method, which is developed by Young et.al. (2011), and we will point to the application of the obtained method in one practical example of buying a car for a small private company.
6. If we have in mind the time dimension, it is clear that the numerous and complex problems are simply demanding processing of a great quantity of data and information in a time unit, especially when they are mostly needed by the managers.
7. Note that the insertion of a new value can be performed by the user.
8. I will outline the essential characteristics of application, registration and protection of a trademark.
9. Market liberalisation permits the coexistence of several firms offering the same type of service.

**VIII Paraphrase the following abstract by using the techniques above:**

***Abstract:*** Lobbying is a communication phenomenon which puts an emphasis on the possibility of an organizational entity to achieve influence on decision makers. The purpose of this activity is to provide appropriate decisions that have great influence for an organization. Multidimensional forms of lobbying activities have created a demand for designing the projection and implementation of an appropriate project management terminology. The analysis of the literature, as well as practical experience, identifies the main approach of research methodology, which includes comparison and modeling as the main methods. The research shows that lobbying is a complex activity that should be managed. In the following section, we offer STAP modeling for the management of lobbying operational strategies. This model of lobbying operation management can be of practical value to all kinds of organizational entities, which have influence on decision makers with the purpose of achieving organizational goals.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

KEY

**I** advance, 2. Actual, 3. Possible, 4. Phenomena, 5. Activity

**II** ~~will provide a twofold contribution, 2. the~~ English ~~language~~, ~~the sector of~~, 3. (In our documents), ~~the~~ Track Changes ~~functionality, 4. Also, in order~~, 5. ~~a number of, at least in principle, 6. That, also, the possibility of, 7. It is important to, 8. In general, it has been established that the phenomenon of~~, 9. ~~of the, that can be, characterised by a, nature, 10. The use of~~

**III**  1. It should be borne in mind that, 2. it is known that, it cannot be excluded that, 3. in the past and also more recently, 4. Another proposal is presented, where, 5. during the last few years, their properties have been thoroughly, in the literature

**IV**  1. with / by, 2. during, 3. for, 4. on, about, 5. In, 6. because / since / as, 7. Since / because

**VI**  Predicts, 2. X evaporates, 3. X increased by 30%, 4. X is designed to support, 5. To transfer ..

**VII** 7. Note that ***the user can insert a new value*** ., 8. I will outline the essential characteristics ***for applying, registering and protecting*** a trademark., 9. Market liberalisation ***means that several fi rms offering the same type of service can coexist*** .