

vocabulary to complete the task. Planning exercises, writing exercises, check your work exercises, learning tip, class bonus that is group and peer work, extra questions and can-do checklist are found further in the book. This, supported by a colourful layout and pictures to enhance comprehension, provides clarity of presentation and organization.

The exercises are content based and are based on the principles of critical thinking allowing them to be friendly for the learner. Utmost care is taken to save the learner from spelling errors and inaccurate structures. Giving a closer glance, it would not be incorrect to say that these exercises view writing as an act of interactive process which takes place between the writer and the reader.

The text is well written, resourceful, stimulating and well organized. The simplicity of the language used adds to the interest level of the students as it is easy to understand.

Apart from the exercises, the book also has appendices, answer key, audio script and a CD thereby assuring that the reader finds everything required for self-study.

Although, the series seems to have covered all the areas of practical writing that is, from form filling to interpreting statistics there is repetition of activities and a general lack of grammar focused exercises for linguistic accuracy. Yet, in many ways, the book is able to accomplish its objectives and is a guiding tool for someone looking to learn how to write in English.

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Academic Writing: A Handbook for International Students

by Bailey, Stephen
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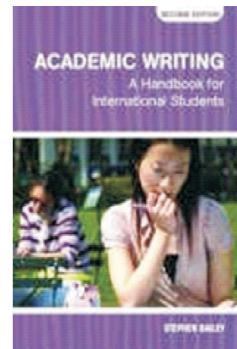
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Reviewed by: *Rajesh Kumar*



Bailey's handbook for academic writing is an exemplary source of help for international students in academic programs. Stephen Bailey, a trained professional with a long time teaching and research experience, has put this book together to help academic writings such as term papers, project reports, and dissertations for students who do not speak English with native competence. It is evident from the initial pages of the book that it primarily addresses international students in Europe and North America. However, it is claimed that this book will be helpful for any students who require help with serious academic writing in English in any part of the world. The issue discussed in this book and components of it can be helpful to native speakers as well. Writing is an essential component of every course. Effective and relevant writing for an academic course becomes a matter of concern for any student in general and international students in particular in any academic program. Recognizing the requirement of all academic programs in English, *Academic Writing* presents a handy solution.

This book is broadly divided into four parts. The first two parts i.e. the first half of the book focuses on preliminary issues in writing, whereas, part 3 and part 4 (the second half) takes students into minute details of writing such as revision and references along with examples.

Four parts of this book are organized in sixty one units dealing with practical and common difficulties. Each of these units is focused around a significant aspect of writing and is equipped with exercises and answer key. This book explains each aspect of writing from conceptualization to copy editing and proof reading. It describes how paraphrasing, indexing, and referencing are required components of academic writing. Twenty-three out of sixty-one units focus on accuracy in writing. The book progresses in a very organized manner. In the three broad areas in the first part, it draws attention to the foundations of writing. It talks about plagiarism and how to avoid it in a comprehensive way. Issues around plagiarism is an important part of academic writing and sensitizing students about them has been taken up in a very serious manner in this book. In the same section, it provides help in reading materials around the goal of a particular write-up. Taking notes and paraphrasing are important stages for getting ready to prepare for a particular format. This is made clear in a categorical way in this section. Making effective and meaningful notes and sound paraphrasing are keys to any impressive writing. Notes help in organizing a write-up whereas paraphrasing helps in making adequate change in the text while retaining the main points. It moves on to stages of writings such as planning, content in the main body, introduction and conclusions with a serious advice to proof-reading and re-writing parts necessary. The next part this book focuses on components that are abstract in nature. It talks about beginning an essay with defining a key term in the title, making generalizations about the topic, giving examples in the main area of examination, citing quotations, referencing, and being careful in style. The book deals with accuracy in the third part. Accuracy gives an edge to the essay. This section navigates students through substantial and crucial examples of possible areas where non-native

speakers may make mistakes. It emphasizes that a bit of careful attention can help avoid making an essay look trivial. Finally, it focuses on proof-reading a write-up; careful proof-reading removes most of the errors. The last part of the book shows all the suggestions made in the three sections with examples and samples of various kinds of writings.

This book should be acceptable to any course/program irrespective of their nature and duration of short and long terms for maximizing edge in writing and a careful understanding of how to write well.

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