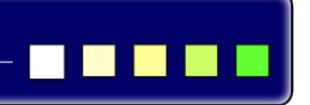
EFL Tutoring

English as a Foreign Language



English Grammar

A Student's Guide to Using 'Tense' in Academic Writing

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English as a Foreign Language



Disclaimer

Please note that the authors' names used in example sentences are for illustrative purposes only. The information in examples is not based on real academic evidence.

Common Tenses



- Simple Past: found, argued, claimed
- Simple Present: argues, concludes
- Present Perfect: has become, have shown
- Present Continuous: is becoming

Common Tenses

- **Simple Past**: Smith (2005) **showed** that teenagers **spent** an excessive amount of time surfing the Internet.
- **Simple Present**: Jones (2011) *concludes* that internet addiction *is* prevalent among teenagers.
- Present Perfect: Internet addiction *has been found* to be prevalent among teenagers (e.g. Smith, 2005).
- Present Continuous: Internet addiction is becoming more and more prevalent among teenagers (e.g. Jones, 2011).

Present Simple

The Present Simple can be used in general claims Statements (1)

- Personal Computers are ubiquitous in western society (Smith, 2009; Jones, 2010, Baxter, 2011).
- Social networking is a familiar feature of modern life (Smith, 2009; Jones, 2010; Baxter, 2011).
- The Internet *is* arguably the most important invention of modern times (e.g. Baxter, 2011).

Present Perfect



Statements (2)

- Social networking has become a familiar feature of modern life (Smith, 2005; Jones, 2010; Baxter, 2011).
- Use of the Internet *has become* increasingly widespread in recent times (Jones, 2010; Baxter, 2011).

Present Continuous

claims to emphasise change



Statements (3)

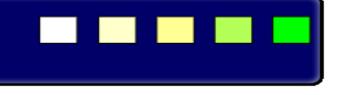
- Ownership of Personal Computers is increasing in western society (Smith, 2005; Jones, 2010; Baxter, 2011).
- Social networking *is becoming* an all too familiar feature of modern life (Smith, 2005; Jones, 2010; Baxter, 2011).
- Use of the Internet is becoming more and more widespread (Smith, 2005; Jones, 2010; Baxter, 2011).

Reporting Verbs

In academic writing, 'reporting verbs' are often used to refer to information from reading sources (=texts)

- Statements: to claim, to state, to assert
- Results: to find, to show, to demonstrate, to report
- Conclusions: to conclude, to suggest, to indicate
- Arguments: to argue, to contest, to criticise

Reporting Claims

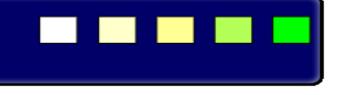


The Present Simple can be used to report claims which are 'new' or 'old' but still true or valid

Statements (1)

- Smith (2011) *states* that.....
- Baxter (2010) asserts that.....
- Jones (2005) *claims* that.....
- McTosh (2006) maintains that.....

Reporting Claims



The Past Simple is preferred if the claim is 'old' or if the claim is 'no longer true or valid'

Statements (2)

- Smith (2011) *stated* that.....
- Baxter (2011) asserted that.....
- Jones (2005) *claimed* that.....
- McTosh (2005) pointed out that.....

Reporting Results



The Past Simple is often used to report results

- Smith (2005) *found* that.....
- As Smith (2005) *showed,*
- Smith's (2005) study *demonstrated* ...
- In a study of internet use, Smith (2005) reported...

Reporting Results



Exception 1: The Present Simple can be used if the results are very recent

Examples

- As Jones (2011) *shows*....
- Jones' (2011) study demonstrates ...
- Jones (2011) *reports*...

Note: The verb 'finds' is not usually used in this situation



Tables and Figures



Exception 2: The Present Simple is often used to introduce a table or figure in a 'report' document

- The table shows...
- Figure 1 *represents.....*
- The diagram below illustrates.....

Conclusions



Conclusions

 Smith's (2005) study showed that employee's in those companies surveyed spent 2 to 3 hours per day surfing the Internet. Similarly, Jones (2007), found that productivity dropped as a result of surfing the Internet at work. These findings suggest that internet abuse is closely associated with lost productivity.

References



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Thank you for watching!



Dr Barbara Howarth