

BUENAS PRÁCTICAS EN LA REDACCIÓN Y DEFENSA DEL TFG EN ESTUDIOS INGLESES
DOs AND DON'Ts IN ACADEMIC ESSAY WRITING AND VIVAs

	WHAT TO DO	WHAT NOT TO DO
1. HOW TO CHOOSE YOUR TOPIC	Identify a subject area in your degree you are interested in Think of a specific issue which you could explore effectively Turn your issue into a researchable question	Don't choose a topic in which you lack knowledge Don't choose a topic that doesn't engage/motivate you Don't choose too wide a general topic which you'll be unable to cover
2. HOW TO SET AIMS AND OBJECTIVES	Establish an essential reading list BUT check that the books and journals are readily available in our library. Carry out a preliminary literature review to explore the existing research on your topic. Establish what you expect to achieve (your aims) and how (your objectives) Make your objectives Specific, Measurable, Achievable, Realistic and Time constrained	Don't start writing without an outline of the aims and objectives Don't establish objectives without a clear purpose Don't get lost in theoretical discussion Don't waste your effort to demonstrate the obvious
3. HOW TO CHOOSE AND APPLY A METHOD OF ANALYSIS	Identify the kind of evidence (data, examples, texts) you need to gather to answer your research question Choose an appropriate method of analysis for your evidence Make your analysis your own by being systematic and explicit	Don't choose a method unsuitable for your data Don't mix up data and interpretations Don't present other authors' analyses as your own
4. HOW TO SELECT AND USE SOURCES AND REFERENCES	Define the conceptual framework of your research Select, synthesize and discuss your sources in terms of your aims Strike a balance between general and specific references	Don't simply summarize your sources Don't let your quoted authors write your essay for you Don't use irrelevant sources or studies
5. HOW TO STRUCTURE AND WRITE YOUR ESSAY	Structure your contents in clearly defined sections Rewrite your notes using the appropriate level of English ¹ Define your key terms Choose and stick to accepted formatting and style conventions (MLA ²)	Don't make too many sections and subsections Don't write as if you were speaking Don't take key term definitions for granted Don't mix (or ignore) formatting and style conventions
6. HOW TO ARGUE, DISCUSS AND CONCLUDE	Discuss the two sides of your arguments (consider counterarguments) Anticipate criticism Draw conclusions from your analysis and connect them to your research question	Don't leave questions without answers (or with vague answers) Don't expect the reader to infer, connect or conclude for you Don't present a summary by way of conclusion
7. HOW TO WRITE YOUR "MEMORIA"	Be coherent and cohesive, revise and proofread for spelling errors Write your "memoria" as a report of your research Use your "memoria" to "sell your thesis"	Don't plagiarize Don't write the introduction until you've finished your essay Don't simply summarize your essay in your "memoria"
8. HOW TO MAKE YOUR PRESENTATION	Hold the attention with the use of eye contact and inflection Present relevant information clearly in logical sequence in your slides Focus on your findings Answer the examiner's questions honestly	Don't read your notes/slides all the time Don't cram too much information on one slide Don't forget graphics Don't point out your own weaknesses

¹ C1 level of spoken and written English for essays and presentations available @ [http://grados.ugr.es/ingleses/pages/acredita/nivelesinglesmateriasgrado/!](http://grados.ugr.es/ingleses/pages/acredita/nivelesinglesmateriasgrado/)

² Purdue Online Writing Lab: <https://owl.english.purdue.edu/owl/resource/747/01/> (APA style and Chicago manual also available)

GUIDES

Barnes, R. 2005. **Successful Study for Degrees**, 3rd ed. Routledge.

Bell, J. and S. Waters. 2014. **Doing Your Research Project: A Guide For First-Time Researchers**. 6th ed. Open University Press.

Cottrell, S. 2011. **Critical Thinking Skills**, 2nd ed. Palgrave.

Greetham, B. 2013. **How to Write Better Essays**, 3rd ed. Palgrave.