

Methodology part

Language focus

Use **present tense** to restate the aim/ purpose of your paper: *this paper investigates the effects....*

Most parts of this section use **past tense** + passive:

How it was done (passive voice + by ing): the test **was carried out by using** a saturated solution of ...

Why it was done (passive voice + to + verb): the **was used to measure**...

Use of sub-headings

This section often has *subheadings* which should, whenever possible, match those to be used in the results section.

Describing sequence

Sequence, or order, is important in describing processes. The table below shows some common expressions.

first	the first step is..	to begin with	initially
beforehand/ before this	at the same time	during	after this/ later
secondly, thirdly, etc.	next/the next step is...	subsequently	in the following stage
following this	lastly/ finally	the last stage	the last step is to

You may also want to explain:

how something is done:	or why something is done:
<ul style="list-style-type: none">slowly/ carefullywith care/ precisionin a careful way/ manner	<ul style="list-style-type: none">so as (not) to...so that...in order (not) to...

Describing methods Language

<https://www.phrasebank.manchester.ac.uk/describing-methods/>

Describing the process: sequence words

To begin this process, ...

The first step in this process was to ...

The second method used to identify X involved ...

Prior to	commencing the study, ethical clearance was sought from ... analysing the interview data, the transcripts were checked for ... data collection, the participants received an explanation of the project. undertaking the investigation, ethical clearance was obtained from ...
After	'training', the participants were told that ... collection, the samples were shipped back to X in ... testing for the presence of antibodies, the blood was ... the appliance was fitted, the patients attended X every four weeks.
On	arrival at the clinic, patients were asked to ... completion of X, the process of parameter estimation was carried out obtaining written informed consent from the patients, a questionnaire was ...
Once	the samples were extracted, it was first necessary to ... the Xs were located and marked, a thin clear plastic ruler ... the exposures were completed, the X was removed from the Y and placed in ... the positions had been decided upon, the Xs were removed from each Y and ...
Following	correction for ..., X was reduced to ... conformational analysis of X, it was necessary to ... administration of X to patients, we assessed the effects on ... this treatment, the samples were recovered and stored overnight.
When	dividing X, care was taken to ... removing X, it was important to ... inviting the participants, the purpose of the research was clearly explained.

The subjects were *then* shown a film individually and were asked to ...
The soil was *then* weighed again, and this weight was recorded as ...
The results were corrected for the background readings and *then* averaged before ...
These ratings were *then* made for the ten stimuli to which the subject had been exposed ...
The analysis was checked when initially performed and *then* checked again at the end of ...
Finally, questions were asked as to the role of ...
In the follow-up phase of the study, participants were asked ...
The final stage of the study comprised a semi-structured interview with participants who ...

Describing the process: adverbs of manner

The medium was then *aseptically* transferred to a conical flask.
A sample of the concentrate was then *carefully* injected into ...
The tubes were *accurately* reweighed to six decimal places using ...
The soil was then placed in a furnace and *gradually* heated up to ...
The vials were shaken *manually* to allow the soil to mix well with the water.
The resulting solution was *gently* mixed at room temperature for ten minutes and ...

Describing the process: 'using' + instruments

Data were collected using two high spectral resolution Xs.
Semi-automated genotyping was carried out using X software and ...
Using the X-ray and looking at the actual X, it was possible to identify ...
Comparisons between the two groups were made using unrelated t-tests.
The data were recorded on a digital audio recorder and transcribed using a ...
Statistical significance was analysed using analysis of variance and t-tests as appropriate.
Using an Anthos Micro plate Reader, we were able to separate single cells into different ...
15 subjects were recruited using email advertisements requesting healthy students from ...
All the work on the computer was carried out using Quattro Pro for Windows and ...

Indicating methodological problems or limitations

In particular, the analysis of X was problematic.
In observational studies, there is a potential for bias from ...
The small size of the dataset meant that it was not possible to ...
Further data collection is required to determine exactly how X affects Y.
Another major source of uncertainty is in the method used to calculate X.
In this investigation there are several sources for error. The main error is ...
It was not possible to investigate the significant relationships of X and Y further because...
The responses relating to X were subjective and were therefore susceptible to recall bias.