



Co-funded by the
Erasmus+ Programme
of the European Union

Tools for CA Writing

A Support for Module 1B

**Adopt a CA approach and
make vocational writing
modern, interesting and
relevant**

Structure

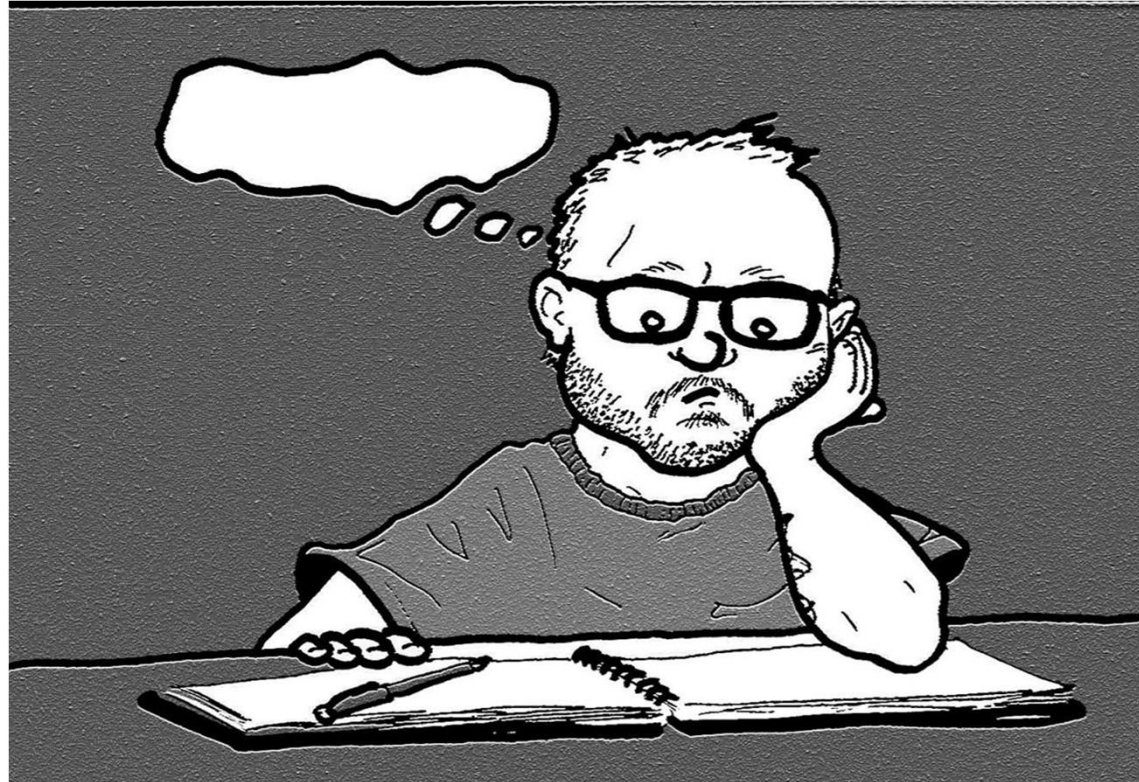
1. How to acquire writing knowledge
2. Research tools
3. Reference management software
4. Writing software
5. Grammar checking tools

NOTE

- **Material created for Module 1B but useful as stand-alone publication**

How to acquire writing knowledge

Why?



Source: <https://medium.com/@tiayewooten/writers-block-lost-inspiration-or-lost-passion-e9837b8fc6c4>

Why?

- working efficiently
- saving time
- achieving the desired output
- conveying one's ideas in an appropriate way



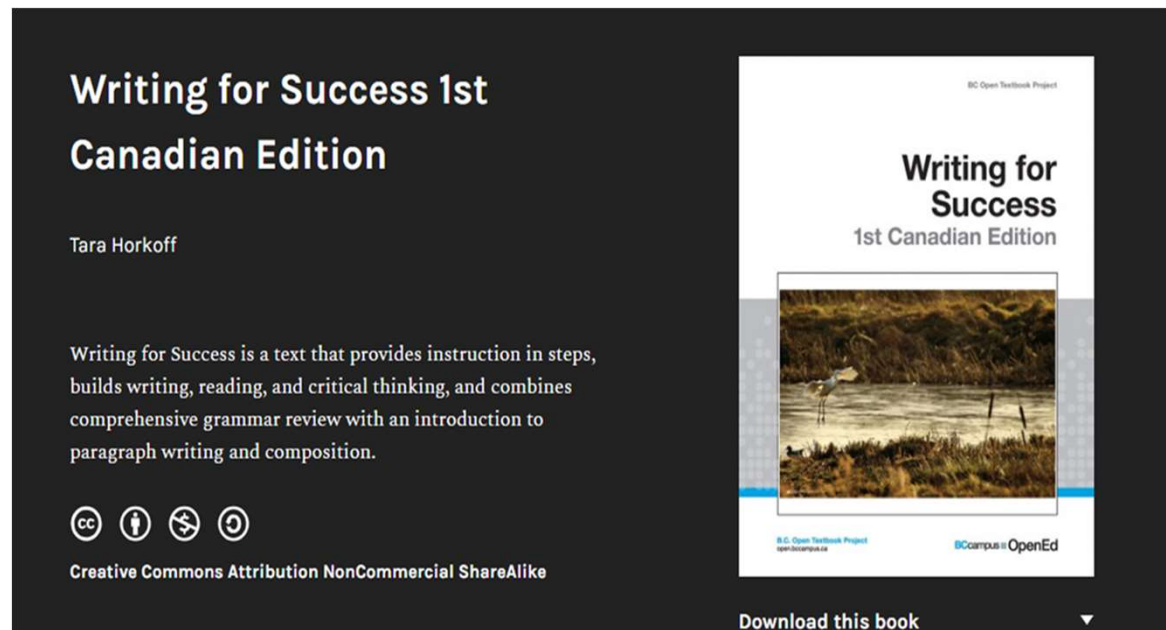
Source: <http://www.roguewomenwriters.com/2016/11/writing-through-chaos.html>

How during Covid/online?

- mainly three different ways using online learning material
 - online books and written supports
 - free online courses
 - App Writing in English (University College London)

Online books and written explanations

- plenty of material
 - detailed information including examples
- suitable for all types of users
- self-discipline required
- Useful but not overly interactive



Source: <https://opentextbc.ca/writingforsuccess/>

Free online courses

Academic Writing Made Easy

Struggling with writing an academic text? This MOOC will ease the pain – and make your writing shine.



20,802 already enrolled!

Enroll
Starts Apr 29

☐ I would like to receive email from TUMx and learn about other offerings related to Academic Writing Made Easy.



About this course

This MOOC takes you through the basics of academic writing step by step. From structuring and organising an academic text to avoiding common pitfalls that can negatively affect your credibility, this 6-week course offers a guide for those who want to improve their writing. It looks at various components that will make your academic writing stand out for all the right reasons, including paragraphing, style, tone, conclusion and evaluation. Using examples of student writing it also gives

🕒 Length:	6 Weeks
🕒 Effort:	2–3 hours per week
💰 Price:	FREE Add a Verified Certificate for €45

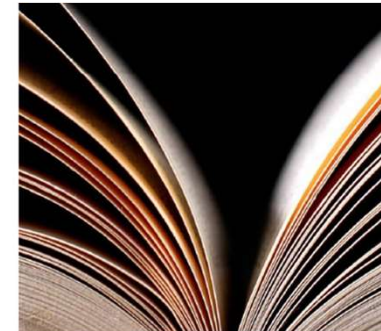
Source: https://www.edx.org/course/academic-writing-made-easy-2?source=aw&awc=6798_1588164361_0ff33910ceab690a02eb4cb3e8b7a535&utm_source=aw&utm_medium=affiliate_partner&utm_content=text-link&utm_term=301045_https%3A%2F%2Fwww.class-central.com%2F



A Beginner's Guide to Writing in English for University Study

Learn how to use English for study at university or college and develop your writing skills, vocabulary and grammar.

[Join course for free](#)



🕒 Duration
5 weeks

🕒 Weekly study
3 hours

🌐 Learn
Free

💎 Extra Benefits
From €49
[Find out more](#)

Source: <https://www.futurelearn.com/courses/english-for-study>

courseraSuchenWas möchten Sie lernen?Für UnternehmenAnmeldenKostenlos Testen

Spezialisierung Academic English: Writing

Transform Your Writing Skills. Prepare for college-level writing and research in just four courses.

★★★★★ 4.7 12.215 Bewertungen

Tammy Chapman +2 weitere Dozenten

Kostenlos anmelden
Beginnt am Apr. 29

Finanzielle Unterstützung verfügbar

63.061 bereits angemeldet

UCI

Division of Continuing Education

Info Wie es funktioniert Kurse Die Dozenten Anmeldeoptionen Häufig gestellte Fragen

Source: <https://www.coursera.org/specializations/academic-english#howItWorks>

10

Free online courses

- variety of different courses
 - mostly self-paced with weekly/daily recommendations (some with only certain start dates)
 - different levels
-
- suitable for beginners in writing
 - comprehensive knowledge will be achieved
 - interactive

App Writing in English (University College London)

The Conclusion Conclusion

Academic essays end with a conclusion. A conclusion should do a few important things.

1. **Restate your final findings** in a concise way, and possibly summarize your evidence.
2. Include a **statement of the impact** that your conclusions can have on the field.
3. State **what research might come next**, and how you or others in the future could build on what you've done in your essay.

Your conclusion should restate your final findings concisely. Depending on your field and how much space you have, you may wish to summarize your evidence here as well.

After you've done that, you should also state the impact that your findings might have on the field. This will likely include a bit more contextual information on the state of the field.

Recall that your introduction argued for the importance of your research question, describing the context of the question in your subject area. This part of the conclusion is a bit different. On one hand, the final section is more specific than the introduction, because it states your specific findings and conclusions. On the other hand, the final section can be said to 'zoom out' on your essay once again, by looking at the bigger picture and why your findings and conclusions matter.

- What impact will your findings have on your field?
- What impact will your findings have on society more broadly?

Recall **Bloom's taxonomy**: your conclusion is an opportunity to reflect and comment on the work at a higher taxonomic level than would be appropriate in earlier sections, where such a digression is likely to be distracting and confusing. You may find that you can go up Bloom's scale in stages — analyse, synthesise and finally evaluate the research you have carried out.

You can wrap up your essay by mentioning what research you might recommend next. Think of it as though you're addressing other students and essay writers: can they build on what you've done to ask other questions and find more answers? This is your chance to encourage them and to direct them where to go next.

Task

Consider the following statements which might appear in conclusions and identify those that could be omitted.

1. *We have shown in this paper that...*
2. *Other authors have argued that...*
3. *Our results indicate that...*
4. *This argument is disputed by...*
5. *We believe this... is an important area for future research.*

When you are ready to reveal the suggested answer, tap on the bar below.

Back Contents Exercises Glossary Home

Make the Transition! ?

Exercise

The sentences below have been taken from natural language and had their 'transition words' removed.

Your task is to work out which one is missing.

Look at the narrative flow and, for each pair of sentences, try to choose the best word or words to make the transition (start the second sentence). We have highlighted the start of the second sentence to make this a bit easier.

Select the most appropriate word(s) with your finger.

1. *There will be a greater width in the outcrop. ... The width / thickness of the intrusion will have an effect on how the appearance will change on a map.* (101A-102 W5)
2. *Thus it is still argued that the physiological changes cause the subjective emotional experience. ... If you smile, you will feel happy.* (101A-101 W10)
3. *The lorises... are very like soft toys, although their limbs are longer and slimmer than most. ... They are captured and sold throughout the region as pets.* (102B-101 W12)

Now
Furthermore
Then
Meanwhile
Hence
Despite this
Still
Consequently
Nonetheless

Submit Your Answers

Combining sentences

Glossary

A B C D E F G H I K L M N O P R S T V W

P

Paradigm +

Parallel Construction -

A feature of good writing where a sequence of phrases, clauses or sentences employ the same core grammatical structure.

Parallel construction is often used across a series of clauses or phrases.

- You should refer to sources in order to provide **context** for your study, **evidence** for your argument, and **ideas** for your counterarguments.

disparate construction

phrase

clause

sentence

Parallel Construction ▶

Parentheses () +

Part Of Speech +

Past +

Period +

Person +

Phrasal Verb

Back Contents Exercises Glossary Home

Source: Screenshots from the App
<https://www.ucl.ac.uk/english-usage/apps/awe/eaw/index.html>

App Writing in English (University College London)

- online and mobile version available
 - content, exercises/pop-up tasks, glossary
 - self-paced
-
- suitable for all levels in writing
 - comprehensive knowledge will be achieved
 - very interactive

Research Tools

Research as a tool

Research is defined as any...

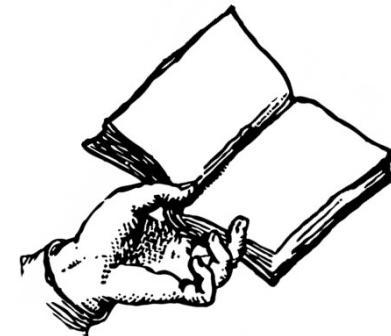
“careful study of a subject, especially in order to discover new facts or information about it” (Oxford University Press 2020)

Research as a tool ...

- Can help to find out more information
- Backs up your story
- Helps to convince and understand

The way to gain information

- What do you need research about?
- Start reading and talking about the topic you want to write about
- Identify search terms: common terms and specialist terms (Reed 2020)
 - Start with common terms, use specialist terms later in the process, when acquired knowledge about them
 - Important whilst writing: try to use specialist terms
- Start your research using the important key phrases



Sources: Offline and Online

Offline

- Books and magazines (e.g. library)
- Audio/video reports
- People's expertise
(professor/professional/expert)
- Surveys, interviews and
observations
- Contact scientists

Online

- Search engines (e.g. google)
- Research engine (e.g. google
scholar)
- Databases (e.g. web of knowledge,
digital library catalogue)
- Professional websites (e.g. of
newspapers)

Research

- Gather information by using the collected search terms
- Narrow down your finding by defining exact search phrases, including tools from the search and special characters

...

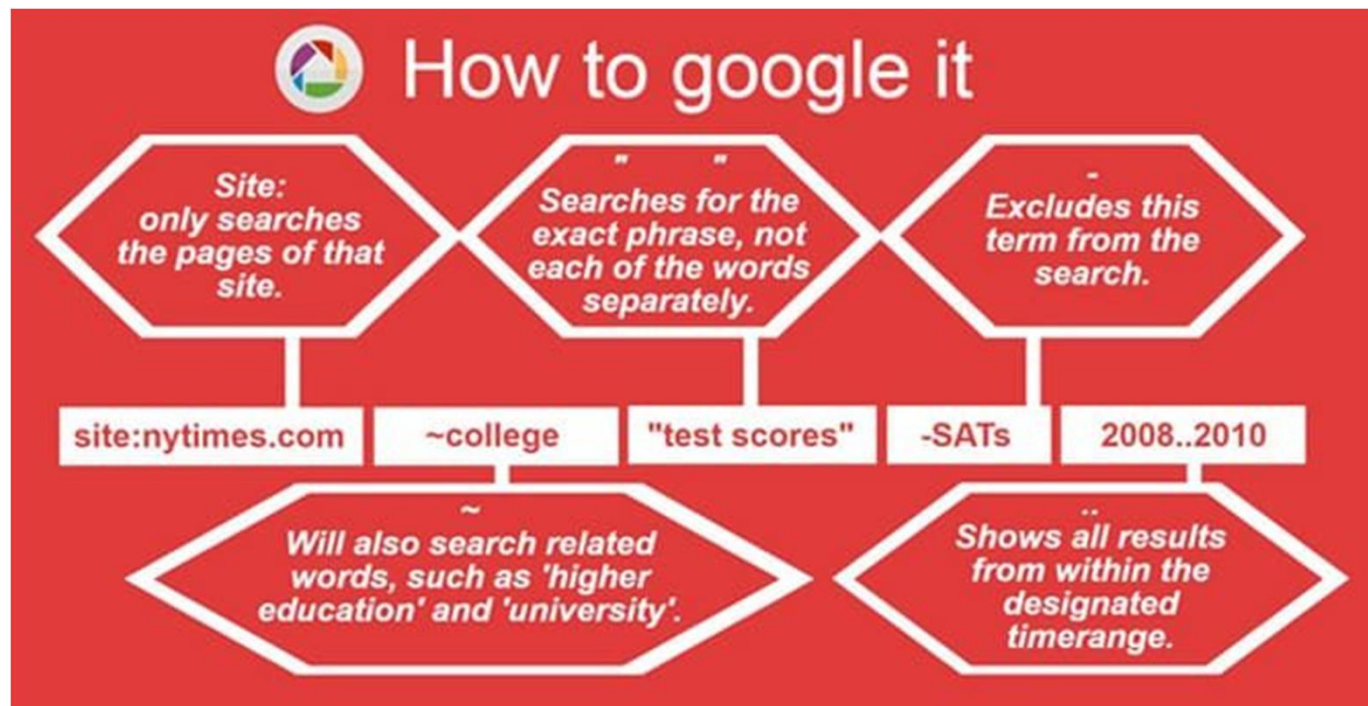


Using “subject research” option to specify your research

- Find out if the database you're using has a "subject search" option
- For some topics, subject searching works better than keyword searching, which is usually the default
- This may bring up fewer results, but you'll be searching with more precision

(Herrlich 2020)

Using special characters to specify your research

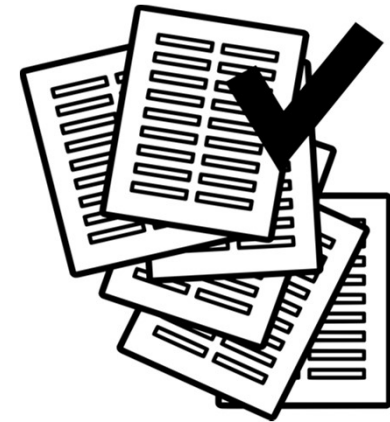


Source: <https://custom-writing.org/blog/best-writing-online-research-tools>

Research

- Gather information by using the collected search terms
- Narrow down your finding by defining exact search phrases, including tools from the advanced search and
- Record your proceedings to explain your method later on (e.g. whilst using (digital) databases: record the used search algorithms)

...



Using algorithms to specify your research

- Use **AND** to combine keywords and phrases when searching the electronic databases for journal articles (Herrlich 2020)
 - If you type several words without AND in between, some of the article databases will assume you want only items where those words appear right next to each other, and in that exact order.
- Use **truncation** (an asterisk) and **wildcards** (usually a question mark or exclamation point) (e.g. child* and education, globali?ation and analysis) (ibid.)
 - Child* brings up child, children, childhood, and any other word that starts with the root "child." (works in most of the databases)
 - Globali?ation brings up items with the words globalization or globalisation
 - If you don't use truncation and wildcards, some databases will look for an exact match to the words you type, and you may miss some relevant materials

Research

- Gather information by using the collected search terms
- Narrow down your finding by defining exact search phrases, including tools from the advanced search and
- Record your proceedings to explain your method later on (e.g. whilst using (digital) databases: record the used search algorithms)
- Collect the references of the information as well (!) (depending on the guidelines with as much as the page number)
- Follow up on references authors used to write their work with and find more (specialist) information
- Set a deadline for your research and stick to it
- Structure the research and only use relevant information for your work

Reference Management Software

Reference management software - What for?

- You got dozens of books and PDFs piled up?
- You do not find your website link you have looked at earlier?
- What was this book which I read a week ago?

Use a reference management software!



Free for commercial use, DMCA, www.pxfuel.com

What does a reference management software do?

- recording and utilising bibliographic citations
- reducing the risk that a cited source is not included in the references list
- giving you a place to write down your notes about the source
- import citation data from online bibliographic databases from a browser
- search citation data by DOI, ISBN ...
- the base to generate fully automatic generate the list of references

What program to use?

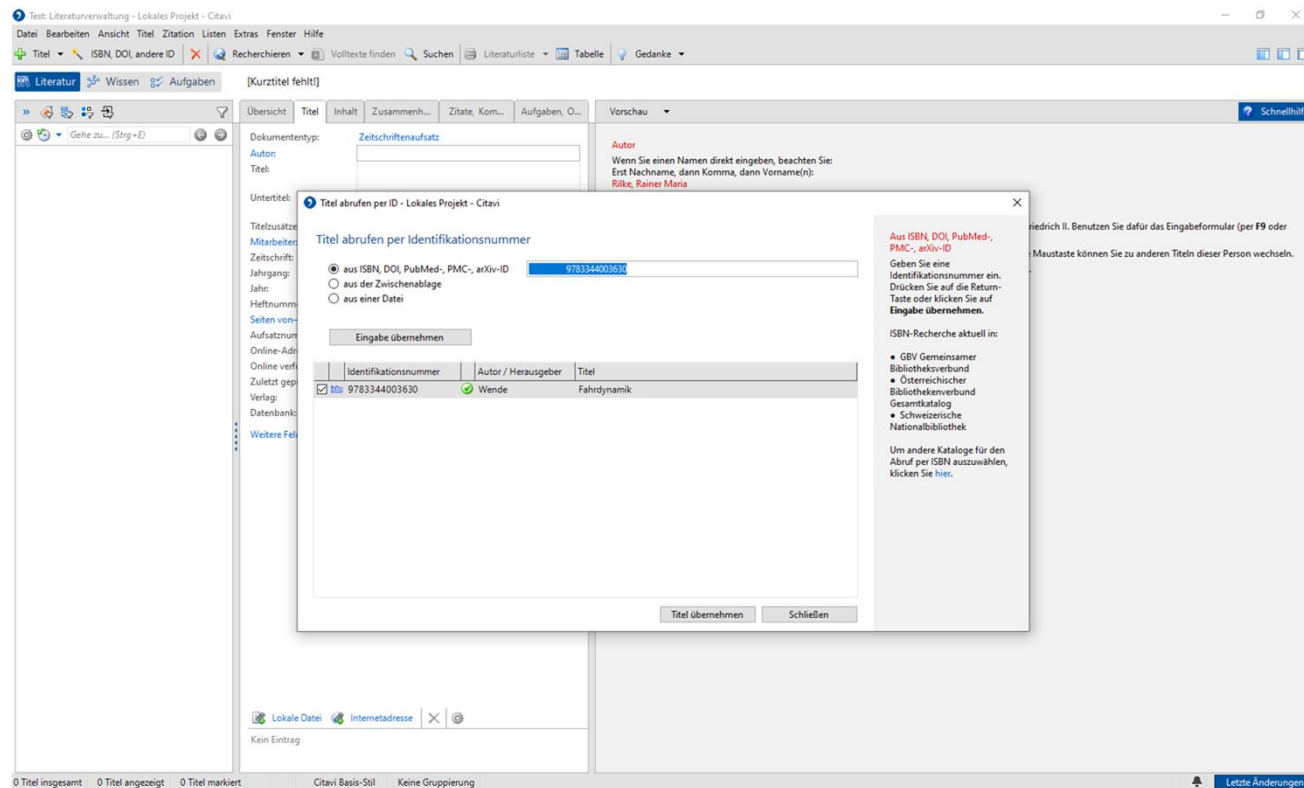
Dependencies:

- Writing Software: Latex, Microsoft Word, Libre Office ...
- Open Source, Free Commercial or Licence by your University
- Operating System: Linux, Mac, Windows ...

zotero



Commercial software - Citavi



JabRef

JabRef

File Edit Library Quality Tools View Options Help

Search...

Literatur_Studienarbeit_2019.bib X

Author/Editor	Entrytype	Title	Y...	Booktitle/Journal	Bibtexkey
Kalker and Kalker	Book	Three-dimensional elastic bodies in rolling contact	1990	Solid mechanics and its a...	Kalker1990
Kalker	InCollect...	The Simplified Theory of Contact	1990	Three-Dimensional Elasti...	Kalker1990a
Lehna	Report	Verschleißverhalten Wälzreibungsbeanspruchter Werkstoffpaarungen	1989		Lehna1989
techn. Wolfgang Hanneforth and Fischer	Book	Laufwerke	1986		Fischer1986
Specht	Thesis	Beitrag zur rechnerischen Bestimmung des Rad- und Schienen-Verschleißes durch Güterwagendrehgestelle.	1985		Specht1985
Johnson	Article	Contact Mechanics	1985	Cambridge, New York, O...	Johnson1985
Krause and Poll	InProcee...	Verschleiss bei gleitender und wälzender Relativbewegung. Vorschlag zur Berechnung und Versuch einer Synthese des energet...	1984		Krause1984
Polzer et al.	Book	Grundlagen zu Reibung und Verschleiß	1983		Polzer1983
Kragelskij	Book	Grundlagen der Berechnung von Reibung und Verschleiss	1982		Kragelskij1982
KALKER	Article	A Fast Algorithm for the Simplified Theory of Rolling Contact	1982	Vehicle System Dynamics	Kalker1982
Fleischer et al.	Book	Verschleiß und Zuverlässigkeit	1980		Fleischer1980
N.	Misc	DIN 50320:1979: Verschleiß; Begriffe, Systemanalyse von Verschleißvorgängen Gliederung des Verschleißgebietes	1979		DIN50320
Beagley	Article	Severe wear of rolling/sliding contacts	1976	Wear	Beagley1976
Raquet	Article	Ermittlung der dynamischen Beanspruchung von Schiene und Fahrzeug beim Einsatz starrer und gefederter Raeder.	1975	Messtechnische Briefe Ba...	Raquet1975
Kalker	Report	Simplified Theory of rolling contact	1973		Kalker1973
Kalker	Thesis	On the rolling contact of two elastic bodies in the presence of dry friction	1967		Kalker1967

Required fields Optional fields Optional fields 2 Other fields General Abstract Comments Related articles {} biblatex source LaTeX Citations

Thesis

Author: Wolfgang Specht

Bibtexkey: Specht1985

Date:

Institution: RWTH Aachen

Title: Beitrag zur rechnerischen Bestimmung des Rad- und Schienen-Verschleißes durch Güterwagendrehgestelle.

Type: Dissertation

Thesis (Specht1985)
 Specht, W
 Beitrag zur rechnerischen Bestimmung des Rad- und Schienen-Verschleißes durch Güterwagendrehgestelle.
 RWTH Aachen, RWTH Aachen, 1985

JabRef

Handbuch Schienenfahrzeuge Entwicklung, Produktion, Instandhaltung

Book

Required fields Optional fields Optional fields 2 Other fields General Abstract Comments Related articles {} biblatex source LaTeX Citations

Author Kalker, J AND Jacobson, B

Bibtexkey Kalker2000 Generate

Date

Title Rolling Contact Phenomena

Generate Cancel

The Computation of Wheel-Rail Conformal Contact

Book (Kalker2000)
 Kalker, J. & Jacobson, B.
 Jacobson, B. & Kalker, J. J. (Eds.)
 Rolling Contact Phenomena
 Springer Vienna, 2000

Writing Software

General

- Writing softwares enable the user to create, edit, and review text documents
- Many differences can be found looking at templates and features as well as the user interface of various softwares
- The purpose (scientific/journalistic...) and desired output quality (reg. layout, textstyles...) should be taken into consideration when choosing a writing software

Microsoft Word

- Most used writing software
- Professional, well organized user interface
- Many additional features, templates, and extensions

But:

- Expensive



Open Office Writer

- Free
- Open source
- Many additional features, templates, and extensions

But:

- Less flexible design and layout options
- Overall less professional feel compared to Microsoft Word



LATEX

- Free
- Focus on content rather than design
- Useful for complex math expressions

But:

- Not intuitive
- Pre knowledge or training needed



Google Docs

- Free
- Cloud based
- Multiple users can read and edit one document simultaneously and from different devices

But:

- Online access needed
- Offers only most common features for layout and formatting



Comparison



- For everyday and professional use, broad range of templates and features



- Free and open source



- Well suited for scientific purposes, content focused



- Enables real time collaboration, cloud based

^cGrammar checking tools

Example

My hobbies are go to discos, sometimes I hear music in the radio. In the summer I go bathing in a lake. I haven't any brothers or sisters. We take busses to school. I visit year 9 at my school. My birthday, is on Friday. I hope I will become a new guitar.


Can you find every mistake?

Example

My hobbies are go to discos, sometimes I hear music in the radio. In the summer I go bathing in a lake. I haven't any brothers or sisters. We take busses to school. I visit year 9 at my school. My birthday, is on Friday. I hope I will become a new guitar.

Spelling	2	<input type="text"/>
Punctuation	1	<input type="text"/>
Other mistakes	7	<input type="text"/>

Language Tool



LanguageTool
Grammatik- und Rechtschreibprüfung

PreiseAdd-ons ▾ForumEntwicklungDeutsch ▾

Grammatik-, Stil- und Rechtschreibprüfung

LanguageTool prüft Ihre Texte in mehr als 20 Sprachen

[Chrome-Extension installieren](#)

My **hobbys** are **go** to discos, sometimes I hear music in the radio. In the summer I go bathing in a lake. I haven't any brothers or sisters. We take busses to **scool**. I visit year 9 at my school. My birthday, is on Friday. I hope I will become a new guitar.

ProWritingAid

The screenshot displays the ProWritingAid web application interface. At the top, there is a teal navigation bar with tabs for 'Menu', 'Reports', and 'Settings'. Below this is a toolbar with various icons for different analysis features: Purchase, Realtime (with an 'off' indicator), Summary, Style, Grammar, Thesaurus, Overused, Combo, All Repeats, Echoes, Structure, Length, Transition, Readability, and More Reports. The main content area is divided into three sections: 'Core' (Grammar, Thesaurus, Overused, Combo), 'Repeats' (All Repeats, Echoes), and 'Structure' (Structure, Length, Transition). A 'Readability' section is also visible on the right. On the left side, a 'Grammar Check' panel is open, showing a message: 'Your report was run on the first 500 words of your text. To run on the full text'. Below this message are buttons for 'Request a Trial' and 'Go Premium'. The 'Grammar Check' panel lists two issues: 'spelling 2 issues found' and 'grammar 3 issues found'. The main text area on the right contains the following text: 'My hobbys are go to discos, sometimes I hear music in the radio. In the summer I go bathing in a lake. I haven't any brothers or sisters. We take busses to scool. I visit year 9 at my school. My birthday, is on Friday. I hope I will become a new guitar.'

Menu Reports Settings

Purchase Realtime Summary Style Grammar Thesaurus Overused Combo All Repeats Echoes Structure Length Transition Readability More Reports

Core Repeats Structure Readability

Your report was run on the first 500 words of your text. To run on the full text

Request a Trial or Go Premium

Grammar Check

Clear Filters

- spelling 2 issues found
- grammar 3 issues found

My hobbys are go to discos, sometimes I hear music in the radio. In the summer I go bathing in a lake. I haven't any brothers or sisters. We take busses to scool. I visit year 9 at my school. My birthday, is on Friday. I hope I will become a new guitar.

Grammarly

Demo document

The basics

My hobbys are go to discos, sometimes I hear music in the radio. In the summer I go bathing in a lake. I haven't any brothers or sisters. We take busses to scool. I visit year 9 at my school. My birthday, is on Friday. I hope I will become a new guitar.

4 All alerts

• SPELLING

~~hobbys~~ → hobbies

The word **hobbys** is not in our dictionary. If you're sure this spelling is correct, you can add it to your personal dictionary to prevent future alerts.

 Add to dictionary



• are go · Change the verb form

• in · Change preposition

• scool · Correct your spelling

Hide Assistant 

Overall score **55**

See performance

Goals

Adjust goals

All alerts

Correctness

4 alerts

Clarity

Very clear

Engagement

A bit bland

Delivery

Just right

Premium



43

CorrectEnglish

DO YOU SEE THE MISTAKES UNDERLINED IN THE TEXT BOX?

- Click on the underlined words
- Select and insert the corrections

My hobbies are go to discos, sometimes I hear music in the radio. In the summer I go bathing in a lake. I haven't any brothers or sisters. We take busses to scool. I visit year 9 at my school. My birthday, is on Friday. I hope I will become a new guitar.

4

YOUR **Free Forever** PLAN INCLUDES UP TO 250 WORDS PER ENTRY.

Upgrade to the Professional Plan to access the online application and unlock all of the browser plugin's features, including:





- Get instant writing feedback through your desktop browser
- Write mistake-free on Gmail, Facebook, job boards, web forms, LinkedIn, and nearly anywhere else on the web!
- Automatically format, share, and collaborate on documents
- Get weekly progress reports and see statistics that measure your success

SIGN UP FOR PRO

Comparison

	Example	Language Tool	ProWritingAid	Grammarly	CorrectEnglish
Spelling	2	2	2	2	2
Punctuation	1	0	1	0	1
Other mistakes	7	1	2	2	3
	10	3	5	4	6

Conclusion

	Positive	Negative	Score
Language Tool	very easy	Premium account not all mistakes	
ProWritingAid	Introduction video good setup	Premium account not all mistakes	
Grammarly	Introduction good setup	Premium account not all mistakes	
CorrectEnglish	very easy	Premium account not all mistakes	

FINAL TIPS

<https://www.whatiselt.com/single-post/2018/06/04/What-is-Process-Writing>

<https://www.teachingenglish.org.uk/article/making-writing-communicative>

<https://www.jstor.org/stable/3585977?seq=1>

References

Herrlich, K. (2020), 'Top Ten Search Tips' <<https://library.northeastern.edu/get-help/research-tutorials/effective-database-searches/top-ten-search-tips>>, accessed 29 Apr 2020.

Oxford University Press (2020), 'research_1 noun - Definition, pictures, pronunciation and usage notes | Oxford Advanced Learner's Dictionary at OxfordLearnersDictionaries.com' <https://www.oxfordlearnersdictionaries.com/definition/english/research_1?q=research>, updated 29 Apr 2020, accessed 29 Apr 2020.

Reed, J. (2020), 'A List of 29 Best Free Online Research Tools for 2020' <<https://custom-writing.org/blog/best-writing-online-research-tools>>, accessed 29 Apr 2020.

<https://languagetool.org/de/>

<https://prowritingaid.com/Free>

<https://app.grammarly.com/>

<https://www.correctenglish.com/>

Thank you for your attention! Enjoy!