

**CA Sri Lanka**

Business School

**Postgraduate Diploma in Business Finance and Strategy (PGDBFS)**

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**Academic Writing and Presentations**

Handout 1

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**Session 1**

Objectives :

1. Differentiate between informal and Academic Writing genre
2. Study the main features of Academic Writing genre
3. Learn the different formats in which Academic writing is used

Learning Outcomes :

1. Use an Academic register in formal written communication
  2. Write brief formal texts using Academic register
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Let's first answer the questions stated below and self-evaluate ourselves on Academic Writing

Question 1 :

What is first person narrative style?

- a. Using 'you' in formal texts    b. Using 'I' in formal texts    c. Using 'He / She' in formal texts

Question 2 :

Which sentence is written in passive voice?

- a. The report states that employees are not motivated
- b. Employees are not motivated as stated in the report

Question 3 :

What is the tone of the statement mentioned below; '*Government should directly interfere in solving the unemployment problem!*'

- a. Tone of anger                      b. Tone of criticism                      c. Tone of authority

Question 4 :

Which of the following **best** supports the voice of a disabled person? In other words biased tone.

- a. They are not helpless they do not need our help
- b. They function independently yet it is our duty to support them
- c. Disabled people are just like us

Question 5 :

Which of the following is more formal and professional? Why?

- a. It isn't the duty of the Sales Executive to market this
- b. It is not the job role of the Sales Executive to promote this
- c. It is not the responsibility of the Sales Executive to promote this

Question 6 :

Which of the following is more ambiguous?

- a. It is evident that the data is correct
- b. It is suggested that the data is correct
- c. It is inculcated that data is correct

Question 7 :

Which of the following is more direct?

- a. It is indicated that data is correct
- b. It is inculcated that data is correct
- c. It is inferred that data is correct

Question 8 :

Which of the following is more suitable for a debrief (weekly meeting on updates)?

- a. We have found that three Marketing guys are cheating on customer accounts
- b. It was found that three Marketing people were inefficient in handling customer accounts
- c. It was proven that that three Marketing people were inefficient in handling customer accounts

Question 9 :

What are the suitable words that can be used in Academic writing when starting a sentence without using 'and'?

- a. Moreover
- b. Despite
- c. However

