



**FACHHOCHSCHULE
WIENER NEUSTADT**

Austrian Network for Higher Education

University of Applied Sciences

PHRASE BANK

IMPERSONALITY TASK

As you skim through this phrase bank, examine the following numbers closely:

5, 6, 9, 14, 26, 39

What could be improved as relates to impersonality?

How are the following different?

47, 49, 52, 54, 58

Answers may be found on the final slide.

INTRODUCTION



- (1) The purpose/aim/intention of this paper is to summarise and discuss recent contributions to the theory of ...
- (2) The purpose of this paper is to give an account of ... / to outline the development of ...
- (3) This paper describes ... / analyses ... / is intended to provide a full account of ...
- (4) This paper surveys the progress that has been made with ...
- (5) This paper reports on a project which aims at describing ...
I shall first discuss the genesis of the project and the importance of...
I shall then outline the aims and methods of the project, and the results that have been obtained, referring also to ...
Finally I shall attempt some tentative explanations of...
- (6) In this paper I shall briefly describe ... Then I shall explain ... and discuss ...

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INTRODUCTION



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- (7) Although this paper is intended to be a factual account of ..., and not a discussion of ..., it may be useful to look briefly at ...
- (8) This paper sketches the history of ... and presents the implications of ... for...
- (9) In this paper we [two authors!] seek to explore in some detail First, we draw on relatively recent work in linguistics ... Second, we attempt to show how... In particular, we argue that ...
- (10) This paper has a dual objective. On the one hand, it seeks to explore ... On the other hand, it aims to highlight ...
- (11) The main concern of this paper is to show how ...
- (12) It will be argued that ...

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INTRODUCTION



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- (13) This paper examines the extent to which ...
- (14) I shall/will address the following four questions: First, ... Second, ... Third, ... Finally, ...
- (15) **"This article will address this lack of theoretical research by outlining the major arguments for and against electronic performance monitoring and subsequently applying theories from both organizational behavior and organizational communication to illuminate conditions under which electronic performance monitoring should lead to either positive or negative results"** (Alder and Tompkins 1997: 261; emphasis added).

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CITING SOURCES



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- (16) As X points out ...
- (17) X draws our attention to Y...
- (18) In a book/article entitled ...
- (19) X makes the point that ...
- (20) According to X,
- (21) Rose (1961) and Zoutendijk (1960) have proposed using a modified form of this technique.
- (22) Jones and Miller (2001) suggest/state/argue that ...
- (23) "A growing stream of research supports this contingency point of view. **Eisenman (1986), for example, found that** the monitored workers he surveyed were not concerned about monitoring because ..." (Alder and Tompkins 1997: 267; emphasis added).

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REFERRING



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- (24) As mentioned above ...
- (25) In the next section the phenomenon will be analysed in somewhat greater detail.
- (26) In this chapter we shall be concerned with the procedures for maximising output.
- (27) The rest of the paper will be devoted to an analysis of the most important hedging techniques.
- (28) The examples analysed in the previous section have one feature in common ...
- (29) This aspect of the problem is discussed in more detail in Section 7.
- (30) As was pointed out in Section 3.2, ...

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- (31) For recent figures see Table 4.1 in Section 4.2.2.
- (32) Sections 2 and 3 will present A, and Section 4 will deal with B. Section 5 will review C and discuss D. Sections 6 and 7 deal with E, with Section 6 focusing on E1 and Section 7 focusing on key aspects of E2.
- (33) As these comments show ...
- (34) **"The remainder of this article will build on this research** by describing the conditions under which the potential negative outcomes of monitoring may be rendered nugatory, resulting in positive employee responses and improved organizational performance" (Alder and Tompkins 1997: 267; emphasis added).

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ADDING INFORMATION



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- (39) The point I wish to make is that ...
- (40) The following points need to be made ...
- (41) Two basic situations should be distinguished.
- (42) The process has the following characteristics ...
- (43) Another interesting matter is ...
- (44) Another example is ...
- (45) The key question is, then, how ...

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SUMMARIZING & CONCLUDING



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- (46) "**Four arguments** have been used to show the inherent immorality of the capitalist system. **One** holds that ... A **second** and related argument says that ... A **third** claims that ... The **fourth** claims that ..." (Chryssides and Kaler 1993: 42; emphasis added).
- (47) "**Having now established** some long-term aims and some measures to assess how successfully the organisation is working towards achieving these aims, **we now need to look at** each of these aims and establish some clear assessable objectives or accomplishments which can be achieved within a specific time frame" (Courtney 1996: 51; emphasis added).

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SUMMARIZING & CONCLUDING



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- (48) In conclusion ...
- (49) To conclude, I return to the simile mentioned once or twice in this chapter ...
- (50) **"To conclude, here are some key points** about introducing change as part of the process of enabling an organisation to develop" (Courtney 1993: 140; emphasis added).
- (51) To sum up, ...
- (52) I have tried to set out some of the reasons for ...
- (53) The aim of this article has been to profile X and suggest ways in which researchers can achieve added insights into ...
- (54) I began this paper by suggesting that ... The analysis shows that ...

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CONCLUDING



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- (55) The main concern has been to illustrate the effects of ...
- (56) The general conclusion of this paper is that ...
- (57) This paper has attempted to illustrate ...
- (58) **"We have shown that** electronic monitoring may constitute an invasion of worker privacy and result in increased stress and decreased performance. **On the other hand, we have also demonstrated that** the proper use of technology to monitor workers may produce benefits for both organizations and their workers. **This article has combined and extended** theories of organizational identification, concertive control, and organizational justice **to account for** the varied results companies experience with electronic performance monitoring" (Alder and Tompkins 1997: 283-284; emphasis added).

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IMPERSONALITY TASK: SOLUTION



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5, 6, 9, 14, 26, 39

What could be improved as relates to impersonality?

Reformulate to eliminate 'I' and 'we'

How are the following different?

47, 49, 52, 54, 58

As these occur in the summary or conclusion, 'I' and 'we' are acceptable