

USING ACADEMIC VOICE IN WRITING

►► Be Clear

Instead The **utilization** of teams as a way of **of: optimizing** our capacity to meet and **prioritize** our goals will impact the **productivity** of the company.

Try: Teams will **execute** the goals and **enhance** the company's output.

►► Avoid Abbreviations for Common Words

Instead He was declared the winner **of: last Mon. on Jan. 6th.**

Try: He was declared the winner **last Monday, on January 6.**

►► Avoid 1st Person Pronouns

Instead I think anyone wishing to be a parent **of: must** take parenting classes.

Try: Parenting classes should **be** **mandatory** for all future parents.

►► Use Plural 3rd Person References

Instead Every student should complete **of: his or her** paper by noon today.

Try: Students should complete **their** papers by noon today.

►► Avoid 2nd Person Pronouns

Instead When **you** read the letter, **you'll** **of: realize** that he was writing to all.

Try: On reading the letter, the **readers** **will** note that he was addressing all.

►► Avoid Contractions

Instead It **hasn't** been done, but we **mustn't** **of: give** up.

Try: It **has not** been done, but we **must** **not** give up.