

Day 2

28<sup>th</sup> June 2023

LG4 Greenwood Offices,  
Heatherwood Hospital

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# HEALTHCARE ASSISTANTS' APPRENTICESHIP PROGRAMME:

## ACADEMIC SKILLS - ACADEMIC WRITING

# SCHEDULE FOR TODAY'S SESSION

- Academic writing
- Descriptive vs reflective writing
- Referencing
- Plagiarism and similarity
- Grammarly and punctuation

# HOW DO I DO IT?!

There is more to a successful assignment than writing the words...

- You need to:

**Read**



Critical reading was covered on Day 1 of this Study Skills course

**Think**



**Plan**



**Write**



**Edit**



# ACADEMIC WRITING – GETTING STARTED

- Prepare for answering the question: **think then write**
  - read the assessment brief carefully – what are you required to do **specifically**?
  - what instructions are you given – Discuss? Explain? Explore? (understand instructional words in the title)

# ACADEMIC WRITING

Understanding what your question is asking..

Descriptive instructional words	What do these task words mean?
<b>Analyse</b>	break an issue into all its parts. Describe the main ideas in depth, showing why they are important and how they are connected.
<b>Criticise / Critique</b>	Point out weak/strong points i.e. balanced answer. Express your own balanced judgement of the subject. Give views for and against, backed up with examples and references. (critical writing involves analysing information to understand a problem or topic from more than one perspective)
<b>Define</b>	give the precise meaning, concisely
<b>Examine</b>	look at carefully; consider different aspects
<b>Explain</b>	clearly describe how a process works, why a decision was made, or give other information needed to understand the topic
<b>Illustrate</b>	explain and describe using examples
<b>Outline</b>	give an overview of the key information, leaving out minor details

# BREAKDOWN THESE QUESTIONS:

(INTO VERBS AND IDEAS – WHAT EXACTLY ARE YOU BEING ASKED)

- Critically consider the ways in which early interventions post diagnosis might improve the quality of life for people living with dementia.
- Team working skills are essential in order that quality health care is delivered. Analyse this statement.
- Benner et al (1996) propose that knowing the patient is essential to clinical judgement and ethical comporment. Evaluate this statement in relation to your current practice as a nurse.

# BREAKDOWN THESE QUESTIONS:

GREEN: KEY VERBS; ORANGE: KEY IDEAS

- Critically consider the ways in which early interventions post diagnosis might improve the quality of life for people living with dementia.

*ie read and think widely about this issue and break it down into all its parts*

- Team working skills are essential in order that quality health care is delivered. Analyse this statement.

*ie think about this issue methodically to explain and interpret it and better understand it – basis for discussion*

- Benner et al (1996) propose that knowing the patient is essential to clinical judgement and ethical comporment. Evaluate this statement in relation to your current practice as an HCA.

*ie provide your opinion on this statement – whether it's true and you agree with it; arrive at a conclusion*

# PLAN

“The purpose of an essay is to present a logical, reasoned argument in response to a specific question. An effective structure helps your argument to unfold clearly to the reader. You want your response to be focussed and progressive, rather than just a jumble of ideas.”

University of Birmingham Library Services (2017) A short guide to essay planning and structure. Available at:  
<https://intranet.birmingham.ac.uk/as/libraryservices/library/asc/documents/public/short-guide-essay-planning.pdf> (Accessed 18/06/23)



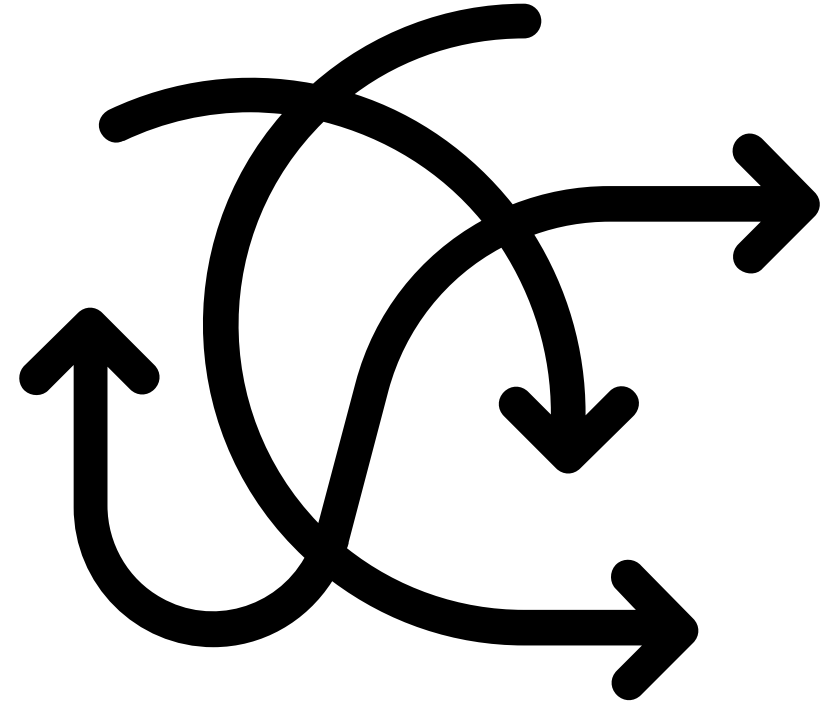


# PLANNING STRUCTURE

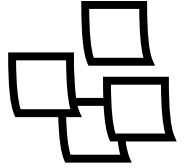
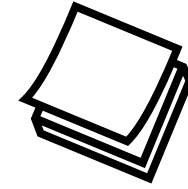
The best way to write a well-structured assignment is to have a good plan before you start writing.

- What's your argument?
- What are the main points you want to include?
- What's a logical way to order these points?

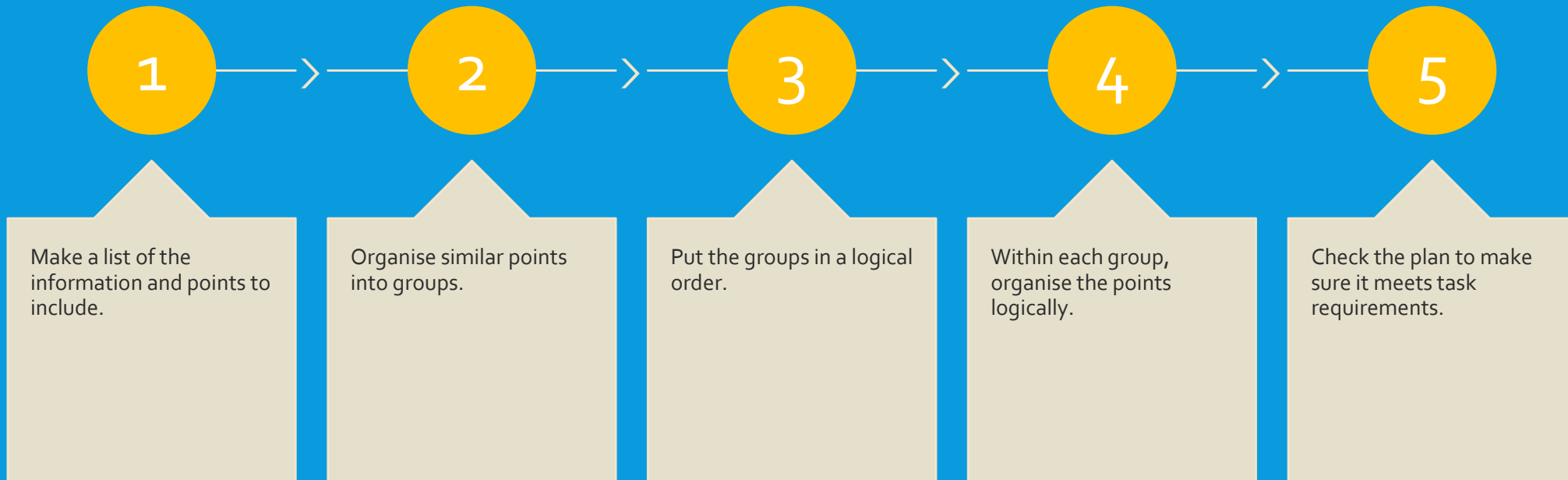
Don't just launch into writing with no idea of where you're going!



# MAKE A GENERAL PLAN...



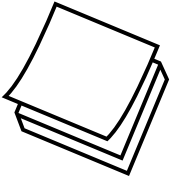
Eg use post it notes to order ideas...



Team working skills are essential in order that quality health care is delivered. Analyse this statement.

# TEAMWORK BENEFITS

## POSSIBLE IDEAS TO ADDRESS THE QUESTION...

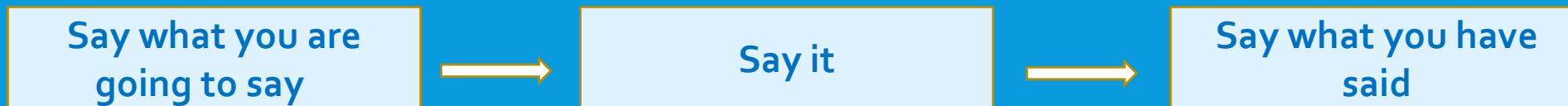


- Gives the opportunity for growth
- Boosts productivity
- Work together and learn faster
- Improves customer service
- Reduces medical errors
- Leads to better staff outcomes including reduced stress and improved job satisfaction
- Effective teamwork can immediately and positively affect patient safety and outcome
- Team-based healthcare is the provision of health services by at least two health providers who work collaboratively to accomplish shared goals and achieve coordinated, high-quality care
- Poor communication between healthcare professionals, patients and their caregivers has emerged as a common reason for patients taking legal action against healthcare providers. It may have led to medical errors, 'near misses' and other adverse events.
- Lack of purposeful team care can also lead to unnecessary waste.
- An effective team is one where the team members communicate with each other, as well as merging their observations, expertise and decision-making responsibilities to optimize patients' care.

**Team working skills** are essential in order that **quality health care** is delivered. **Analyse** this statement.

# ESSAY STRUCTURE: INTRODUCTION

- **Introduction:**
- has two functions:
  - shows your interpretation and understanding of the question set
  - tells the reader what the essay will do, including outlining what the conclusion will say
- **Main body:**
  - sets out the main argument - the facts and interpretation that the reader requires to see why and how the conclusion answers the question set.
- **Conclusion:**
  - answers the question using the arguments from the main body. New information should not appear here. The whole essay leads to the conclusion.
- **References:**
  - every fact that you cannot know needs to have a citation. Use the correct referencing convention



# EDITING YOUR WORK

“Proofreading involves checking your assignments before you submit them to make sure they're your best work.”

University of Portsmouth (2023) Proofreading. Available at: <https://www.port.ac.uk/student-life/help-and-advice/study-skills/written-assignments/proofreading> (Accessed 25/06/23)

- Check your content and arguments (including use of citations and sources) and that you've responded to the assignment requirements,
- Check the structure of your assignment – is it organized correctly? Are the sentence structures clear? Do the verbs and tenses agree?
- Check for errors – eg spelling, punctuation and grammar; typing mistakes.

# IN CONCLUSION...



## • Academic writing is:

- **Planned and focused:** answers the question and demonstrates an understanding of the subject.
- **Well structured:** is coherent, written in a logical order and brings together related points and material.
- **Evidenced:** demonstrates knowledge of the subject area, supports opinions and arguments with evidence and is referenced accurately.
- **Formal in tone and style:** uses appropriate language and tenses, and is clear, concise and balanced.

# REFERENCES

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