

**UHB2422**  
**ADVANCED ENGLISH FOR ACADEMIC WRITING**

**LITERATURE REVIEW**

**NUR-AL HUDA HASHIM**



# STRUCTURE OF REPORT

## Preliminary Section

Title Page

Letter of Transmittal\*

Abstract

Acknowledgement

Table of Contents

List of Abbreviations

List of Symbols

List of Tables

List of Figures

List of Appendixes

## Main Section

Introduction

Literature Review

Methodology

Findings and Discussion

Conclusions

Recommendations

## Supplementary Section

References

Appendices

## Preliminary Section

Title Page

Letter of Transmittal\*

Abstract

Acknowledgement

Table of Contents

List of Abbreviations

List of Symbols

List of Tables

List of Figures

List of Appendixes

## Main Section

1. Introduction

2. Literature Review

3. Methodology

4. Findings and Discussion

5. Conclusions

6. Recommendations

## Supplementary Section

References

Appendices

## 2. LITERATURE REVIEW

“... is an account of what has been published on a research area”

“... is an evaluative report of information found in the literature related to one’s particular area of study”

## Studies being reviewed

Describe

Summarise

Evaluate

Clarify

# PURPOSE OF LITERATURE REVIEW

Provides a context for the research

Gives justification for the research

Illustrates ways the subject has been studied previously

Shows gaps in previous research

Ensures inclusion of relevant theoretical points

Helps in selection of research methods and instruments

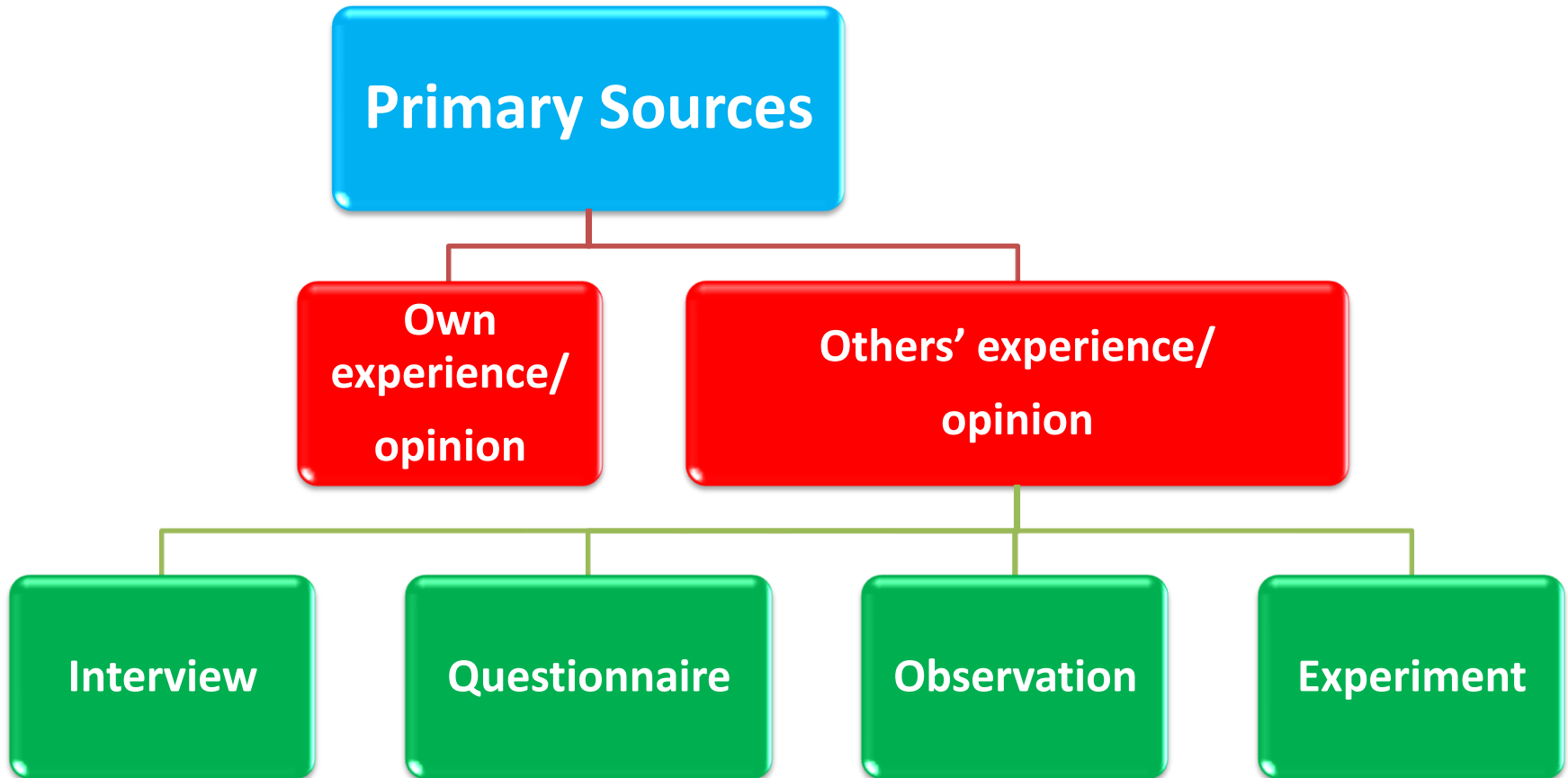
Helps anticipate common problems

Demonstrates the researchers' understanding of the topic area being studied

# SOURCES OF INFORMATION

Primary

Secondary





## Secondary Sources

reference works

books

journals

magazines

newspapers

newsletter

brochures

electronic resources

# Ways to Use Secondary Data

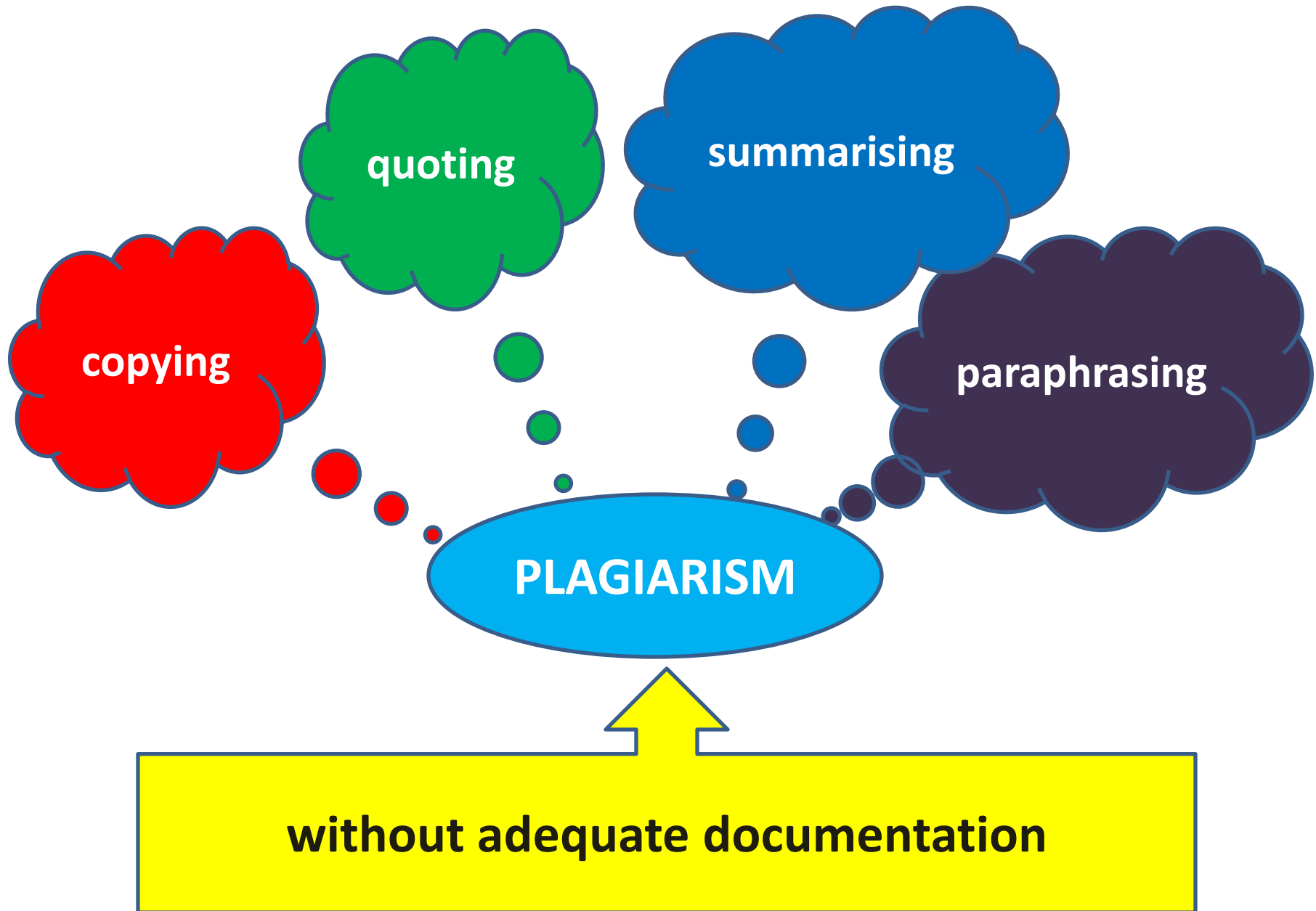
**Paraphrase**

**Summarise**

**Quote**

# Cite sources

# Avoid plagiarism



## How to cite sources within the text

Identify the source of information by using “citations”

Paraphrase or quote when referring to another source (and cite the source)

Do not cite common knowledge

# PARAPHRASING

...is restating someone else's ideas  
using your own words and in a new form

# Paraphrasing Guide

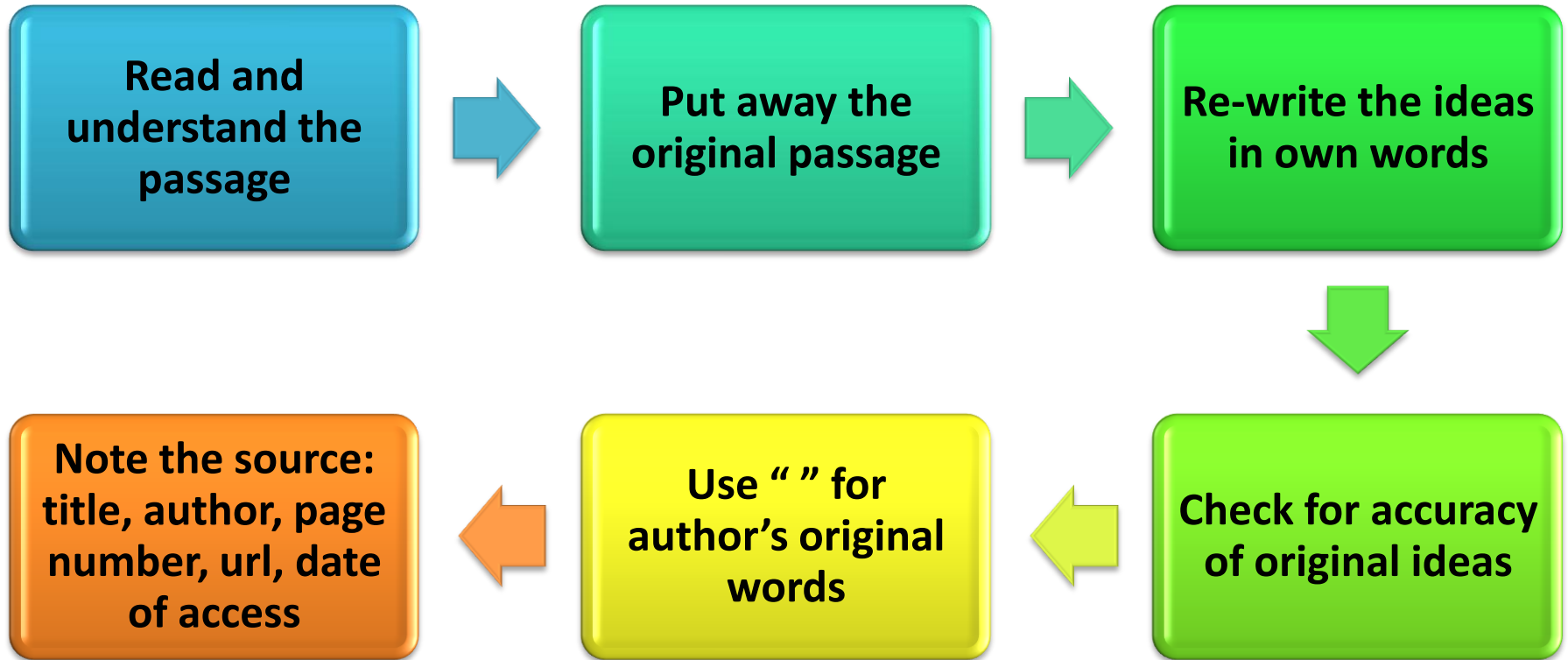
**Re-write ideas in a different order**

**Keep length approximately the same**

**Place equal emphasis on all points**

**Exclude your own thoughts or views**

# Steps in Paraphrasing





# QUOTING

... is copying author's original words and  
putting them in quotation marks

# Quoting Guide

Less than 40 words

incorporate  
into the text

More than 40 words

use a separate  
“block  
quotation”

# SUMMARISING

... is shortening and restating author's ideas in  
own words and new form

# SUMMARISING GUIDE

**USE MAIN POINTS OF THE ORIGINAL PASSAGE**

**PRESENT MAIN POINTS IN A COHERENT ORDER**

**KEEP LENGTH TO NO MORE THAN HALF THE LENGTH OF THE ORIGINAL**

**CITE APPROPRIATELY**

**EXCLUDE OWN ANALYSIS OR OPINIONS**

# Useful Expressions when Quoting/Paraphrasing/Summarising

state

suggest

claim

recommend

conclude

find

list

analyse

maintain

review

discover

reveal

report

assume

discover

illustrate

show

indicate

# References

Alias Mohd Yatim, Hazidi Abdul Hamid, Mohd Helmi Abdul Rahim, & Teo Hui Lian. (March 2010). *OUMH1203 English for Written Communication*. Open University Malaysia.

<http://library.duke.edu/research/plagiarism/h>

<http://owl.english.purdue.edu/owl/resource/619/01/>

<http://www.uhv.edu/ac/style/paraphrase.aspx>

<http://209.128.81.248/view/23d396->

[YzMZ/Term\\_Paper\\_2\\_Paraphrasing\\_and\\_Quoting\\_flash\\_ppt\\_presentationh](http://209.128.81.248/view/23d396-YzMZ/Term_Paper_2_Paraphrasing_and_Quoting_flash_ppt_presentationh)

Norazman Abdul Majid, Masdinah Alauyah Md Yusoff, Tina Abdullah, Sahirah Marzuki, Zanariah Md Salleh, Faruk Muhammad, Siti Aishah Abd Hamid, & Rohayah Kahar. (2007). *Academic Report Writing: From Research to Presentation*. Petaling Jaya, Malaysia: Prentice Hall.