

*Rahimova G.Yu. Boyko S.Yu.*

# MANUAL FOR ACADEMIC WRITING



TASHKENT - 2016



УДК: 813.316-76

ББК: 85.77-4

Mazkur o'quv-uslubiy qo'llanma akademik litseyning yuqori bosqich talabarlari namda oliy o'quv yurti bakalavr yo'nalishi talabalarining akademik yozma nutq malakasini rivojlantirish, leksikologiya sohasida bilimlarini yanada oshirishga xizmat qiladi. Qo'llanma rasmiy ingliz tilida insho, tanqid va hisobot yozish arayoniga tadbiiq qilish, ushu birliklar ishroldagi so'zlar va frazalarning mazmun mohiyati va kelib chiqishini anglagan holda turli vaziyatlarda to'g'ri qo'llashga yordam beradi.

#### Tuzuvchilar:

Rahimova Go'zal Yuldashevna,

ingliz tili va adabiyoti kafedrasi katta o'qituvchisi

Boyko Stanislav Yuryevich,

Ingliz tili va adabiyoti kafedrasi o'qituvchisi

#### Taqirchilar:

Z.O.Jumaniyozov-Nemis va fransuz tillari

kafedrasi dotsenti

N.Q.Adamboeva-Toshkent tibbiyot akademiyasi

Urganch filiali ingliz tili fani o'qituvchisi

Ma'sul muxarrir:

N.M.Qambarov, O'zbekiston Davlat Jahon tillari

universiteti dotsenti

ISBN-978-9943-992-50-4

Ushbu o'quv uslubiy qo'llanma Al-Xorazmiy nomidagi Urganch davlat universitetining O'quv uslubiy kengashining 2016 yil 26-yanvar 4-raqamli bayonnomasi bilan tasdiqlangan.

© "Adabiyot uchqunlari", 2016

© Rahimova G.Yu. Boyko S.Yu.

## PREFACE

Various learners of English attempt to take the test in CEFR, IELTS, CAE or TOEFL where the Academic style and vocabulary are required. This manual can be quite helpful for those who desire to employ modern words and phrases in an appropriate way. The examples provided in this manual can show learners how to make sentences with given words. As the criteria in most international tests state: "It is better to avoid academic words rather than use them incorrectly".

The data of this manual can be used as in Writing classes for advanced students and as a self-study material. The content is scheduled for 40 classes of study. It is recommended to work with no more than 5 words each Writing lesson to achieve high results. Thus, 5 words are given on each page to ease the process of study.

This manual for Academic Writing is scheduled for upper-intermediate learners of English, primarily designed as a self-study reference book.

No reproduction of any part may take place without the written permission of the author.

The manual is divided into two sections. 100 words are demonstrated in each. Two examples are written for every academic word, which in turn enables learners to understand their definition and know how to utilize them in academic assignments.

## BRIEF INSTRUCTIONS

Some learners might think that learning over 50 words daily can improve their language, and they are totally wrong. As human's brains can perceive limit amount of data, then it simply resists to absorb new information. I, therefore, decided to give no more than five new words for every lesson.

The words given below are primarily aimed at Academic Writing, as this lexicon is not employed in daily spoken language. Letters, essays and graph descriptions can be written more efficiently with the help of these words.

However, attention should be paid to the examples, as incorrect usage of the words in Writing Tests may lead to lower results. For the better effect all the words were divided into two units (Nouns and Verbs).

To improve Academic writing it is recommended to include 5 words every second day while writing an essay, report, review, letter or a graph description. 15 words a week may improve the writing skills significantly.

I have selected all the words according to my two years of experience in Academic English.

Work persistently and expand your imagination.

## UNIT I NOUNS

- 1. Absence** – a case when someone is not there where they are supposed to be
  - The interview was cancelled due to the lecturer's absence
  - He returned home after a long absence
- 2. Abundance** – an extremely large quantity of something (used with singular/uncountable noun)
  - She earned an abundance of money while working with the project
  - Snow is in abundance there in February
- 3. Accommodation** – a place to live or stay
  - One of the problems for the overseas students is the search for accommodation
  - The campus provided accommodation for 50 people
- 4. Account** – records of the money a person has in the bank
  - It was quite straightforward to open an account with the local bank
  - There were insufficient funds in her account to pay off her debts
- 5. Acquaintance** – someone who is known a little (not a friend)
  - They found each other through mutual acquaintances
  - Acquaintances from the hospital helped him to make an appointment with a doctor
- 6. Approval** – an agreement or permission given by someone
  - They have not obtained the approval from the authority
  - All her plans failed to meet her mother's approval
- 7. Aspect** - a special part or feature of something
  - There was a speech devoted to the several aspects of people's lives
  - This book considers pivotal aspects of safe driving
- 8. Attitude** --feelings or opinions shown by people's behavior
  - The employees had a negative attitude to their colleague
  - The teacher decided to change her attitude towards her pupils
- 9. Authorities** – people with legal power in official organizations

- The local authorities have refused to support her without the approval of her husband
- The investors wanted to negotiate with the authorities of the enterprise
- 3. **Behavior** – the way that a person or animal acts
  - Parents tend to reward children's good behavior
  - The scientists observed the animal behavior in the laboratory
  - **Belongings** – the things that a person owns
  - The visitors can leave their personal belongings at the security office
  - Tourists packed their belongings and checked out of the hotel
- 4. **Capability** – an ability of doing something
  - That student has the capability of becoming a professional teacher
  - The enterprise intends to increase its manufacturing capability this year
- 5. **Circumstance** – a condition or fact that influences the case
  - The circumstances of that event are quite extraordinary
  - There might be a circumstance when people have to forget about their pride
- 6. **Claim** – a statement that has not been proved
  - It was hard to believe the scientist's claim
  - Companies should be responsible for their claims about the products
- 7. **Competition** – a case when companies or individuals endeavor to be more successful than others
  - It is rather difficult to find a job nowadays owing to an increasing competition
  - Small shops are being closed in the face of competition of the large department stores
- 8. **Congestion** – a case when a place is crowded with transport or people
  - They tried to reduce traffic congestion in the motorways
  - Living in rural areas is relatively pleasant as there is no congestion
- 9. **Consciousness** – people's thoughts, feelings and mind
  - His consciousness did not allow him to commit a crime

- Dreams may reflect the person's consciousness, i. e. those with a pure consciousness tend to see pleasant dreams, whereas the others might have nightmares
- 18. **Contamination** – a process of making polluted or poisonous by adding chemicals or waste
  - Something must be done to prevent the contamination of the land
  - Contamination of food can increase the risk of infection
- 19. **Contrast** – a difference between people or things
  - The contrast between these two cars is noticeable
  - In contrast to the college, university demanded a lot of responsibility
- 20. **Contribution** – something that people do to make it successful
  - Rock music would not have been so popular without the Beatles' valuable contribution
  - Vince McMahon made a large contribution to the development of professional wrestling
- 21. **Convenience** – a condition that allows people to do something easier and without wasting time
  - The family started seeking the accommodation in a city centre to enjoy the convenience of living there
  - The second computer is only for their convenience
- 22. **Counterpart** – someone that has the same position, purpose or job as another person
  - More female students were interested in the survey rather than their male counterparts
  - Thomas succeeded in his office despite the failure of his counterparts
- 23. **Creativity** – an ability of a person to create new ideas using imagination
  - Majority of companies require creativity from the employees
  - Painting is a process that is impossible without a certain amount of creativity
- 24. **Curriculum** – a list of subjects that students study

- Spanish should be included in the curriculum
  - Ministry of Higher Education sent a new curriculum to the college
- 5. Database** – particular data stored in a computer
- Database can be quite helpful to find information about staff
  - No one is allowed to use the database without permission
- 6. Decline** – a decrease in the amount of something
- The organization experienced a sharp decline of manufacturing
  - There has been a steady decline in unemployment
- 7. Decree** – a decision that has been made by a government or its leader
- According to the recent decree, all teachers should be tested by the specialists from the Ministry of Higher Education
  - The government issued a decree that wild animals should be kept in zoological gardens
- 8. Device** – a piece of equipment that is used for particular purposes
- Meteorologists needed a device to measure humidity
  - Numerous electronic devices can be helpful in modern education
- 9. Discount** – a reduction in the cost of a product or service
- These cafes offer a 10% discount for overseas students
  - Clients can get huge discounts during a winter period
- 10. Discrepancy** – a difference between two things
- There is a large discrepancy between education today and education in the past
  - Kevin found no discrepancy between two companies he used to work for
- 1. Discrimination** – treating a group of people unfairly due to several reasons
- Currently, female employees face no discrimination at their workplace
  - Discrimination can be prevented in the society by means of decree
- 2. Drawback** – a negative side of something, namely a situation or a product
- The commissioners tried to find the drawbacks in the plan
  - One of the drawbacks of coffee is that it can be harmful for heart
- 3. Emergency** – a dangerous and unexpected situation

- People should dial 911 in the US in case of emergency
- There has to be someone who can deal with emergencies

**34. Emissions** – a chemical substance such as gas that is sent into the air

- Emissions should be reduced from the factories to prevent the air pollution
- Ecologists arrange various conferences to discuss the danger of emissions from transport and power stations

**35. Enterprise** – a company or organization

- Government is in charge of state enterprises
- Entrepreneurs should have a detailed business plan when opening a private enterprise

**36. Entrepreneur** – an individual who starts a new business

- In the modern world entrepreneurs are not scared of running business that may involve financial risks
- After a meeting several entrepreneurs decided to discuss an idea about joint enterprise

**37. Evidence** – information or facts that clearly show that something is true or false

- They obtained little evidence for his claims
- The judge refused to believe the witness without a certain evidence

**38. Exception** – someone or something that is beyond general rules

- All western countries consumed beef more than lamb with the exception of France
- Every citizen, without exception, should have a document

**39. Expense** – money that is spent on something

- The meal at the canteen did not require great expense
- It is worth an extra expense to sit in the theatre in the first row

**40. Facilities** – services or equipment of a particular purpose

- The sports centre offered a great number of various facilities
- Students found numerous facilities at the campus

**41. Feature** – a noticeable part of something

- The main feature of modern film industry is special effects, which appeared in the second half of the last century

- One of the features of expensive goods is their quality

**42. Figure** – a number or amount of something

- Sales figures show a steady rise in the popularity of the company
- The accountant kept staring at the figures on the screen

**43. Finances** – the money that a person or organization has

- One should be careful of handling their finances
- Students need to focus more on their subjects rather than on finances

**44. Fumes** – a harmful smoke or gas

- Humanity suffers from the air pollution raised by traffic fumes
- The building was closed due to the fumes coming out of the boiler room

**45. Gene** – biological cells passing from generation to generation

- He ought to be a winner, the fortune is in his genes
- Talent is the inborn ability of doing something well, which is not always related to the parental genes

**46. Globalization** – the idea of making something operate in different countries all around the world

- Economy of many countries grows because of the globalization
- Internet has led to the increasing globalization

**47. Impact** – an influence or an effect on someone or something

- Decreasing sales of the products had an impact on the company's revenue
- The learners discussed the impact of medieval poets on their modern counterparts

**48. Income** – money that a person gets from working

- They could afford a second car after their income tax was reduced
- The hotel employees have no source of income when the tourist season is over

**49. Industry** – a production of different goods

- Pharmaceutical industry becomes quite profitable in large cities

- Industry leaders claimed that the products will be only of the highest quality

**50. Inhabitant** – people living in a particular territory

- They visited the village of only 74 inhabitants
- Many inhabitants migrated to the neighboring towns

**51. Insurance** – a contract according to which money should be paid so that it will be returned in case something goes wrong

- Well-known sportsmen tend to have health insurance
- There has to be car insurance in the glove compartment

**52. Isolation** – a situation when a person is separated from the others

- Many teenagers suffer from isolation in metropolises and need a moral support
- Sometimes she goes to the wood cabin to enjoy the total isolation

**53. Issue** – a subject or problem that is being discussed by people

- A major issue in the newspapers is the water pollution in the area
- Traffic congestion was one of the biggest issues last year

**54. Item** – one of several things in a list or group

- Parents purchased nothing but household items
- It is quite a complicated process of selling luxury items

**55. Jeopardy** – in danger of being harmed or damaged (always used with preposition in)

- The health condition of the athlete is in jeopardy
- The catastrophe put hundreds of people's lives in jeopardy

**56. Lifetime** – a period of life when a person lives or a thing exists

- The bodybuilder won several gold medals in his short lifetime
- The battery's lifetime needs to be extended

**57. Management** – a control of people in organizations

- There is no future for a company with ineffective management
- The main aspect of successful management is understanding people

**58. Manufacture** – producing goods in a factory

- Company continued its manufacture starting from October
  - Their enterprise is engaged in the manufacture of microchips
- 59. Modernization** – a process of involving new ideas and methods
- Many experts argue about positive impact of modernization
  - Customs and traditions can be in jeopardy due to an increasing level of modernization

**60. Mortgage** – an agreement with a bank to borrow money for a purchase of a house or apartment

- A couple decided to take a 15-year mortgage
- She cannot afford a mortgage on her current income

**61. Motive** – a reason of doing something

- No one knew the motives of his leaving
- She tried to understand the motives behind her parents' decision

**62. Objective** – a goal that is planned to achieve in study or work

- Every student must know the principal objectives of the college
- People can be satisfied after achieving certain objectives

**63. Obstacle** – a problem that makes it difficult to achieve something

- The needy families try to succeed in overcoming various obstacles every single day
- The teacher wanted to remove all obstacles in the process of education

**64. Passion** – a strong feeling of love or enthusiasm

- None of the pupils had a passion for mathematics
- The painter worked hard with great passion

**65. Pastime** – an activity that is done for fun in a spare time

- Playing guitar is his favorite pastime, which irritated his parents quite much
- It is hard to imagine a life without pastimes or hobbies

**66. Periodical** – a magazine or journal of a particular subject

Professor Johnson reads periodicals of astronomy before sleeping

The youth is not interested in reading periodicals as before

**67. Personnel** – all the people who work for an organization

- The entrance for the personnel was on the southern side of the building
- Due to financial success of the company, the personnel was rewarded for its efforts

**68. Principle** – a common rule or belief of people

- They did not cooperate with anyone who were against their principles
- That was against teacher's principles to assist weak students

**69. Priority** – something that needs more attention than the rest

- Manager set the priorities and commenced the project
- Satisfaction of the customers is their top priority

**70. Privilege** – a special right that only a certain individual is allowed to do

- Celebrities have a privilege of entering the theatre at a daytime
- Without the privileges a person should spend much time in a queue along with others

**71. Proportion** – a size or quantity of something

- Scientists calculated the proportion of carbon dioxide that is produced by vehicles
- The enterprise can employ only a small proportion of candidates

**72. Purpose** – an aim that is intended to be achieved

- She entered the university for the purpose of becoming a professional
- The purpose of this book is to achieve a higher score on academic tests

**73. Qualification** – a degree of diploma that student obtains finishing a course of study

- The office management requires certain qualifications
- Lisa attended medical courses to get specific qualification

**74. Receipt** – a document that is given after a customer pays money

- Visitors should keep receipts until the end of the show
- All the items from the hypermarket are printed in the receipt

**75. Remnant** – some remaining part of something that no longer exists

- The remnants of the past had an impact on her life
- The village was reconstructed and only the gates were the remnants of once a famous place

**76. Refreshments** – something to eat or drink in small amounts

- Participants are provided with the refreshments at the lobby
- Candidates were served with refreshments after the conference

**77. Reluctance** – a case when someone is unwilling to do something

- The students came to a meeting with reluctance
- She decided to attend the competition with reluctance

**78. Research** – a study of something to investigate new facts

- People can live without water for about two days according to a recent research
- Teachers have to spend some of their time for scientific research

**79. Reservation** – an arrangement of a seat in a restaurant or a room in a hotel that is done in advance

- Kevin made a reservation for a single room a week before
- The family made a dinner reservation in a local restaurant

**80. Response** – an answer or a reaction

- In response to frequent requests from the public, the company decided to decrease the cost of the services

- None of the students knew the correct response to a question in the exam

**81. Revenue** – money that an organization or a company receives

- The revenue of periodicals increased in the last decade
- Investments have cost \$10 thousand in revenue

**82. Self-esteem** – a feeling of importance and significance

- Entrepreneurs who were successful in business had a sense of self-esteem
- Winning a competition can grow a participant's self-esteem

**83. Shift** – a change in a plan or attitude

- Society's decision had a shift towards young people
- Authority had a significant shift in management with staff

**84. Society** – people living together

- Consciousness plays an important role in modern society
- Periodicals reflect the demand of society

**85. Solution** – a way of dealing with a difficult situation

- Modern ecologists try to find solutions how to overcome problems with land pollution
- Solution to overpopulation is a current issue that needs to be discussed in the contemporary society

**86. Source** – a thing or place that provides what is needed

- The best source of necessary information is internet
- The article was a source of motivation for the learners

**87. Species** – a group of plants and animals with similar features

- Zoological garden is supposed to protect a rare animal species
- The recent decree states that all endangered species have to be saved

**88. Stage** – a part of a process

- The first stage of the process is to collect the funds
- They volunteered to participate in every stage of the program

**89. Statement** – an announcement on a significant subject

- Scientists made a statement about their innovations

- After a long negotiation participants made a final statement

**90. Substance** – a particular type of an element

- Tobacco is a harmful substance that is difficult to eliminate
- Majority of employees refused to proceed working due to the radioactive substances in the area of the factory

**91. Survey** – asking questions from a certain amount of people in order to find out their opinions

- Elderly people were not interested in the cosmetics according to the survey
- Social workers conducted a survey of students in the campus

**92. Suspension** – when a person is not allowed to participate as a punishment

- Students ought to attend lectures; otherwise they may receive a 10-month suspension
  - The boxer will have a match after a short suspension
- 93. Tax** – money that is collected from people by a government to provide public services
- Taxes are about to decrease owing to an economic growth
  - There is a possibility of increasing the tax on fuel
- 94. Tool** – useful piece of equipment for doing a particular job
- Son could not find a gardening tool that his father had asked him to bring
  - Police paid attention to the tool box beside the open garage
- 95. Trade** – buying and selling products and services
- Students who study economics need to conduct a research of global trade
  - Jewellery trade has declined dramatically for inexplicable reasons
- 96. Trend** – a moderate change or development towards something
- Economic trends led to a cooperation between neighboring countries
  - There has been a trend towards the censorship of films
- 97. Tutor** – a teacher who conducts lessons with one student or a small group
- He started career as a piano tutor in the late 80's
  - Both girls were educated by the same tutor at college
- 98. Vacancy** – an available job for potential employees
- A vacancy of a Manager's assistant appeared in the local newspaper
  - There were no vacancies at the tour agency when Kate was unemployed
- 99. Variety** – a number of people or things that are different from each other
- Students are late for their classes for a variety of reasons
  - A variety of ideas were suggested during the last meeting
- 100. Vehicle** – a transport with engine, such as a car or motorcycle
- The pursuit of a suspicious vehicle lasted for over two hours
  - Jonathan tried to open his vehicle with a skeleton key

## UNIT II VERBS

### 1. Abandon – to leave a place for certain reasons

### 2. Absorb – to take in a substance such as a gas or liquid

### 3. Accept – to confirm or to agree someone's proposal or suggestion

### 4. Accompany – to go together with someone or something

### 5. Accuse – to claim that someone is guilty for something

### 6. Acknowledge – to accept that something is true or real

### 7. Adjust – to change the attitudes gradually to get used to a new situation

### 8. Affect – to have an influence on something

### 9. Afford – to be able to buy or to have something

- A musician could not afford an expensive violin he had been dreaming about since high school
  - The exam is going to be held soon, so candidates cannot afford wasting their time carelessly
- 10. Alter** – to make changes so that something becomes different
- Researcher decided to alter his ideas towards genetic investigation
  - The town altered much over the last 15 years
- 11. Analyze** – to consider something in detail in order to find the meaning or explanation out
- The hypothesis appealed to the scientists and they commenced analyzing the data
  - Economists analyzed the trends of the previous year
- 12. Anticipate** – to expect that something will happen
- Meteorologists anticipated that weather would change soon
  - Many clients anticipate the release of the new phone
- 13. Appreciate** – to value or recognize good qualities of something or someone
- Children hardly ever appreciate attention their parents give
  - That employer worked hard, however, was not appreciated by the workers
- 14. Arrange** – to plan or organize something to happen
- Nicholas volunteered to arrange the party
  - Tables were arranged in a T-shape prior to the meeting
- 15. Attend** – to be present at some occasion
- She refused to attend seminars, whatsoever
  - All the business partners attended the conference, with the exception of Steve
- 16. Bond** – to be connected to something or someone
- The new teacher anticipated to bond with all the other teachers
  - The metals are bonded together to form a firm construction
- 17. Coincide** - to occur at the same time with something else
- The exam coincided with the final match of the World Championship

- The opening of the hotel will coincide with the anniversary of the city
- 18. Combine** – to put or mix something together
- They should combine both solutions to overcome the problem
  - Various ingredients should be combined for a better taste
- 19. Commence** – to start or to begin
- The product launch is about to commence in a week
  - The enterprise commenced their project last year
- 20. Concentrate** – to focus and give all the attention to something
- The candidate did not notice all the panic around him, concentrating only on his tasks and duties
  - She tried to concentrate which was something hard to do after a long way in train
- 21. Concern** – to worry or make someone anxious
- Levels of radiation concerned ecologists all around the globe
  - The fact of being single did not concern her at all
- 22. Confuse** – to make someone feel uncertain or complicated
- The new schedule confused the engineers who started arguing of what to do next
  - She is confused by the unexpected question from her tutor
- 23. Consider** – to think or have an opinion about something
- No one considered the idea of closing the project until the financial problems occurred
  - John considers moving to a new apartment after this term
- 24. Construct** – to build a large structure
- The tower was constructed in the early 17<sup>th</sup> century
  - A great amount of money is required for constructing modern blocks of flats
- 25. Converse** – to talk to someone in informal way
- After graduation they barely had time to converse with each other
  - Nicholas can only converse about his achievements, which is so annoying

26. **Criticize** – to comment the bad or wrong sides of something

- Judges wanted to criticize the sportsman for what he had done but, eventually, changed their mind

27. **Deceive** – to lie to someone

- Teacher criticized the new proposals of conducting lessons
- It is rather illogical to deceive a person who wants to help
- They deceived themselves of thinking that museum was close

28. **Define** – to explain or describe something

- The director needs to define the roles to the actors
- It is hard to define abstract words

29. **Demand** – to require something in a firm way

- The police officer demanded to know all the details of the accident
- Every player demanded respect in the locker room

30. **Deny** – to refuse to doing or saying something

- Christine denies losing the register she has been in charge of
- Scientists denied any possibility of life existence on the Moon

31. **Depict** – to show someone or something a diagram or a picture

- A graph depicts statistics of current employment in the northern towns
- The factory is depicted in the painting on the wall

32. **Deteriorate** – to worsen or to make something worse

- The quality of manufacture slowly deteriorated after the change of authorities
- The conditions of the team deteriorated last season

33. **Devote** – to do something or help someone spending a lot of time for it

- The writer devoted his entire life to the art
- All employees devoted themselves to their project

34. **Distinguish** – to know the difference between things or people

- Children can barely distinguish between good and bad
- Teacher could easily distinguish twins

35. **Distract** – to take somebody's attention away from something

- The engineer asked not to distract him till the evening

- Some data can easily distract candidates during the test

36. **Elaborate** – to give more data about something

- The student knew the reason but refused to elaborate
- Manager elaborated on the process of work in the new section

37. **Eliminate** – to get rid of something that is not necessary any longer

- It is more straightforward to find a solution by eliminating inefficient ideas
- The pupil succeeded in the test when he decided to eliminate inappropriate options

38. **Emerge** – to appear or become known

- Diamonds emerge in the caves in small quantities
- The enterprise emerged 2 decades ago on the basis of state investments

39. **Emphasize** – to stress something to show its importance

- The lecturer emphasized the role of women in children's upbringing
- The manager always emphasized the achievements of the personnel

40. **Enable** – to make something possible to happen

- The new parking lot enables more places for the cars
- The plan enables constructors to use the vehicles twice a week

41. **Encounter** – to experience something negative

- The athletes encountered difficulties working out without a trainer
- No problems were encountered in the mountains

42. **Encourage** – to motivate someone or give them confidence to do something

- Trainer encouraged young sportsmen to precise even more
- Her mother encouraged both of the siblings to participate in the contest

43. **Endeavor** – to try hard in doing something

- Teachers have to endeavor to develop pupils' abilities
- She has not even endeavored to surpass the others

44. **Entitle** – to give the rights for somebody to do something

- This member is entitled to use the factory's archive

- Lawyers are entitled to investigate lives if their clients
45. **Estimate** – to judge the approximate value of something
- Researchers estimate the danger of the disease
  - The house is estimated to be over 3000 years
46. **Evaluate** – to assess the quality of something
- Psychologists advise to evaluate the completed work independently
  - It sounds complicated to evaluate the level of efficiency
47. **Expand** – to become wider or larger in size or quantity
- Students need to expand their imagination so as to write compositions better
  - It is recommended for the bodybuilders to expand their muscles naturally rather than with steroids
48. **Experience** – to face a situation or a difficulty
- Children experience much stress while facing life's reality
  - She experienced a feeling that is difficult to describe
49. **Exploit** – to use something for a particular reason
- Geologists exploited various resources in their study
  - A businessman has to know how to exploit his finances
50. **Facilitate** – to make it easier for something to happen
- Reference materials are aimed to facilitate the process of learners
  - This software facilitates the calculations of the company
51. **Fluctuate** – to change rapidly
- The number of participants fluctuated during a week
  - Cost of transport continues to fluctuate
52. **Fulfill** – to achieve something that was aimed or planned
- Nicholas still wants to fulfill his childhood dream
  - Learners desire to fulfill their functions according to the rules
3. **Highlight** – to describe something in a way that makes people notice it and think about it
- The case highlights the need for adequate controls on such experiments

- The incident has served to highlight the problems of urban deprivation
54. **Identify** – to recognize someone and be able to say who they are
- Two of the suspects have been identified by witnesses
  - Several key problems have already been identified

55. **Illustrate** – to show what something is like, or to show that something is true
- The following examples illustrate our approach to customer service
  - This case illustrates the importance of consulting your doctor

56. **Implement** – to make something such as an idea, plan, system, or law start to work and be used
- The agreement was signed but its recommendations were never implemented
  - Attempts to implement change have met with strong opposition

57. **Innovate** – to invent or begin using new ideas, methods or equipment
- Large businesses are needed to be innovated
  - The company has successfully innovated new products and services

58. **Intend** – to have a plan in your mind to do something
- I never intended it to turn out like that
  - I intend using the report as evidence to support my case

59. **Invest** – to use your money with the aim of making a profit from it
- He began investing in the stock market at an early age
  - We have invested heavily in foreign markets

60. **Lessen** – to become smaller in amount, level, importance or make something do this
- Traffic had lessened and the Mercedes was picking up speed
  - Treatment will lessen the pain

61. **Level off** – to stop becoming more or less, and remain the same
- Oil prices should level off this year
  - The road levels off near the city

62. **Maintain** – to make something stay the same
- Maintaining your current weight through exercise and healthy eating is important

• It is sometimes hard to maintain the right balance between your work and your home life

**63. Modify** – to change something slightly, especially in order to improve it or to make it less extreme

- The repair work involved modifying two of the windows
- The seats can be modified to fit other types of vehicle

**64. Negotiate** – to try to reach an agreement by discussing something in a formal way

- The two sides have yet to show their willingness to negotiate
- Negotiating a cost with a merchant is not an easy task

**65. Observe** – to notice someone doing something, or to notice something happening

- All evening Jane observed his behavior closely
- We observed 120 women interacting with their babies and compared them with 120 men

**66. Obtain** – to get something that you want or need, especially by going through a process that is difficult

- She has to obtain her parents' permission before she does anything
- Long delays in obtaining passports and visas often occur

**67. Occur** – to happen, especially unexpectedly

- The earthquake occurred at night in Beijing
- The police said that the accident occurred at about 4.30 pm

**68. Operate** – if equipment operates, it works and does what it is intended to do

- The ventilation equipment was not operating properly
- The motor operates at very high speeds

**69. Outnumber** – if one group outnumber another, there are more in the first group than in the second

- Despite being outnumbered, they managed to fight back bravely
- There is an area where sheep outnumber humans

**70. Peak** – to reach the highest standard of performance, before becoming less successful

- Many athletes peak in their early 20s
- The trick about winning elections is not to peak too early in the campaign

**71. Perceive** – to notice or realize something

- He quickly perceived the truth
- The doctor had perceived that something was troubling her

**72. Possess** – to own a physical object or ability

- They were all found guilty of illegally possessing drugs
- Kate is a woman who possesses a rare intelligence

**73. Praise** – to express strong approval or admiration for someone or something

- Steven praised the efforts of those involved in the rescue
- The painting of Jonathan Coachman was highly praised

**74. Predict** – to say what you think will happen in the future

- They are predicting heavy rain for tomorrow
- Industry leaders predict that another 8,000 jobs could be lost by the end of the year

**75. Presume** – to think that something is true because it is likely, although you cannot be certain

- I presume you have already ordered lunch
- Ellen could only presume that he did not care

**76. Pretend** – to behave as something is true when in fact it is not

- She closed her eyes and pretended to be asleep
- I am sorry, but I cannot just sit back and pretend it has not happened

**77. Prevent** – to stop something from happening

- Regular cleaning may help prevent infection
- If necessary, add a little water to prevent sticking

**78. Proceed** – to continue to happen

- These negotiations had been proceeding since the late 1990s

- We have been advised by the legal team to proceed cautiously
- 79. Promote** – to support or encourage something
- The Government promotes the development and use of public transport
  - The opposition parties have deliberately promoted violence
- 80. Purchase** – to buy something
- She purchased shares in the company
  - Tickets may be purchased in the box office
- 81. Recall** – to remember something
- Twenty years later he could still clearly recall the event
  - I seem to recall that you said you would do that yesterday
- 82. Reflect** – if a surface reflects something, you can see the image of that thing on the surface
- The lake reflected the surrounding mountains
  - I caught a glimpse of them reflected in the mirror
- 83. Reject** – to not agree to an offer, proposal or request
- It is almost certain that our offer will be rejected
  - The government has rejected the scheme out of hand
- 84. Release** – to let someone leave
- The authorities had recently released two political prisoners
  - The criminals are due to be released at 2 pm today
- 85. Require** – to need someone or something
- Working with these children requires a great deal of patience
  - The cause of the accident is still unclear and requires further investigation
- 86. Reside** – to live in a particular place
- His family resided there for several years
  - James was born in Oklahoma but currently resides in New Jersey
- 87. Reveal** – to show something that was covered or hidden
- She refused to reveal the contents of the letter
  - Pilot's recordings may reveal the cause of the crash

**88. Rotate** – to move in a circle around a fixed central point, or to move something in this way

- The Earth rotates 360 degrees every 24 hours
- Rotating the tires every several days helps them last longer

**89. Satisfy** – to please someone by giving them something that they want or need

- It is impossible to satisfy everyone
- I asked just to satisfy my curiosity

**90. Schedule** – to plan for something to happen at a particular time

- They have scheduled the factory for completion in 2004
- The exhibition is scheduled to run from January until March

**91. Sense** – to feel something through nature ability

- Cats seem to instinctively sense his fear
- I guess he sensed that I was a little nervous

**92. Speculate** - to consider or discuss why something has happened or what might happen

- We can only speculate on the reasons for his sudden resignation
- Archaeologists speculate that people first reached the islands over 1,000 years ago

**93. Strengthen** – to make something stronger

- Aerobic exercise strengthens the heart
- Doctors say his injured shoulder will take time to strengthen

**94. Succeed** - to achieve something that you planned to do or attempted to do

- We all want to make the peace process succeed
- We finally succeeded in getting up the stairs

**95. Suggest** - to offer an idea or a plan for someone to consider

- The report suggested various ways in which the service could be improved
- I suggest we have dinner first and then watch the film

**96. Supply** - to provide someone or something with something necessary

- A limited oil which was supplied to the stations made gas prices raise

- We have been advised by the legal team to proceed cautiously
- 79. **Promote** – to support or encourage something
  - The Government promotes the development and use of public transport
  - The opposition parties have deliberately promoted violence
- 80. **Purchase** – to buy something
  - She purchased shares in the company
  - Tickets may be purchased in the box office
- 81. **Recall** – to remember something
  - Twenty years later he could still clearly recall the event
  - I seem to recall that you said you would do that yesterday
- 82. **Reflect** – if a surface reflects something, you can see the image of that thing on the surface
  - The lake reflected the surrounding mountains
  - I caught a glimpse of them reflected in the mirror
- 83. **Reject** – to not agree to an offer, proposal or request
  - It is almost certain that our offer will be rejected
  - The government has rejected the scheme out of hand
- 84. **Release** – to let someone leave
  - The authorities had recently released two political prisoners
  - The criminals are due to be released at 2 pm today
- 85. **Require** – to need someone or something
  - Working with these children requires a great deal of patience
  - The cause of the accident is still unclear and requires further investigation
- 86. **Reside** – to live in a particular place
  - His family resided there for several years
  - James was born in Oklahoma but currently resides in New Jersey
- 87. **Reveal** – to show something that was covered or hidden
  - She refused to reveal the contents of the letter
  - Pilot's recordings may reveal the cause of the crash

88. **Rotate** – to move in a circle around a fixed central point, or to move something in this way

- The Earth rotates 360 degrees every 24 hours
- Rotating the tires every several days helps them last longer

89. **Satisfy** – to please someone by giving them something that they want or need

- It is impossible to satisfy everyone
- I asked just to satisfy my curiosity

90. **Schedule** – to plan for something to happen at a particular time

- They have scheduled the factory for completion in 2004
- The exhibition is scheduled to run from January until March

91. **Sense** – to feel something through nature ability

- Cats seem to instinctively sense his fear
- I guess he sensed that I was a little nervous

92. **Speculate** - to consider or discuss why something has happened or what might happen

- We can only speculate on the reasons for his sudden resignation
- Archaeologists speculate that people first reached the islands over 1,000 years ago

93. **Strengthen** – to make something stronger

- Aerobic exercise strengthens the heart
- Doctors say his injured shoulder will take time to strengthen

94. **Succeed** - to achieve something that you planned to do or attempted to do

- We all want to make the peace process succeed
- We finally succeeded in getting up the stairs

95. **Suggest** - to offer an idea or a plan for someone to consider

- The report suggested various ways in which the service could be improved
- I suggest we have dinner first and then watch the film

96. **Supply** - to provide someone or something with something necessary

- A limited oil which was supplied to the stations made gas prices raise



**Rahimova G.Yu. Boyko S.Yu.**

**MANUAL FOR  
ACADEMIC WRITING**

**“Adabiyot ishqinlari” nashriёti**  
**Нашриёт лицензияси №АИ № 239 04.07.2013й**  
**Тошкент шаҳар Ўқчи кўчаси 109уй**  
**Мухаррир: Наргиза Ахмедова,**  
**Мухассис: Алишер Рўзметов**  
Бичими 60x84 1/16  
Ҳажми 2 босма тобоқ  
Адаци 100  
Бутортма № 114

ISBN 978-9943-992-50-4



9 789943 992504