Chapter 2

Written expression techniques

Prepared by Dr. Noureddine MAAMAR

Translated and presented by;

- **Dr. Bilal Dendani**
- **Dr. Abdelaziz AMARA-KORBA**

Chapter 2: Written expression techniques

- Taking notes
- Report writing techniques
- Techniques for writing a summary
- Techniques for writing an internship report
- Techniques for writing a dissertation

Taking notes: Definition

- Note-taking is based on the principle of writing down the essentials as quickly as possible.
- Refers to the summarized written transcription of the spoken language.

Why take notes ?

- Taking notes helps to record the information that you learn from a source, such as a lecture, a book, or a website.

- **According to specialists, we retain:**
  - **20%** of what we hear
  - **40%** of what we see
  - **60%** of what we hear and see at the same time (films)
  - **80%** of what we do : see, listening, writing

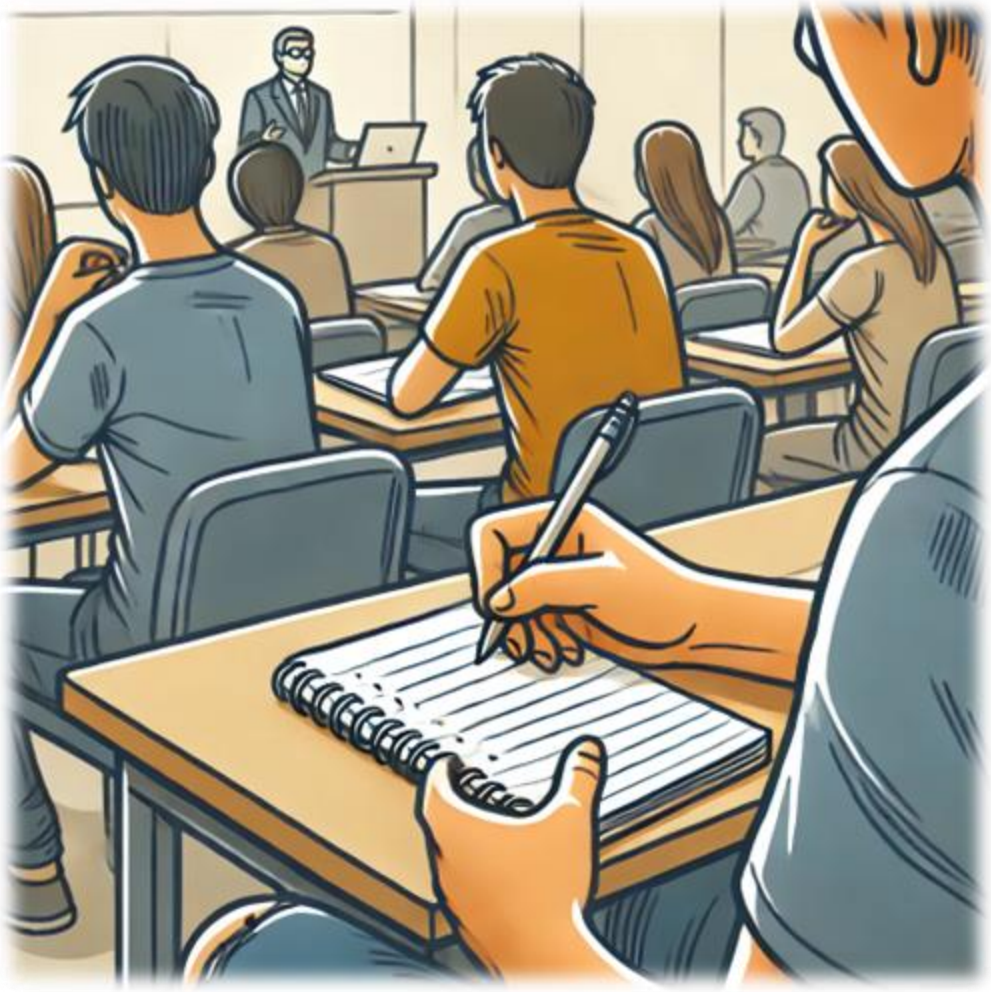
Why take notes ?

- Learn actively and process the information better.
- Improves attention and focus during lectures, meetings, or conversations
- Improves creativity and critical thinking skills
- review and recall the information later
- Helps to prepare for the exams, presentations, or projects.

When to take notes ?

Four steps for taking notes

- Listen
- To understand
- Synthesize
- To note



Optimize your note-taking

1. Write down only what is important.
2. Simplify sentences and use understandable abbreviations.
3. Organize your words neatly with date, subject, and plan.
4. Reread your notes that same evening.
5. Classify your notes so that you can easily find them.

What should be noted ?

- The general plan.
- Proper nouns
- The numbers
- Important dates
- Diagrams, figures and tables
- Equations
- Definitions
- Major arguments
- Suggestions for further reading

Note-taking, things not to do!

- **Copy your notes word for word,** rather complete them by asking yourself questions.

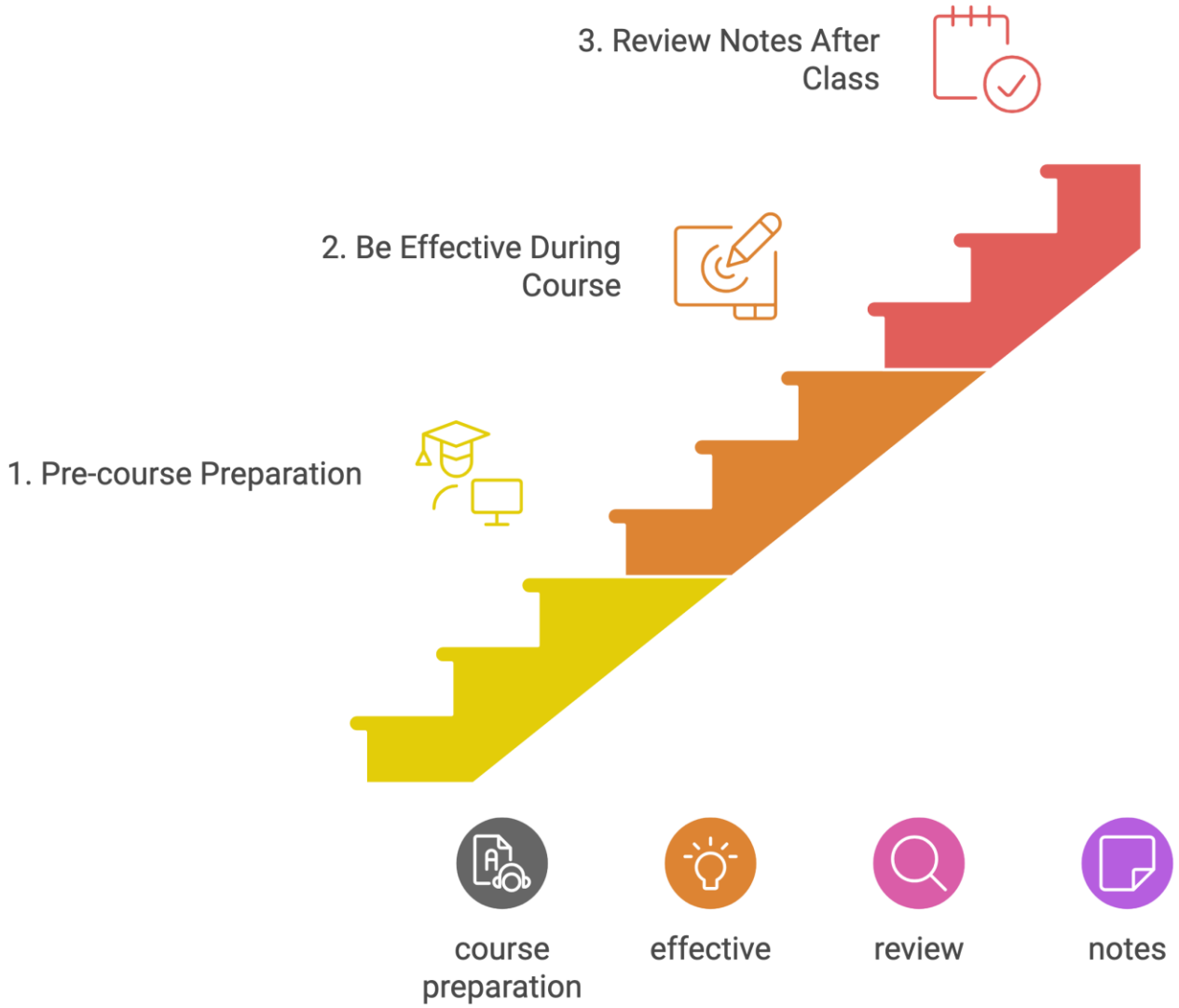
- **Record your lessons to listen to them again:** It is better to reread your notes and compare them with a student afterward, in order to improve them.

- **Take notes from others without personalizing them.**

- **Avoid abbreviations** for words that start with the same letters, for example:

  - Mali, Maldives, Malaysia ➔ ~~Mal~~

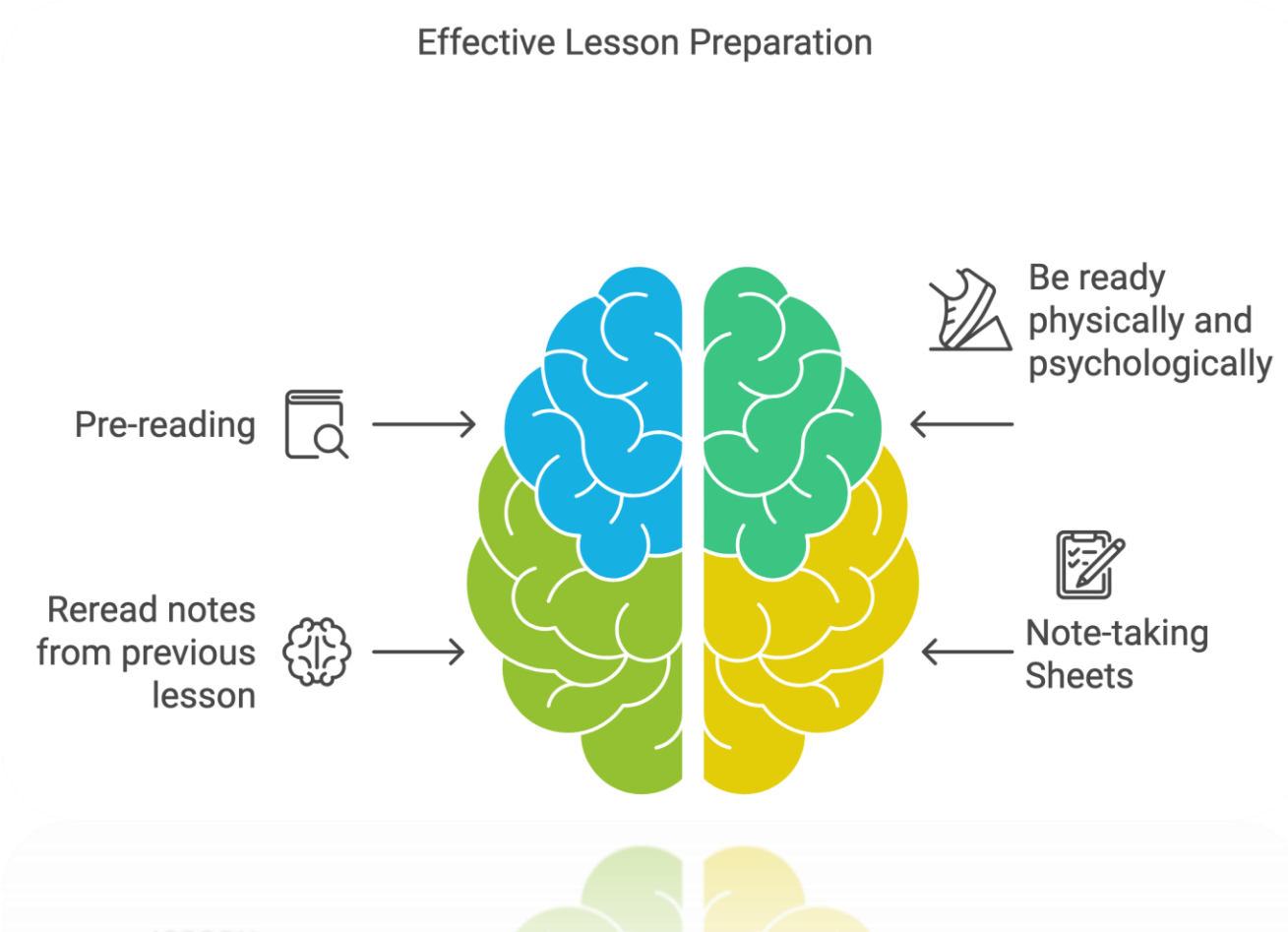
Taking notes in three steps



Taking notes in three steps

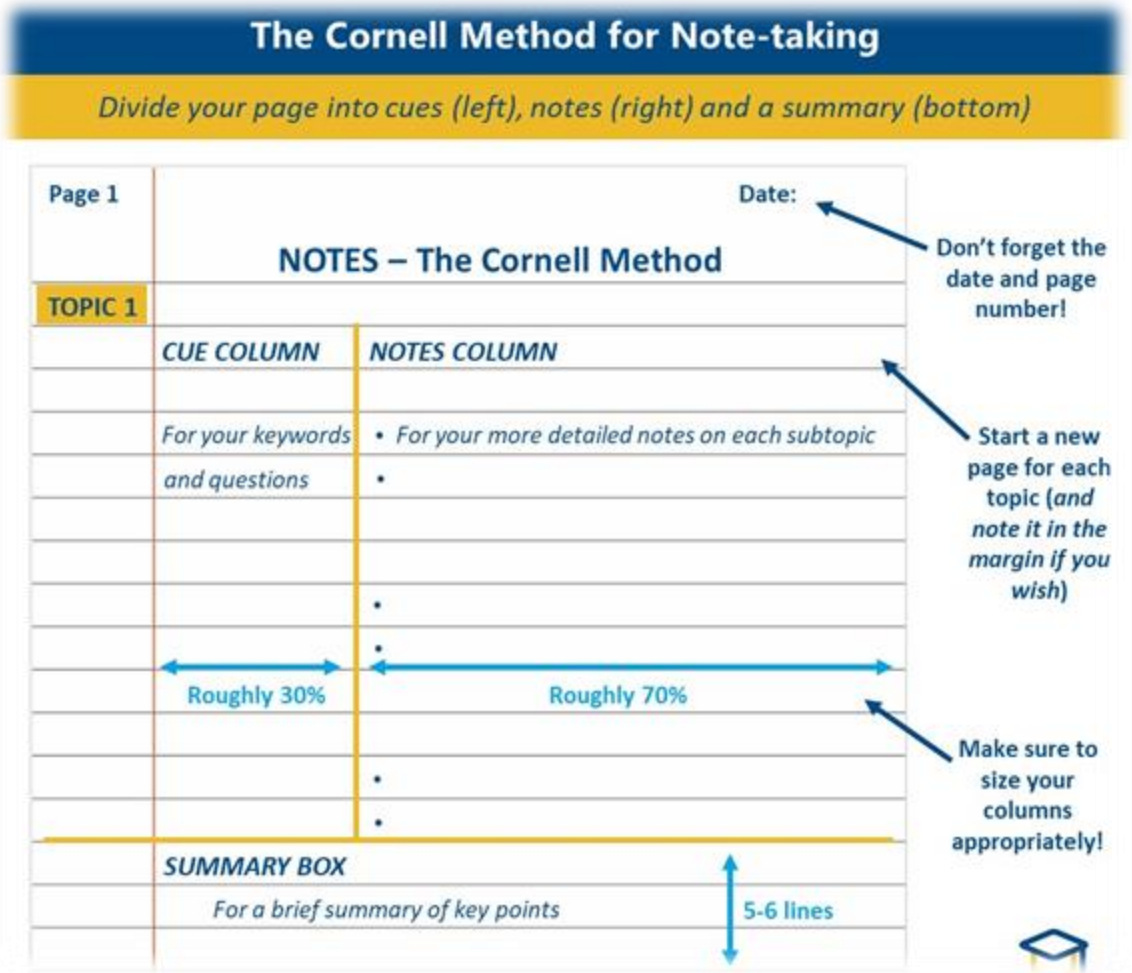
- **1. First step before the lesson**: Preparing to gather information.

  - Do your pre-reading: it is essential
  - Quickly reread notes from the previous lesson before starting the current course.
  - Be ready! Physically and psychologically
  - Prepare note-taking sheets using the Cornell



Taking notes in three steps

1. First step before the lesson:



The Cornell method →

- The Cornell method was developed by Professor Walter Pauk at Cornell University in 1940.

https://www.microsoft.com/en-us/microsoft-365-life-hacks/writing/cornell-notes-method-onenote

Taking notes in three steps

- **2. Second step during the course**: stay alert and select information to note.
  - Choose a comfortable place in the classroom
  - Take notes of what the teacher says (Keywords).
  - Use the abbreviations.
  - Take careful notes of data, tables, formulas, and diagrams that the teacher writes on the blackboard where he insists on them.

Taking notes in three steps

- **3. Third step after the course**: Complete, understand, and remember.

  - Quickly complete your notes for the day (information, missing, …).
  - Make sure you understand the abbreviations.
  - Annotate and highlight key concepts.
  - Reorganize to facilitate study
  - Add examples and links
  - Asking questions about the subject matter
  - Review notes periodically

Taking notes techniques: summarizing techniques

- We use several techniques in order to be able to summarize in a way quick and efficient course or oral presentation, the most important are:

  - Remove as many as possible :
    - Adverbs
    - Adjectives
    - Verbs (sometimes)

- For example: Albert Einstein (born March 14, 1879 and died April 18, 1955). He won the Nobel Prize in Physics in 1921. after summarizing will be :

  - A. Einstein, 1879 - 1955, Nobel Prize (Physics 1921)

Taking notes techniques: SHORTHAND HINTS

- Use the first syllable and the first letter of the second:
  - Object →→ Obj
  - Problem →→ Prob
  - Personal →→ Pers
  - Interesting →→ Int
  - Century →→ Cent
  - Practical →→ Prac
- Eliminate final letters (just use enough of the beginning of a word to form a recognizable unit)
  - Chemistry →→ Chemist
  - Introduction →→ Intro
  - Biology →→ Biol
  - Physics →→ phys
  - Association →→ Assoc
  - Reputation →→ Rep

Taking notes techniques: SHORTHAND HINTS

- Omit vowels from the middle of words :

Foreground	→	Frgd
Users	→	usrs
Background	→	Bkgd
Would	→	Wld
Country	→	Ctry
Points	→	Pts

- Write words as they sounds phonetically

Because	→	Bcuse
Though	→	Tho
Through	→	Thru
Envy	→	Nv
Although	→	Altho
laugh	→	laf

Taking notes techniques: SHORTHAND HINTS

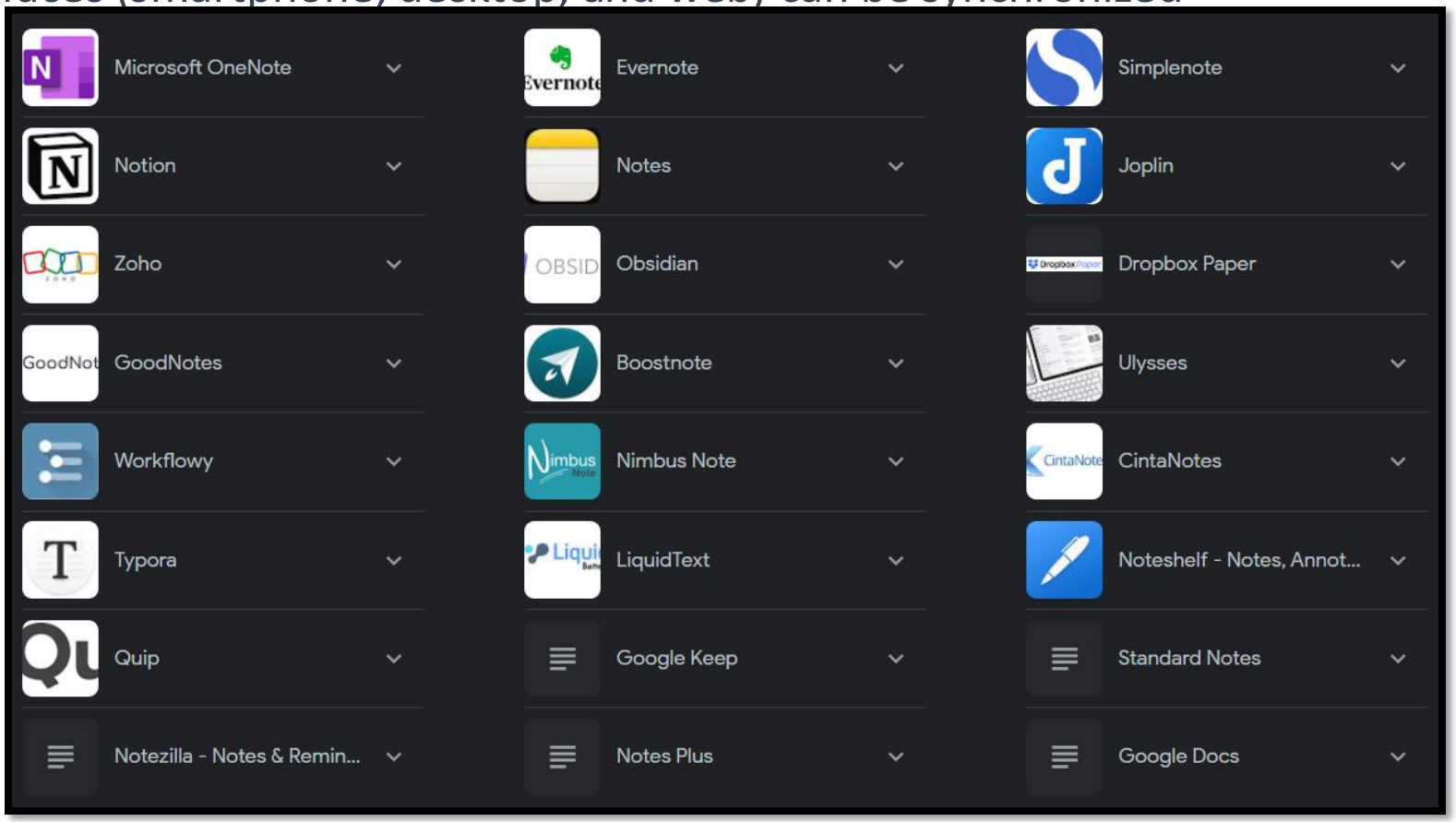
- Use "G" to represent "ING" endings :
  - Meaning →→ Mng
  - meeting →→ Mtg
  - Checking →→ Ckg

Note-Taking Symbols:

> or +	more than	%	percent
< or -	less than	&	and
↑	increase, rise	*	important info
↓	decrease, fall	( )	(date)
→	becomes, leads to	~	approximately
@	at	:	includes
#	number	ex:	for example
$	money, dollars	/	per
=	equals	≠	not equal
vs.	against	w/o	without
?	unsure	k, m,	thousand, million
√	check	b/c	because

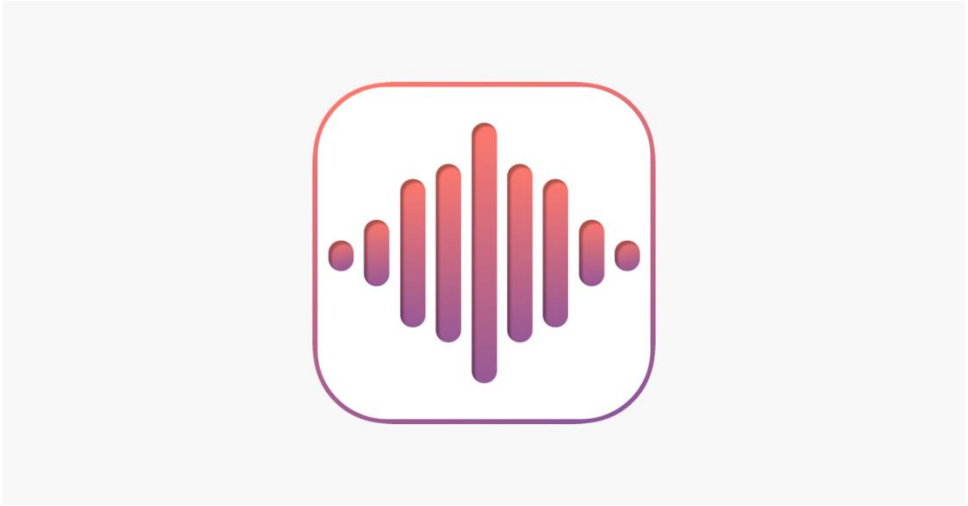
Note-taking tools

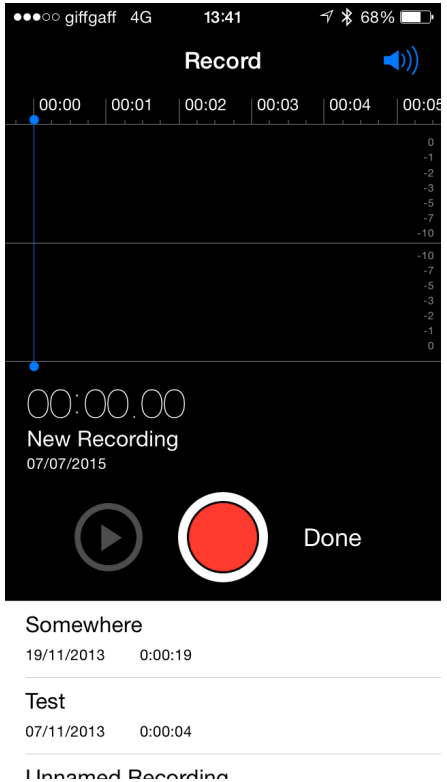
- From sources across the web, this is a list of practical software for taking notes.
- These applications can be downloaded to your smartphones, computers, or web applications.
- All the interfaces (smartphone, desktop, and web) can be synchronized



Note-taking tools: Recorders

- Recorder applications can be downloaded using smartphones.
- If you would like to record your lessons, be sure to :
  - register numerical markers in your notebook to avoid having
    - to listen to the entire course again.





Chapter 2: Written expression techniques

1. How to write a summary
2. How to write a synthesis
3. How to write a report
4. How to write an internship report
5. How to write a disertation

Chapter 2: Written expression techniques

- Taking notes
- Techniques for writing a summary
- Techniques for writing a synthesis
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Writing a Summary

How to Write a Summary

How to Write a Summary

- A summary is a shorter description of a longer work, covering all of the highlights but not many of the details.
  - It's used for an overview so that people can get an idea of what the longer work entails without reading or watching it first.

- An academic summary tells the main points of a source text in brief form. As a condensed version of the source material, it can range anywhere from a couple of sentences to a short summary article, depending on the length of the source and your purposes for writing

How to Write a Summary

- To summarize is to condense a text to its main points and to do so in your own words.
  - To include every detail is neither necessary nor desirable.
  - Instead, you should extract only those elements that you think are most important
    - the main idea (or thesis) and its essential supporting points, which in the original passage may have been interwoven with less important material.

- A summary, on the other hand, does not require you to critique or respond to the ideas in a text.

Qualities of a Good Summary

- Comprehensive
  - Isolate and list all important points from the original text.
  - Include only indispensable ideas for the author's thesis or main idea.
- Concise
  - Eliminate repetitive points, even if they are restated in the source.
  - Aim for a summary much shorter than the original text.
- Coherent
  - Ensure the summary is logical and readable as an independent piece.
  - Avoid disjointed or fragmented lists of points.
- Independent
  - Use your own voice and words, rather than mimicking the original author.
  - Base the summary on your interpretation, avoiding misrepresentation or personal comments.

Summarizing Shorter Texts (ten pages or fewer)

- Write a one-sentence summary of each paragraph.
- Formulate a single sentence that summarizes the whole text.
- Write a paragraph (or more): begin with the overall summary sentence and follow it with the paragraph summary sentences.
- Rearrange and rewrite the paragraph to make it clear and concise, to eliminate repetition and relatively minor points, and to provide transitions. The final version should be a complete, unified, and coherent.

Summarizing Longer Texts (more than ten pages)

- Outline the text. Break it down into its major sections—groups of paragraphs focused on
- a common topic—and list the main supporting points for each section.

- Write a one or two sentence summary of each section.

- Formulate a single sentence to summarize the whole text, looking at the author's thesis or topic sentences as a guide.

- Write a paragraph (or more): begin with the overall summary sentence and follow it with the section summary sentences.

- Rewrite and rearrange your paragraph(s) as needed to make your writing clear and concise, to eliminate relatively minor or repetitious points, and to provide transitions. Make sure your summary includes all the major supporting points of each idea. The final version should be a complete, unified, and coherent

Writing a synthesis

What is a Synthesis ?

- The term synthesis means “ putting together”
- The synthesis consists of writing an objective, concise and organized text from the different documents which constitute the initial corpus.
- A synthesis is a written discussion incorporating support from several sources of differing views. This type of assignment requires that you examine a variety of sources and identify their relationship to your thesis.

Summary vs. Synthesis

Aspect	Summary	Synthesis
Purpose	To condense information to its essential points.	To combine information to create a new perspective.
Method	Extracting and presenting key points in a shortened form, usually sequentially.	Comparing, contrasting, and integrating information from various sources to identify themes or patterns.
Characteristics	- Brief and objective - Maintains original ideas without adding new interpretation - Shorter than original text	- Involves critical thinking and analysis - Leads to new insights or conclusions - Creates a new narrative or framework beyond just summarizing

The Structure of a Synthesis

- **Structure:**
  - Introduction
  - Developpement
  - Conclusion

- **Introduction:**
  - Hook: This is the first sentence of your synthesis. It highlights a tension related to the subject.
  - Analysis of the Subject: in a draft, rephrase the subject in question.
  - Research Question: a simple sentence, in the form of a question, that gives meaning to your synthesis by raising a tension.
  - Outline of the Plan: announce your main parts.

The Structure of a Synthesis: Development

- These are the body of your synthesis and serve to answer the research question. Each section should be a step in your reasoning.
- It may consist of two or even three sections. The number of these is determined by the necessary axes for the presentation of your response.
- Each section is based on an idea, which constitutes an axis of your response.
- Each section can be organized into two, three, or even four paragraphs.
- A paragraph is organized as follows:
  - Main idea, arguments, examples

The Structure of a Synthesis: Conclusion

- It revisits the steps of your reasoning in one or two sentences.
- It synthesizes the steps of your reasoning.
- It clearly answers the research question.

Preparation of Document Synthesis

- The preparation of the synthesis is done in four stages:
  - Identifying the documents
  - Analyzing the documents
  - Confronting the ideas contained in the documents
  - Planning the synthesis

Preparation: Document Identification:

- Document identification is the process that involves the identification of documents to summarize and documents to interpret.

- Documents whose information needs to be summarized (example: journal articles, ...);

- Documents whose information needs to be interpreted (example: charts, statistics, ...).

Preparation: Document Analysis

- The completion of this step requires reading the documents collected on the same subject. The purpose of this reading is to note:
  - The information (essential, secondary, ...);
  - The argumentative parts & the analyses and comments made by the author.

- It is about:
  - Identifying the essential information related to the addressed research question, highlighting it in the text, and organizing it in a chart.
  - Interpreting the documents in the form of charts and retaining what informs about the addressed research question.

Preparation: Document Confrontation

- Document confrontation (after reading, note-taking, and rephrasing) will allow for the comparison of information provided by the author of each document.
  - Information that is repeated in two or more documents will be mentioned only once.
  - Establish the connection between complementary pieces of information and separately note contradictory information.
  - This information can: repeat itself, complement each other, and be opposed.

Preparation: Plan

- Several types of plans are possible:

- The Explanatory Plan:
  - The presentation of the fact or event.
  - The causes of the fact or event.
  - The consequences of the fact or event.
  - The perspectives offered by the fact or event.

- The Chronological Plan:
  - Will allow within each part to position the evolution over time.

Some tips for writing a good synthesis:

- Try to write legibly
- Try to write without spelling or grammatical errors
- Try to be clear and precise
- Use linking words to show the coherence of your ideas:

Action	**English Equivalent**
Adding an example	- For example; - On this subject, for instance; - To illustrate...
Adding a complementary idea to the previous sentence	- In the same way; - Likewise; - Furthermore...
Contrasting two sentences	- However; - In contrast; - Conversely...
Linking consequences between two sentences	- As a result; - Therefore; - Thus...
Organizing ideas in an orderly fashion	- Firstly; - Secondly...; - Initially, then, subsequently, finally

Writing a Report

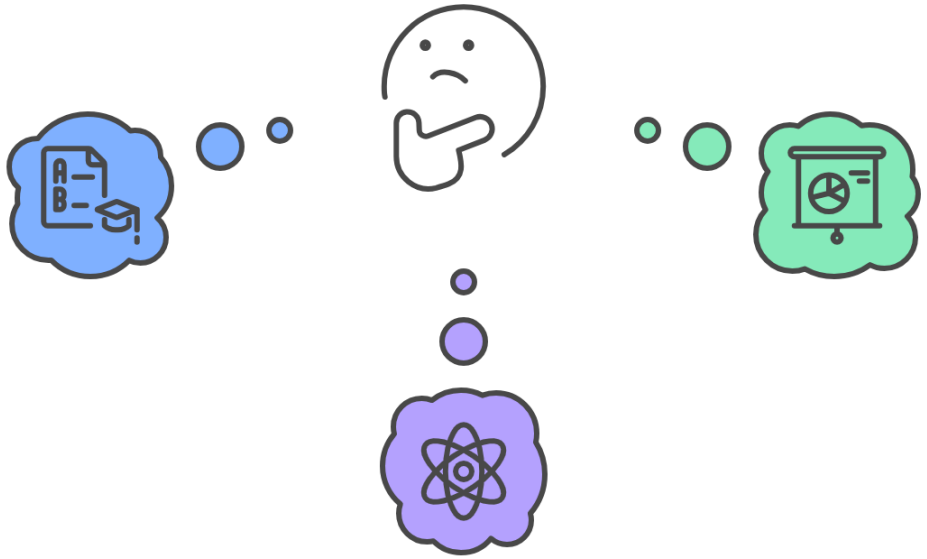
What is a report?

- In technical terms, the definition of a report is pretty vague: any account, spoken or written, of the matters concerning a particular topic.

- What kind of information is shared in reports? Although all facts are welcome, reports, in particular, tend to feature these types of content:
  - Details of an event or situation
  - The consequences or ongoing effect of an event or situation
  - Evaluation of statistical data or analytics
  - Interpretations from the information in the report
  - Predictions or recommendations based on the information in the report
  - How the information relates to other events or reports

Types of reports

What type of report should be created?



Academic Report

Suitable for assessing comprehension of subject matter

Business Report

Useful for informing business strategy and decisions

Scientific Report

Ideal for sharing research findings

Types of reports

There are a few different types of reports, depending on the purpose and to whom you present your report. Here's a quick list of the common types of reports:

- Academic report: Tests a student's comprehension of the subject matter, such as book reports, reports on historical events, and biographies
- Business reports: Identifies information useful in business strategy, such as marketing reports, internal memos, SWOT analysis, and feasibility reports
- Scientific reports: Shares research findings, such as research papers and case studies, typically in science journals

The structure of report

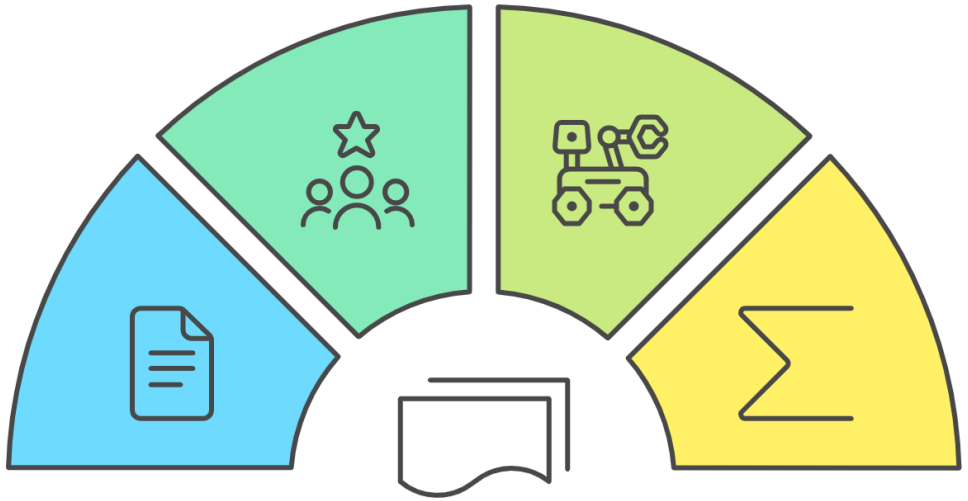
Report Structure

Introduction

Sets the stage with background and thesis.

Body

The main section detailing discoveries and analysis.



Executive Summary

A concise overview of the report's findings.

Conclusion

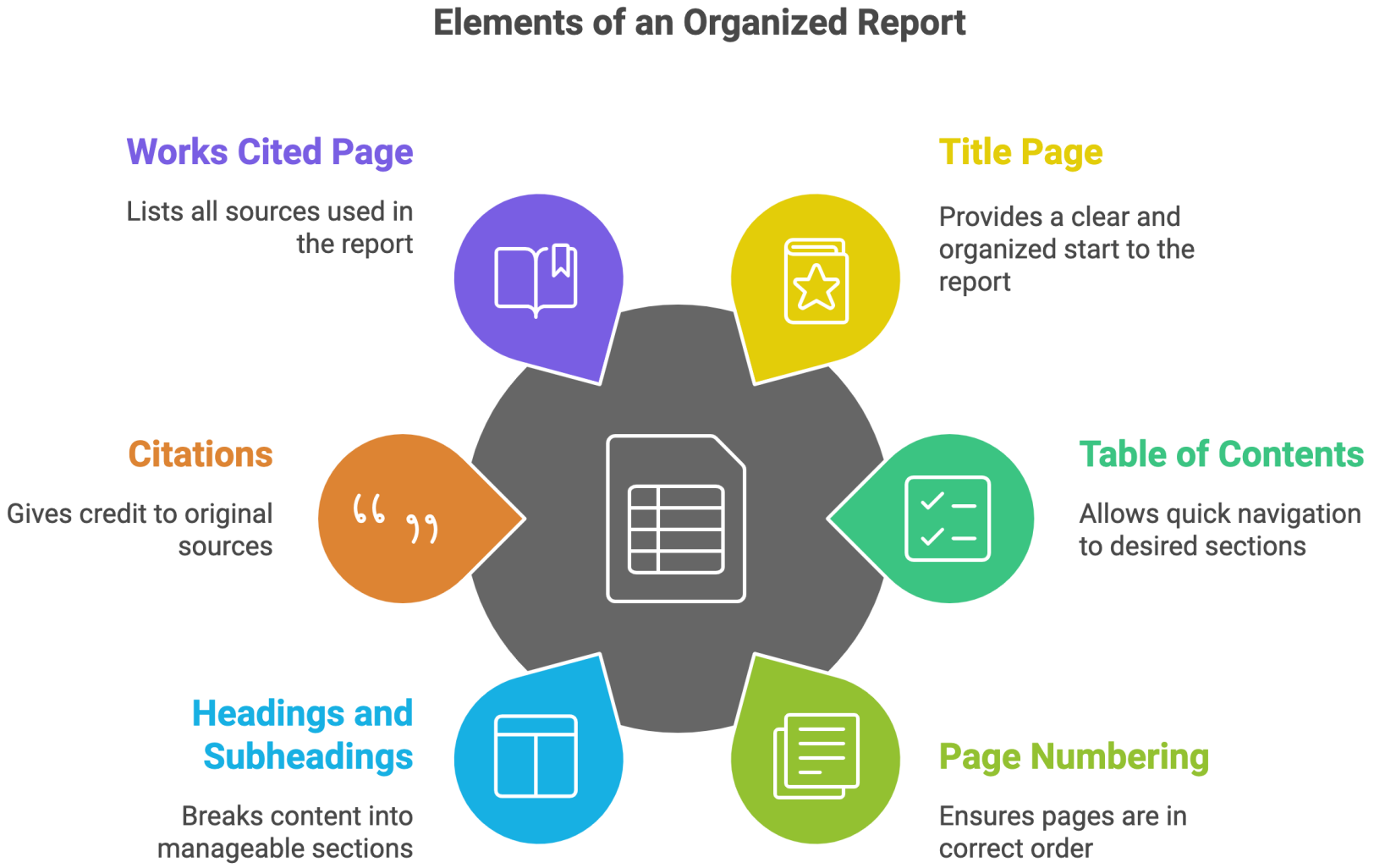
Summarizes and interprets the report's content.

What is the structure of a report?

The structure of a report depends on the type of report and the requirements of the assignment.

- **Executive summary**: a standalone section that summarizes the findings in your report so readers know what to expect.
- **Introduction**: Setting up the body of the report, your introduction explains the overall topic that you're about to discuss, with your thesis statement and any need-to-know background information before you get into your own findings.
- **Body**: The body of the report explains all your major discoveries, broken up into headings and subheadings. The body makes up the majority of the entire report; whereas the introduction and conclusion are just a few paragraphs each, the body can go on for pages.
- **Conclusion**: The conclusion is where you bring together all the information in your report and come to a definitive interpretation or judgment. This is usually where the author inputs their own personal opinions or inferences.

The content of a report



What should be included in a report?

- Title page: Official reports often use a title page to keep things organized; if a person has to read multiple reports, title pages make them easier to keep track of.
- Table of contents: Just like in books, the table of contents helps readers go directly to the section they're interested in, allowing for faster browsing.
- Page numbering: A common courtesy if you're writing a longer report, page numbering makes sure the pages are in order in the case of mix-ups or misprints.
- Headings and subheadings: Reports are typically broken up into sections, divided by headings and subheadings, to facilitate browsing and scanning.
- Citations: If you're citing information from another source, the citations guidelines tell you the recommended format.
- Works cited page: A bibliography at the end of the report lists credits and the legal information for the other sources you got information from.

How to write a report: Choose a topic

- If the topic is assigned or predetermined (e.g., business or scientific reports), proceed to the next step.
- For self-selected topics (common in academic reports):
  - **Adequate Information**: Choose a balanced topic, neither too broad nor too specific, with enough content to fill the report comprehensively.
  - **Personal Interest**: Ideally, select a topic that engages you, enhancing the report's quality.

Conduct research

- With business and scientific reports, the research is usually your own or provided by the company—although there's still plenty of digging for external sources in both.

- For academic papers, you're largely on your own for research, unless you're required to use class materials. That's one of the reasons why choosing the right topic is so crucial; you won't go far if the topic you picked doesn't have enough available research.

- The key is to search only for reputable sources: official documents, other reports, research papers, case studies, books from respected authors, etc. Feel free to use research cited in other similar reports. You can often find a lot of information online through search engines, but a quick trip to the library can also help in a pinch.

Crafting a Thesis Statement for Your Report

- **Purpose**: Acts as the main theme of your report, similar to a topic sentence in a paragraph.
- **Development**:
  - Conduct thorough research.
  - Identify trends and patterns.
  - Derive an overarching point from these patterns – this is your thesis.
- **Example**: For a report on fast-food employee wages, a thesis might state: “Wages used to match living expenses but are now inadequate due to stagnation.”
- **Application**: Include the thesis in the executive summary and introduction.
- **Importance**: Establishes direction for report outline and content development.

Creating an Outline for Your Report

- **Purpose**: Enhances organization, crucial for reports structured with headings and subheadings.

- **Process**:
  - Begin during the research phase.
  - Identify key points, details, and evidence.
  - Categorize information into general (headings) and specific (subheadings) groups.

- **Benefit**: Ensures comprehensive coverage of topics without missing key elements.

Writing a Rough Draft for Your Report

- Key Step: Transforming research into written content, following the outline systematically.

- Approach:
  - Focus on expressing ideas, not on perfection.
  - Write naturally and without pressure.
  - Expect to make and correct mistakes in later revisions.

- Objective: To create a comprehensive first draft without being hindered by the pursuit of perfection.

Revising and Editing Your Report

- **Steps**:
  - Take a break after the rough draft to return with a fresh perspective.
  - Focus on major issues first: restructure sentences and paragraphs, align data, and correct interpretations.
  - Address the 'big picture' before fine-tuning details.

- **Tip**: Consult additional resources for advanced self-editing techniques.

Final Proofreading of Your Report

- **Objective**: Optimize wording and eliminate grammatical or spelling errors.
- **Focus**: Concentrate on specific, detailed issues.
- **Tools**: Utilize writing assistants like Grammarly for:
  - Identifying and correcting basic spelling and grammatical errors (Free version).
  - Advanced features for tone adjustments and word choice enhancements (Premium version).

Writing an Internship Report

Techniques for Writing an Internship Report

- What is an internship report?
  - The internship report is a summary of your experience gained during your corporate internship, for both the evaluator and yourself. It allows for a review of the skills and knowledge acquired during the student's internship.

- What are the objectives of the internship report?
  - The objective of the intern is to demonstrate to the jury the internship has allowed you to acquire:
    - In-depth knowledge of a business sector and the host company;
    - Practical knowledge;
    - An understanding of the challenges of the assigned missions;
    - The development of skills (know-how and interpersonal skills);

To succeed in the internship report

- During your internship:
  - It is important to take notes throughout the internship period, as well as gather information about the mission and the host company;
  - Create an organizational chart of the company (a diagram that represents the organization of the staff);
  - Collect any useful documents that can explain what the company does;
  - Take photos: of the workplace, different departments, colleagues, tasks, and special activities.

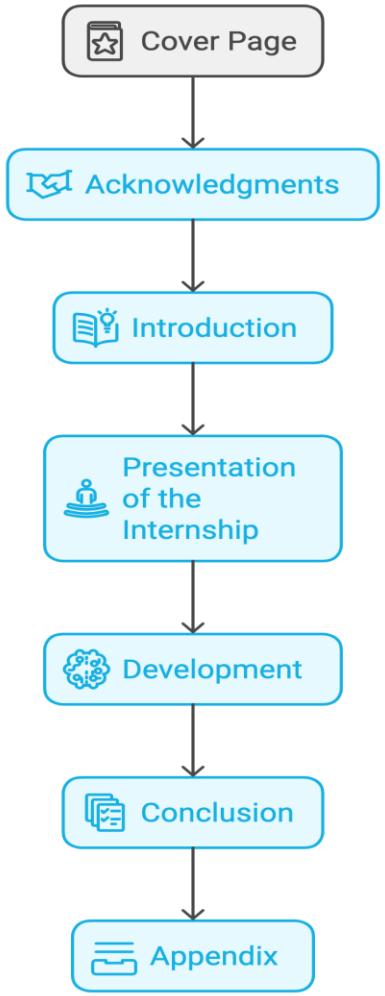
To succeed in the internship report

- After the internship:
  - Before leaving, debrief about your internship with your mentor.
  - Review your notes and documents.
  - Clarify the instructions given to you by your professor.
  - Begin to think about the structure of your internship report.

Content of an Internship Report

- The internship report should answer the following questions:
  - Why did you choose this internship?
  - Did you enjoy this internship, and for what reasons?
  - Were you appreciated as an intern, and for what reasons?
  - What impact has this internship had on your career plans?

Structure of the internship report



What does the internship report consist of?

- The cover page:
  - The cover page of the internship report should present the information necessary for your jury during the assessment and defense.
    - Your name and surname.
    - The title of your position.
    - The mention "Internship Report".
    - The names and logo of the educational institution (school, university).
    - Name and logo of the host company.
    - Name and surname of your internship supervisor.
    - The academic year.

What does the internship report consist of?

- Acknowledgments:
  - Thank the individuals who assisted you in the completion of your internship report.
- Table of Contents:
  - The table of contents should allow the reader to navigate through the document.
- Introduction:
  - It specifies why you chose this internship and this company. It includes:
- Presentation of the internship.
  - A brief presentation of the company and its sector.
  - A short description of your tasks.
  - The research question of your report.
  - An outline of the internship report structure.

What does the internship report consist of?

- Development:
  - Presentation of the host structure and its business sector.
  - Description of the main mission and related activities.
  - The results obtained, the difficulties encountered, and the solutions provided.
  - Your personal reflections.

- Conclusion:
  - Provide your overall opinion on the position, the missions, and the company.
  - Respond to the research question (if you have one in your introduction).
  - Attempt to offer an interesting perspective on the work.

- Appendix:
  - Include all the documents mentioned or used in your report so that the reader can refer to them.

Writing a Final Year Dissertation

Techniques for Writing a Final Year Dissertation

- The final study dissertation is the major step that concludes a student's academic program. It is an important element that allows for the evaluation of the student.

- This type of dissertation should demonstrate that the student, at the end of their program, is capable of conducting a thorough personal reflection, aimed at providing solutions or contributions to the problems raised by the chosen subject.

Writing a Dissertation Step by Step

- **Step 1:** Tips for finding a unique and feasible subject could be added.
- **Step 2:** Advice on what to look for in a supervisor and how to collaborate effectively.
- **Step 3:** Guidance on formulating a strong and researchable problem statement.
- **Step 4:** Strategies for developing a comprehensive and logical outline.
- **Step 5:** Resources and methods for conducting thorough and efficient research.
- **Step 6:** Best practices for writing clearly and coherently, and for structuring content for maximum impact.
- **Step 7:** Techniques for self-editing and seeking constructive feedback.
- **Step 8:** Tips for creating engaging presentations and handling the Q&A session.

Determining the Topic

- All students who wish to write an academic thesis start with this initial step: finding the topic for their thesis.

- In some academic institutions, topics are provided to you.

- When choosing the thesis topic, you should prioritize the one that inspires you the most and is most relevant to your professional aspirations.

Determining the Topic

- Here is a list of criteria to consider to help you find your topic:
  - **Accessible**: Choose the topic that seems most approachable, the least complex based on your abilities/knowledge/desires.
  - **Achievable**: Select a topic for which access to documentation and people to interview is easier.
  - **Relevant**: Highlight the courses you are taking and/or your professional aspirations.
  - **Acceptable**: Validate the writing topic with your institution.
  - **Inspiring**: Choosing a topic that inspires you will be one of the keys to your success and motivation.

Selecting a Thesis Supervisor

Consideration should be given to the thesis advisor's supervisory capacity for the following purposes:

- To assist you in defining the choice of a topic, the research question, ...
- To help you narrow down your field of investigation
- To provide regular guidance throughout the year.
- Choosing a supervisor, therefore, involves researching:
  - Their expertise
  - Their availability

Crafting the Research Question

The research question is the central question that your thesis addresses.

- Your research question can address the following inquiries:
  - Why: The objective of the introduction is to justify the reasons for choosing this topic.
  - How: This involves explaining how you intend to approach this topic.
  - Hypotheses: Hypotheses should also be included, which will be partially or entirely confirmed in your subsequent discussions.

Building an Outline

- The process of creating an outline relies on a rigorous logic and is directly linked to your research question.

- To structure your academic thesis outline, you have several methods to choose from, depending on what makes sense for your topic:
  - Start with a simple idea and progress towards its complexity.
  - Begin with a general topic and proceed with specific examples.

Researching Relevant Information

- During this step, you take on the role of an investigator.
- This task leads you to consult various types of documents and conduct interviews.
- Your mission is to find pertinent and reliable information, including verifying the sources.

The main contents

- Title Page
- Acknowledgments
- Table of Contents
- Abstract
- List of Figures
- List of Tables
- Introduction
- Main Body of Research
- Conclusion / Recommendations
- Appendix
- Bibliography

Acknowledgments & Table of Contents

- Acknowledgments:
  - This is the page where you express your gratitude to the individuals who have contributed to the completion of your work (e.g., your thesis advisor, ...).

- Table of Contents:
  - Headings of sections in your research work,
  - Subheadings
  - Page numbers corresponding to each section.

Abstract

- Abstract:
  - A concise presentation of the topic, the objectives, the hypotheses formulated, the experimental methods employed, and the analysis of the results obtained (in French, English, and Arabic).

- List of Figures:
  - Details of all the figures (numbering and titles).

- List of Tables:
  - Details of all the tables (numbering and titles).

Introduction

- Introduction to the topic.
- Background and context.
- Research motivation.
- Research question or objectives.
- Scope and limitations.
- Significance of the study.
- Methodology.
- Thesis structure.
- Justification for the study.
- Key definitions.
- Strong thesis statement.

Main Body of Research:

- Literature Review / Relevant Works
  - Presentation of previous research
  - Formulation of the theoretical problem
  - Presentation of explanatory hypotheses
- Methodology / Solution
  - Presentation of the method used to address the posed problem
  - Description of the problem's solution
  - Description of the experimental conditions
- Analysis of Results
  - Presentation and analysis of the results
  - Interpretation of the results
  - Comparison with the results of other studies

Conclusion

- Reminder of the purpose of the work
- Summary of the most important results
- Personal recommendation on the research

Appendices & Bibliography

- Appendices:
  - Append long, useful documents (supporting documents, tables, graphs, etc.).
  - Ensure that appendices are referenced in the text.

- Bibliography:
  - This is a crucial part of the thesis.
  - All works cited in the body of the thesis must have a reference in the bibliography.
  - It reflects the work done and supplements the information provided in references.

Reviewing and proofreading

- Formatting:
  - A graduation thesis typically consists of around 50 pages, excluding appendices.
  - Pages should be consecutively numbered, except for the title page.
  - The text in the thesis should adhere to the line spacing and paper size guidelines provided by the institution, typically A4-sized white paper.
  - The left margin should be 3 cm, while all other margins should be at least 2 cm.
  - Once your thesis is fully written, we recommend undertaking a thorough proofreading process.
  - Avoid inconsistencies, spelling errors, grammar mistakes, etc.

Tools for Writing a Graduation Thesis

- Microsoft Word: is a word processing software published by Microsoft.

- LaTeX: is a document preparation language and system.
  - Some LaTeX editors include:
    - TeXstudio: is a highly powerful integrated development environment for writing LaTeX documents in PDF or other formats.
    - Overleaf: is an online, real-time collaborative LaTeX editor (https://www.overleaf.com/login).
    - Lyx: is a comprehensive and free LaTeX document editor.

Tools for Writing a Graduation Thesis

- A comprehensive set of text tools: (https://smallseotools.com/)

- Online Translation Tools:
  - Google transalation: https://translate.google.com/
  - DeepL: is a relatively recent translation tool (launched in 2017) but often considered the most efficient (https://www.deepl.com/translator).

- Turnitin: plagiarism detection service used by educational institutions to check the originality of students' academic papers by comparing them to a vast database of existing content, https://www.turnitin.com/

Grammar and Spelling Checkers

- Reverso Corrector: is a range of translation software and an internet portal offering a set of linguistic tools.

- Grammarly: is an online platform for grammar checking, spelling correction, and plagiarism detection (https://www.grammarly.com/).

- Antidote: is software for grammatical correction and writing assistance in both French and English, featuring a grammar checker, ten dictionaries, ten linguistic guides, and more (https://www.antidote.info/en/).

Documentation Sources

- Search engine: Google Scholar (https://scholar.google.com/)
- Scientific Journals:
  - SNDL (National System of Online Documentation): SNDL provides access to national and international electronic documentation (https://www.sndl.cerist.dz/)
- Books:
  - Library Genesis (LibGen): is a search engine for scientific articles and books (http://libgen.rs/)

Bibliographic Management Software:

- Bibliographic management software automates the creation of citations and bibliographies in accordance with a selected bibliographic style.
  - Zotero: Zotero is a free, open-source reference management software. (https://www.zotero.org/download/)
  - EndNote: EndNote is bibliographic management software designed for managing references from books and research work. (https://endnote.com/)
  - Mendeley: Mendeley is bibliographic management software designed for managing and sharing research work. (https://www.mendeley.com/)

Mind Mapping Software

- A mind mapping tool is an application that allows individuals and groups to brainstorm and create mental maps.
  - Xmind (https://www.xmind.net/)
  - Gitmind (https://gitmind.com/)

- Time Management Applications: The goal of these applications is to help you focus on any task you are working on, such as studying, writing, and more.
  - Pomofocus (https://pomofocus.io/)
  - Tomato Timer (https://tomato-timer.com/)

Sync and Organize Your Documents

- Synchronization minimizes the risk of data loss by duplicating your data on your local workstation and an internet server.

- ▪ Google Drive: is a cloud-based file storage and sharing service launched by Google (15 GB of free storage). (www.google.dz/drive/)

- ▪ Dropbox: is an online service for storing and sharing copies of local files offered by Dropbox, Inc (2 GB of free storage) (www.dropbox.com)