

МІНІСТЕРСТВО ОСВІТИ І НАУКИ УКРАЇНИ
ЧЕРКАСЬКИЙ ДЕРЖАВНИЙ БІЗНЕС-КОЛЕДЖ

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АКАДЕМІЧНЕ ПИСЬМО
Практикум

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Практикум – це збірник вправ і завдань для формування навичок академічного письма. Він побудований відповідно до програми курсу «Академічне письмо» за освітнім рівнем бакалавра галузі знань 05 «Соціальні та поведінкові науки» спеціальності 051 «Економіка» та галузі знань 07 «Управління та бізнес-адміністрування» спеціальностей 071 «Облік і оподаткування», 075 «Маркетинг», 076 «Підприємництво, торгівля та біржова діяльність». За спрямованістю на прийом або видачу інформації розроблені вправи і завдання мають рецептивний, репродуктивний і продуктивний характер, а за комунікативністю – мовленнєві, умовно-мовленнєві та мовні. Вони можуть виконувати як тренувальну так і контрольну функцію у процесі вивчення дисципліни.

Практикум призначений для студентів економічних спеціальностей закладів вищої освіти, що здійснюють підготовку бакалаврів, а також для тих, хто самостійно опановує зміст навчальної дисципліни «Академічне письмо».

Затверджено на засіданні кафедри
економіки, підприємництва та
маркетингу

Протокол № 5 від 2 лютого 2022 року

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ВСТУП

Досягнення конкурентоспроможності майбутніх фахівців на сучасному ринку праці залежить не лише від опанування знаннями за фахом, але від рівня розвитку м'яких навичок, таких як критичне мислення, комунікація, креативність тощо.

Актуальність вивчення академічного письма зумовлена необхідністю розвивати уміння упорядкувати власні думки, щоб вони були логічними та мали сенс. Саме кристалізація думок на папері дозволяє удосконалювати цю майстерність.

Метою збірника є формування у студентів навичок академічного письма та критичного мислення.

Практикум містить різнопланові вправи і завдання. За спрямованістю на прийом або видачу інформації розроблені вправи і завдання мають рецептивний, репродуктивний і продуктивний характер, а за комунікативністю – мовленнєві, умовно-мовленнєві та мовні. Вони можуть виконувати як тренувальну так і контрольну функцію у процесі вивчення дисципліни.

Практикум побудований відповідно до програми курсу «Академічне письмо» за освітнім рівнем бакалавра галузі знань 05 «Соціальні та поведінкові науки» спеціальності 051 «Економіка» та галузі знань 07 «Управління та бізнес-адміністрування» спеціальностей 071 «Облік і оподаткування», 075 «Маркетинг», 076 «Підприємництво, торгівля та біржова діяльність».

АНОТАЦІЯ НАВЧАЛЬНОЇ ДИСЦИПЛІНИ

Мета навчальної дисципліни полягає у формуванні у студентів комунікативної мовленнєвої компетенції як сукупності знань, умінь і навичок, необхідних для здійснення ефективної писемної комунікації у академічному середовищі.

Для досягнення вище окресленої мети сформульовано такі **завдання**: поглиблення знань студентів про види академічного письма та їх особливості; формування навичок створення академічних текстів англійською мовою; розвиток уміння критично мислити, аналізувати і синтезувати, оцінювати здобуту інформацію; формування навичок анотування англомовної і україномовної літератури за фахом англійською мовою; оволодіння культурою академічного письма з урахуванням сучасних вимог до англомовного академічного дискурсу.

У результаті вивчення навчальної дисципліни студент повинен

знати:

- основні види писемного академічного дискурсу;
- структурно-композиційні, мовні та стилістичні особливості англомовного академічного дискурсу;
- основні принципи академічної доброчесності.

уміти:

- критично мислити, аналізувати і синтезувати фахову англомовну літературу, оцінювати здобуту інформацію;
- анотувати англомовну і україномовну літературу за фахом англійською мовою;
- репрезентувати результати власних наукових досліджень англійською мовою у писемній формі відповідно до сучасних вимог;
- продукувати і грамотно оформлювати есе англійською мовою;
- демонструвати високу культуру англомовного академічного письма.
- дотримуватись правил цитування та посилання в тексті;
- правильно оформлювати проаналізовану літературу.

• **ЗМІСТ НАВЧАЛЬНОЇ ДИСЦИПЛІНИ**

Змістовий модуль 1. Writing Process and Elements of Writing

Тема 1. Background to Academic Writing

1. What is academic writing?
2. Common types of academic writing.
3. The structure of academic texts.

Тема 2. Critical Reading

1. Academic texts.
2. Assessing texts critically.
3. Finding key points. Note taking.

Тема 3. Academic Integrity

1. Avoiding plagiarism.
2. References and Citation.
3. Organizing the list of references.

Змістовий модуль 2. Academic Literacy

Тема 4. A Word on Academic Language

1. Suitable academic style.
2. Basic academic vocabulary.
3. Linkers. Using synonyms.

Тема 5. Writing Essays

1. Planning essays.
2. Essay structure: introduction, main body, conclusion.
3. Basic vocabulary.

Тема 6. Abstracts and Summaries

1. Main features and types.
2. Structure and grammar peculiarities.
3. Basic vocabulary.

Змістовий модуль 1 Writing Process and Elements of Writing

ТЕМА 1. BACKGROUND TO ACADEMIC WRITING

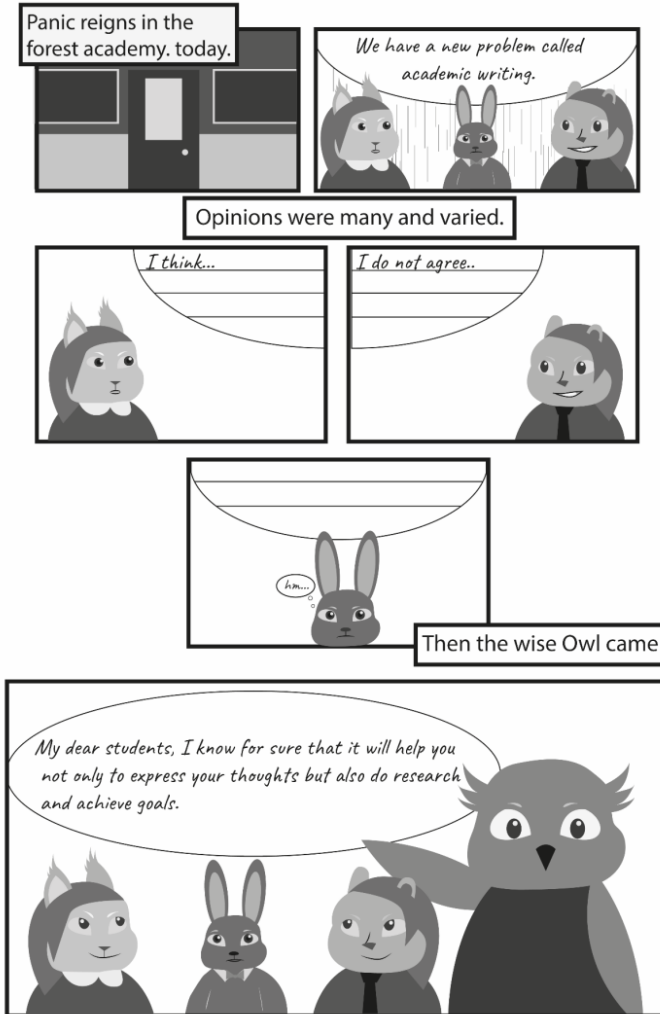
1. Study the word cloud and choose five words that best represent academic writing and one word that is least representative. Give your reasons.



Джерело: розробка автора.

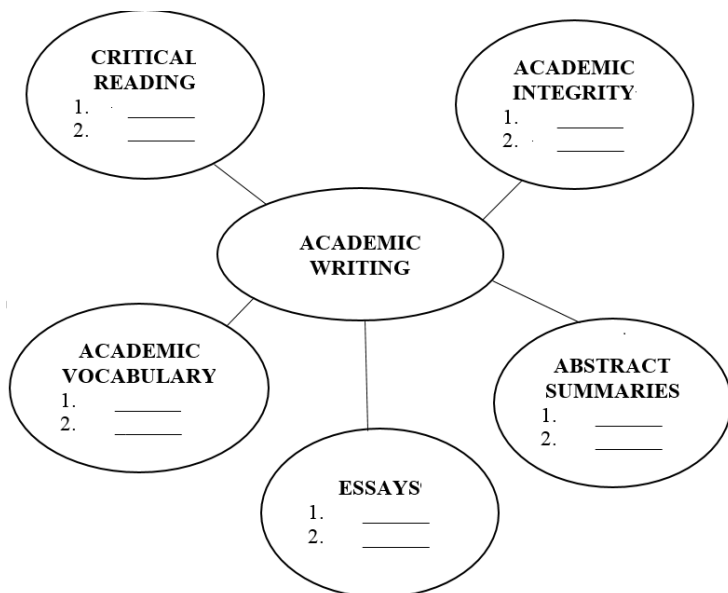
2. Look at the word cloud again. Are you familiar with all the words? Write down the words that are new for you.

3. Read the fairy tale about academic writing created by one of the students. Interview the students of the group and complete the gaps with their ideas.



Джерело: розробка автора.

4. Look at the spider gram that covers the main topics of the subject. Complete each section with two words or word combinations that we are going to deal with. Give your reasons.



Джерело: розробка автора.

5. How do you understand the basic notions of the subject? Complete the sentences expressing your own opinion on the following

- Academic writing is ...
- Academic integrity is ...
- Academic culture is ...
- Academic freedom is ...
- Plagiarism is ...
- Code of honour is ...
- Intellectual property is ...
- Referencing is ...

6. Match the definition with the academic word/words

- | | |
|---|--|
| 1) Features of academic writing | a) Part of the text that outlines the basic information of the paper |
| 2) Structured | b) Precision, complexity, formality, objectivity, |
| 3) Introduction | c) Paraphrasing, summarizing, synthesizing, quoting |
| 4) Paragraph | d) Copying the original text word for word |
| 5) Ways to incorporate other people's ideas | e) A brief summary of the paper |
| 6) Essay | f) Part of the text that separates different ideas |
| 7) List of references | g) A piece of writing presenting author's arguments |
| 8) Quoting/citing | h) Full details of the sources used in the paper |
| 9) Abstract | i) Written in a logical order |
| 10) Evidence | j) Data, facts, quotations, arguments, statistics, research, and theories. |

7. Choose the best option to complete the sentence

Formal, structured

1. Academic writing is clear, _____ and backed up by evidence.
2. Academic writing has a _____ style.

Plan, purpose

3. The first step to writing academically is to clearly define the _____ of the writing and the audience.
4. Once you have a _____ for your writing, you can use it to create the structure of your writing.

Introduction, conclusion

5. The ____ gives any necessary background information and context.
6. The ____ brings together the main points.

Evidence, paragraphs

7. Select appropriate ____ that you will use to support each main point.
8. Use ____ to build and structure your argument.

Knowledge, method

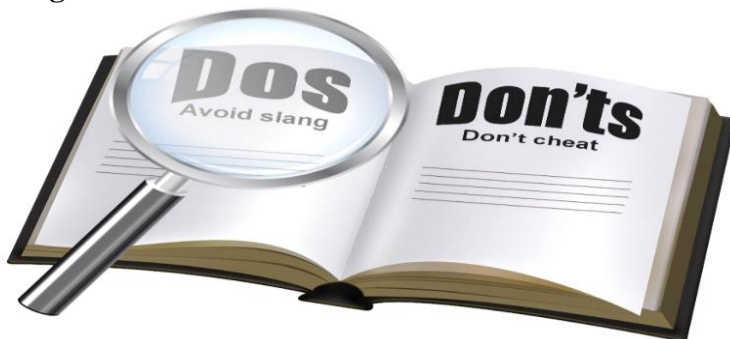
9. If you are writing about an experiment you carried out or a ____ you used, then use the past tense.
10. If you are writing about established ____, then use the present tense.

8. Match the interpretation and the characteristic of academic writing

- | | |
|-----------------------------|---|
| 1. Planned and focused | a) is coherent, written in a logical order, and brings together related points and material. |
| 2. Structured | b) uses appropriate language and tenses, and is clear, concise and balanced. |
| 3. Evidenced | c) answers the question and demonstrates an understanding of the subject. |
| 4. Formal in tone and style | d) demonstrates knowledge of the subject area, supports opinions and arguments with evidence, and is referenced accurately. |

ТЕМА 2. CRITICAL READING

1. Make a manual for the beginner with the list of dos and don'ts when writing an academic text



Джерело: розробка автора.

For example,

Do not use too many quotes in your research paper.

Avoid shortening the words. Write *is not* instead of *isn't*.

2. If you want to develop critical reading skills, you should read actively. It is a good idea to ask yourself questions and make notes. Complete the following questions

- What...
- Who ...
- Why ...
- When ...
- How ...

3. Compare your ideas with <https://www.ed.ac.uk/institute-academic-development/study-hub/learning-resources/critical>

4. Read the article on how to develop critical thinking, and then add your own ideas to the list.

Developing your critical thinking – ideas



Start a blog or an online discussion forum with your peers on a topic that interests you. Develop some simple 'rules' or guidelines for posts and comments to make sure that you are using critical thinking techniques.



Set up a reading group and take it in turns to choose material to inform a critical discussion.



Find some 'seminal' research on a topic you are interested in. Ask yourself why this work has been so influential and what relevance it has for the development of your own views.



Attend a public lecture or a seminar by a visiting speaker. Discuss the key points with a friend afterwards and decide whether you agree with the argument presented.

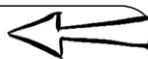
- Propose some alternative points of view, even if you disagree.



Go for a walk. Sometimes thoughts and ideas will come to you when you have space to think and are not sitting in front of your notes or your laptop.

Think about how a particular issue is presented and debated across various types of media. Do you think the issues are represented fairly? Evaluate the quality of evidence and argument.

Reflect! Think about how you have developed your views on a particular issue in relation to your subject. What evidence convinced you? Explain how you came to your conclusions to a friend or family member.



Add your own ideas



5. Study the information about the key stages in developing your argument. Choose the issue you are interested in and make notes according to the features of critical thinking.

Critical thinking is a complex process of deliberation, which features the skills listed in the table below.

Task	Checklist/notes
Identify a range of positions on a particular issue. Compare and contrast opposing views	
Judge the credibility of the sources. Is there any bias, prejudice or self-interest?	
Evaluate the opposing arguments, based on the evidence presented	
Synthesize – bring together a range of evidence to make your point.	
Draw conclusions based on your own line of argument.	
Present your argument clearly in a manner to persuade others.	

Джерело:

http://www.docs.hss.ed.ac.uk/iad/Student_resources/Critical_Thinking/IA_D_Features_of_critical_thinking_CC_2019.pdf.

6. Choose a quotation about writing and explain how you understand it. Agree or disagree and give your arguments

Words of Wisdom

"The pen is mightier than the sword"

*"You can always edit a bad page.
You can't edit a blank page."* ~ Jodi Picoult

*"A professional writer is an amateur
who didn't quit."* ~ Richard Bach

*"To write well, express yourself like the common
people, but think like a wise man"* - Aristotle

*"Being a good writer is 3% talent, 97% not
being distracted by the Internet."* ~ Anonymous

*"If you want to be a writer, you must do two things
above all others: read a lot and write a lot."* ~ Stephen King

*"There's no better teacher for writing than reading...
Get a library card. That's the best investment."* ~ Alisa Valdes

*"If you cannot explain it simply, you don't
understand it well enough"* - Albert Einstein

*"Writing is the best way to talk without
being interrupted"* - Jules Renard

*"Read a thousand books, and your
words will flow like a river."* ~ Lisa See

Джерело: розробка автора.

7. Read the information about techniques and tips for note taking, then match the headings below

- A. Underline, circle, star, etc**
- B. Take notes in your own words.**
- C. Use symbols and abbreviations**
- D. Write phrases, not full sentences.**
- E. Use colour**
- F. Use electronic devices**
- G. Structure your notes with headings, subheadings and numbered lists.**
- H. Code your notes**

1. _____. Only record the key words that you need to get the idea of the point. Skip words like “the” and “a” that don’t add additional meaning to the content.

2. _____. Paraphrase what you hear so it makes sense to you—it helps you to understand and remember what you hear. Try to paraphrase everything except where information needs to be noted exactly.

3. _____. Use headings to indicate topic areas or to include bibliographic details of the sources of information. Use outline form and/or a numbering system and indenting to help you distinguish major from minor points and as a clear way of indicating the structure of lecture information.

4. _____.—use colour and symbols to mark structure and emphasis.

5. _____ to highlight major sections, main points and diagrams. You can also use different colours to classify and link concepts or information by topic. However, don’t focus too much on colour coding when you’re in the lecture. It requires time and concentration, so it’s more useful to do most of the highlighting and underlining when you’re revising your notes later.

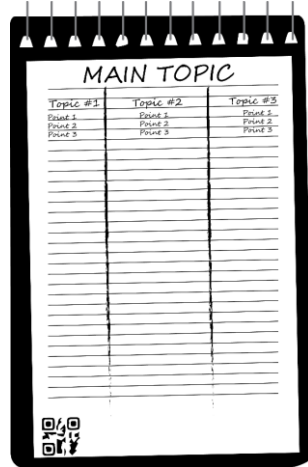
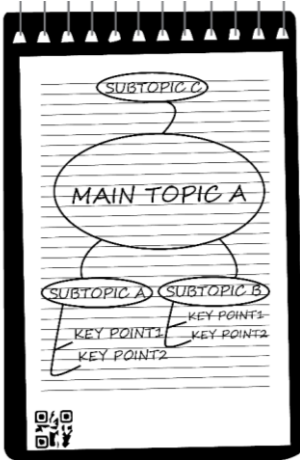
6. _____ . to identify key information, examples, definitions, or other important materials. Devise your own marking code to indicate each type.
7. _____. Try a note-taking app like Evernote, Microsoft OneNote or Google Keep. Become familiar with keyboard shortcuts so that you can easily add formatting and ‘save’ while you take notes.
8. _____. They are useful for note taking in lectures when speed is essential. It’s important to be consistent so you remember what they represent and can use them easily.

Abbreviations and acronyms for note taking

Common	etc. (etcetera) = and the rest e.g. = for example info = information i.e. = that is n.b. =note well, important p = page (pp = pages) ara = paragraph ch. = chapter no. = number diff = different C19 = nineteenth century
Discipline-Specific	GDP for gross domestic product VAT for value-added tax
Personal	Develop your own set so that you don’t have to write every word in full.

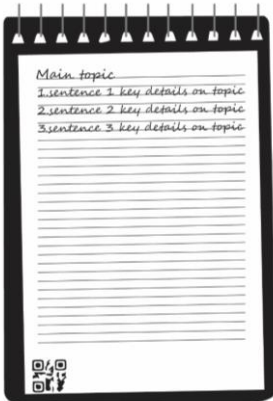
(Retrieved from <https://www.student.unsw.edu.au/notetaking-tips>)

The images below represent different note-taking methods. Match the method with the image: *The Cornell method, the Mapping method, the Outlining method, the Charting method, the Sentence method*



a) _____

b) _____



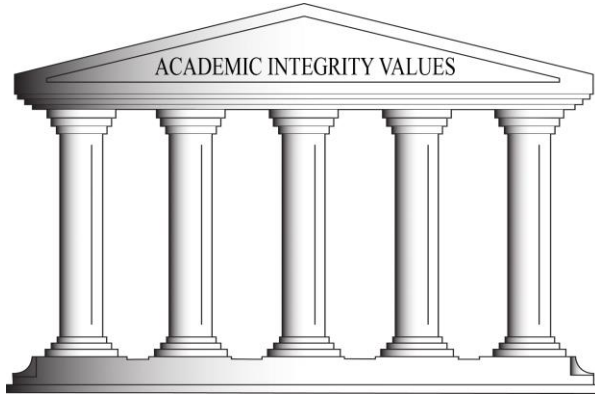
c) _____

d) _____

Джерело: розробка автора

ТЕМА 3. ACADEMIC INTEGRITY

1. **Think of five pillars of academic integrity and substantiate your choice**



Джерело: розробка автора.

2. **Try to guess the names of five pillars of academic integrity using their definitions**
 1. Telling the truth, truthfulness
 2. Belief that you can rely on somebody or something, confidence
 3. Treating people equally, candor
 4. Showing honour to someone
 5. A duty to do something, accountability
3. **Surf the net and find out if your ideas were correct.**
4. **Name any three kinds of academic dishonesty, define them and illustrate with simple examples from real life**

5. Match the pictures with academic integrity breeches

cheating, falsification of data, unauthorized, collusion, recycling, contract cheating, plagiarism



a) _____

b) _____



c) _____

d) _____



e) _____

f) _____

Джерело: розробка автора.

6. Read the information about Academic Misconduct at <https://www.ed.ac.uk/academic-services/students/conduct/academic-misconduct/what-is-academic-misconduct> and remember some examples from your academic life.

7. Watch the video “What is plagiarism” at <https://www.scribbr.com/category/plagiarism/>, then answer the questions in English.

- Is it Ok to use other’s words and ideas?
- What is the price for plagiarism?
- What is the other name for Verbatim Plagiarism?
- How do you understand Patchwork plagiarism?
- What is the most serious type of plagiarism?

8. Do an interactive exercise on plagiarism:

<https://www.adelaide.edu.au/english-for-uni/essay-writing/exercise-6-plagiarism>

9. Translate the phrases that can help you to name the author in the text when using his/her ideas. Then memorize them.

According to	As ... states
As ... observes	... comments that
... notes that	... suggests
... concludes that	... argues that
... claims that	... reports
... asserts that	

10. Different journals have different rules concerning references. Some of them request the sources to appear in order of quotation; others require the alphabetical order. Study the information about reference managers at <https://guides.lib.berkeley.edu/neuroscience/references> and summarize the information you have read.

Змістовий модуль 2. Academic Literacy

ТЕМА 4. A WORD ON ACADEMIC LANGUAGE

1. Study the following signaling words, memorize them and make 5 sentences with any of them.

First, second, finally, furthermore, moreover, additionally, significantly, particularly, however, in contrast, similarly, in comparison, thus, therefore, consequently, as a result



2. Watch the video about 12 common errors in Academic English at https://www.youtube.com/watch?app=desktop&v=mZQgd2sPxpK&feature=emb_logo and summarize it using signaling words.

3. Read the article entitled “Use clear and concise language” at https://library.leeds.ac.uk/info/14011/writing/106/academic_writing/5 and answer the questions in Ukrainian

- What are the main characteristics of academic writing?
- What is the reasonable length of the sentence?
- What should you avoid in academic texts?
- What grammar structure is it more appropriate to use in academic texts?

4. Complete the table matching informal and formal phrases

It's about, many/much, really big, think about, wrong, in addition, a lot of, to sum up, however, in the end, find out, also, considerable, indicate, but, finally, it concerns, consider, incorrect, in conclusion,

 <p><i>Informal writing</i></p>	<p><i>Formal writing</i></p> 

Джерело: розробка автора.

5. Replace the informal words in italics with the suitable formal words from the list

Collaborated, negative, enabled, satisfactory, decrease, significant, external factors, it is widely accepted, an increasing number of, collected

1. The new technology *helped* them to *cut down* on the expenses.
2. The company's effectiveness was affected by the *factors happening outside it*.
3. Specialists of different companies have *worked* on the project for more than 5 years.
4. The results of the experiment proved to be *OK*.
5. *As we all know*, pollution has a *bad* effect on the environment.
6. The data is *got* through personal interviews or focus groups.
7. It appeared to be a *big* reason for economic instability.
8. *More and more* banks are faced with the problem of fraud.

6. Study the examples retrieved from <https://libguides.westsoundacademy.org/ee/informal-formal-essays> and make a short text of your own illustrating formal and informal languages.



west sound academy library

[West Sound Academy](#) / [LibGuides](#) / [Extended Essay](#) / [Formal vs. Informal Writing](#)

Extended Essay: Formal vs. Informal Writing

A guide to the research and writing process required for students completing the IB Extended Essay.

The following examples highlight the differences between formal and informal tone.

Informal:

I decided to write an extended essay on how hip-hop works as protest of the lower classes because I think the music is cool and really gets people dancing, inspiring those people who wouldn't normally think there's any point in being against anything to listen to the message. Being an enthusiastic hip-hop dancer myself, I really wanted to find out some more about this.

Formal:

This extended essay on how the lyrics of hip-hop developed as a form of protest against a society segregating the working classes is based on the premise of the music having a distinct and energizing rhythm that really inspires people **to move**, thereby reaching out to audiences who would not normally believe in protest, let alone speak out in public. Thus, the music becomes a vehicle for words of protest that can and indeed have changed the world. My own experience with dancing hip-hop at a relatively advanced and skilled level fuelled my desire to research this topic in more depth.

7. Study Academic Nouns List

- Academic Nouns List -

Subject •
Theme •
Topic •

Issue •
Theory •
Model •

Nature •
Principle •
Aspect •



• Feature
• Scope
• Pattern

• Number
• Phenomenon
• Result

• Approach
• Significance
• Survey

Джерело: розробка автора.

8. Find synonyms of the nouns on the Academic Nouns List

Importance, outcome, range, characteristic, amount, study, hypothesis, sample, essence, matter

9. Complete the sentences with the most suitable nouns from the Academic Nouns List

1. The article touches upon a controversial ... of reforms.
2. A recent ... shows that their number is decreasing.
3. I have not decided on my thesis ... yet.
4. Bankruptcy is a frequent ... in times of economic crisis.
5. We have offered a new ... to resolve the problem.
6. Our research is based on the fundamental ... of marketing.
7. Computational ... help researchers to explore different subjects.

10. Study Academic Verbs List

- Academic Verbs List -

Analyze •	Clarify •		• Contrast	• Conclude
Assess •	Assume •		• Require	• Contribute
Estimate •	Evaluate •		• Indicate	• Emphasize
Involve •	Implement •		• Decline	• Obtain
Focus •	Define •		• Monitor	• Comprise
Specify •	Argue •		• Classify	• Expand
Affect •	Illustrate •		• Create	• Contradict
Justify •	Identify •	• Achieve	• Demonstrate	


Джерело: розробка автора.

11. Choose the best verb to complete the sentence

1. The current state of the enterprise was *analyzed* / *contributed* / *achieved* at the beginning of the project.
2. We need to *contribute* / *expand* / *obtain* our bilateral relationship.
3. Goods and services are *emphasized* / *classified* / *illustrated* according to the NICE.
4. We have *assessed* / *required* / *implemented* the impact of the new technology.
5. The first task is to *determine* / *define* / *contradict* revenue as an economic term.

12. Study Academic Adjectives List

- Academic Adjectives List -

- Relevant to •
 - Characteristic of •
 - Specific to •
 - Common to •
 - Typical of •
 - Qualitative •
 - Quantitative •
 - Significant •
 - Accurate •
 - Apparent •
 - Various •
 - Appropriate •
 - Minute •
 - Beneficial •
 - Sufficient •
 - Primary •
 - Sustainable •
 - Alternative •
 - Innovative •
- 

Джерело: розробка автора.

13. Use five adjectives from the list in the sentences

ТЕМА 5. WRITING ESSAYS

1. Four main types of essays are commonly distinguished: argumentative, narrative, expository and descriptive. Complete the table focusing on the differences of these types

Essay Type	Writer's goal	Structure	Language features	Kinds
Argumentative				
Narrative				
Expository				
Descriptive				

2. Match the type of the essay with its brief description

Argumentative	Read and I may convince you
Narrative	Just the facts
Expository	Drawing a picture
Descriptive	Storytelling

3. Determine the type of an essay. Write D for descriptive, A for argumentative, N for narrative and E for expository.

- This type of essays has a plot. _____
- It usually gives pros and cons, for and against reasons. _____
- The plot is represented chronologically. _____
- It is written in the first or third person. _____
- It analyses some literary masterpiece. _____
- Such literary tools as analogies, metaphors, similes, allegories, and personifications are used in it. _____

- Something that happened with you in your real life is described in it.
- You don't need to use any external sources. _____
- You state the thesis and defend it. _____
- You must have deep knowledge on the subject _____

1. Since early childhood, I have always taken interest in the life of insects. I remember how happy I was when I found a colorful Encyclopedia of Insects under the New Year tree as a gift left by Santa Claus.

2. To develop Cherkassy region as a tourist attraction we will encourage social media followers to take pictures of the most beautiful areas in the region using the hashtag #NativeLand.

3. The picture reminded me of the endless Ukrainian green fields resembling the mighty ocean. Rich yellow wheatears sway in the wind like continuous graceful tidal waves.

4. Much of life involves choices. However, if someone asked you which one of your five perceptual senses you would choose to forfeit if you had to, this would require some serious thought. What are our five senses? These are normally regarded as sight, hearing, touch, taste, and smell. Preliminarily, let us consider four issues.

4. Watch Oxford online English video “5 Steps to Write a Great Essay” at <https://www.youtube.com/watch?v=TAbNTFT0wcU>

5. Study the tips on how to write an opinion essay and complete the tasks at <https://learnenglish.britishcouncil.org/skills/writing/advanced-c1/an-opinion-essay>

6. Practice the activity (p. 4) retrieved from <https://www.cambridgeenglish.org/images/231753-ielts-academic->

[writing-task-2-organising-paragraphs-.pdf](#), which helps you plan and structure paragraphs to develop ideas more clearly and coherently. Reconstruct the paragraph. When you have finished, match the headings from the Table 2 to the sentences. Two of the headings have two sentences each.

7. Study and memorize linking words used in essays

- | | |
|--|------------------------------|
| ✓ To begin with | ✓ Despite |
| ✓ There is no doubt that | ✓ On the contrary |
| ✓ Nobody will deny that | ✓ However |
| ✓ There is hardly a person who does not know | ✓ Although |
| ✓ We all know that | ✓ On the one hand |
| ✓ It goes without saying | ✓ On the other hand |
| ✓ It is a matter of common fact | ✓ One advantage is |
| ✓ It is quite a controversial issue | ✓ The downside is |
| ✓ First of all | ✓ The main disadvantage is |
| ✓ In the first place | ✓ For example |
| ✓ Firstly | ✓ According to |
| ✓ Secondly | ✓ As evidence |
| ✓ Furthermore | ✓ In support of |
| ✓ Moreover | ✓ To sum it up, |
| ✓ In addition | ✓ In the conclusion |
| ✓ Nevertheless | ✓ I'd like to say |
| ✓ In spite of | ✓ To make a long story short |
| | ✓ In other words |

Джерело: розробка автора.

ТЕМА 6. ABSTRACTS AND SUMMARIES

1. Read the text about abstracts and tell what information is new for you

Most academic writing requires an abstract or brief summary of the work. They will tell other researchers whether your dissertation will be useful in their studies. It is generally best to write the abstract last, when you are sure of the thread of your argument, and the most important areas to highlight. There are likely to be two possible constraints on this: word count and structure.

Abstracts are often limited in length, at anything from 100 words for some journal articles, up to 250 words for most medical and scientific journals (because this is the length accepted by one of the main databases, PubMed), to longer for dissertations.

Abstracts may be structured or unstructured. A structured abstract contains headings such as introduction, methods, results and conclusions. An unstructured abstract does not contain headings, although much of the content could be the same. [Retrieved from: <https://www.skillsyouneed.com/learn/dissertation-conclusion-extras.html>]

2. Choose the word from the list below to complete the abstract

Purpose, classified, offered, devoted, key, outlined, analyze, principles, identify, defined

Qualification research paper is 1) _____ to the study of labor migration and its impact on the development of the national labor market. The 2) _____ of the qualification paper is to substantiate and generalize theoretical and methodological 3) _____ of labor migration; 4) _____ the current state of labor migration in Ukraine and 5) _____ the ways to overcome the negative impact of migration on Ukraine's economy. Migration is 6) _____ as a set of different territorial movements of the population, accompanied by a change of residence. The main causes of

migration are 7) _____. The types of international labor migration are 8) _____ according to the destination, time, relocation arrangement and its quality. The directions of overcoming the negative impact of migration on the economy of Ukraine are 9) _____.

10) _____ **words:** *migration, migration processes, national labor market, migrants, labor migration.*

3. Study the list of verbs used for writing abstracts and summaries.

Abstracts	Summaries
✓ Show	✓ Provide an overview of
✓ Demonstrate	✓ Define
✓ Illustrate	✓ Determine
✓ Prove	✓ Indicate
✓ Argue	✓ Support
✓ Examine	✓ Reveal
✓ Explore	✓ Suggest
✓ Investigate	✓ Conclude
✓ Consider	✓ Come to the conclusion
✓ Deal with	✓ Recommend
✓ Address	✓ Touch upon
✓ Involve	✓ Assess
✓ Relate to	✓ Evaluate
✓ Refer to	✓ Analyze
✓ Explain	✓ Substantiate
✓ Highlight	✓ Point out
✓ Outline	

Джерело: розробка автора.

4. Complete the abstract with the verbs from the list above

The qualification paper 1) d_ _ _ _ with the issue of agricultural production development. The purpose of the research is to 2) i_ _ _ _ _ _ _ _ _ the current state and 3) a_ _ _ _ the prospects of agricultural production in Ukraine. The author 4) s_ _ _ _ _ _ _ _ _ the essence of agricultural production as a component of the economy, 5) h_ _ _ _ _ _ _ _ _ the features of financial support for agricultural production and explores the state regulation of agricultural production. The current state of agricultural production in Ukraine is 6) a_ _ _ _ _ _ _ . The rational use of land resources is 7) c_ _ _ _ _ _ _ _ _ as an integral part of agricultural production in the regions. The development of organic agricultural production in the regions is 8) e_ _ _ _ _ _ _ . Ways to improve the mechanism support for agricultural production in Ukraine are 9) s_ _ _ _ _ _ _ _ _ .

5. Match halves of the sentences to make an abstract

1. The research touches upon the issues
 2. The purpose of the research is
 3. The study reveals
 4. In addition, regression analysis identifies a close
 5. The following conditions for further development of the IT industry
 6. The author concludes
-
- a) to determine priority directions and prospects of information technologies development in the future analyzing general tendencies of IT development in Ukraine.
 - b) that it is expedient to create an adequate tax system and transparent rules for conducting IT business.
 - c) are identified: guaranteeing quality education and training of competitive IT specialists, promoting the development of the internal

market, strengthening legislative processes in the field of intellectual property and investor protection.

d) of radical changes in the business environment and economic relations of different countries in the aspect of change and more active introduction of the information and communication component into the economy.

e) relationship between GDP and sales of IT services.

f) a trend of dynamic development of IT services as well as a number of problems hinder their development.

6. Render the abstract into English

Мета дослідження полягає у аналізі рівня національної безпеки в аспекті її економічної складової та розробка рекомендацій, що спрямовуються на зміцнення її стану. У результаті дослідження системного забезпечення економічної безпеки України визначено існуючі внутрішні та зовнішні загрози, здійснено аналіз складових економічної безпеки, в ході якого виявлено, що їхній рівень є недостатнім для забезпечення національної безпеки України. Досліджено, що вагомими складовими економічної безпеки України, які формують основні загрози і потребують негайного вирішення є тіньова економіка та економічна злочинність. Автором сформовані основні заходи для боротьби з економічною злочинністю та запропоновані основні шляхи детінізації економіки України.

Ключові слова: національна безпека України, економічна безпека, зовнішні та внутрішні загрози, фінансова безпека, тіньова економіка, економічні злочини, система забезпечення.

7. Write an abstract for your yearly research paper using the verbs from the above list.

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ДОВІДКА ПРО АВТОРА

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