

Contents

Preface	<i>xix</i>
Acknowledgments	<i>xxvi</i>
About the Author	<i>xxxi</i>
Credits	<i>xxxii</i>

PART I: Writing an Essay 1

1

Thinking About Purposes and Audiences 2

1a	Understanding the elements of writing	3
1b	Understanding purposes for writing	3
1c	Understanding audiences for writing	8
1d	Understanding the effect of tone	13
1e	Using outside sources for writing	15
1f	Knowing the tools that can help you as a writer	17

2

Planning and Shaping 20

2a	Understanding the writing process	20
2b	Adjusting for each writing situation	22
2c	Thinking through a topic for writing	25
2d	Gathering ideas for writing	27
2e	Keeping an idea book and a journal	28
2f	Freewriting	29
2g	Brainstorming	30
2h	Asking the journalist's questions	32
2i	Mapping	33
2j	Using incubation	34
2k	Shaping ideas	35
2l	Grouping ideas by levels of generality	35
2m	Sequencing ideas for writing	36
2n	Shaping writing by drafting a thesis statement	37
2o	Using collaborative writing	42
2p	Knowing how to outline	44

CONTENTS

3**Drafting and Revising 51**

- 3a** Getting started 51
- 3b** Knowing how to draft 53
- 3c** Knowing how to revise 55
- 3d** Knowing how to edit 61
- 3e** Knowing how to proofread 63
- 3f** Case study: A student writing an essay 64

4**Writing Paragraphs 76**

- 4a** Understanding paragraphs 76
- 4b** Writing unified paragraphs 78
- 4c** Supporting the main idea of a paragraph 82
- 4d** Writing coherent paragraphs 85
- 4e** Arranging a paragraph 91
- 4f** Using rhetorical strategies in paragraphs 97
- 4g** Writing introductory, transitional, and concluding paragraphs 105

5**Critical Thinking, Reading, and Writing 111**

- 5a** Understanding critical thinking 111
- 5b** Engaging in critical thinking 112
- 5c** Understanding the reading process 113
- 5d** Engaging in the reading process 114
- 5e** Engaging in critical reading 121
- 5f** Distinguishing between summary and synthesis 126
- 5g** Writing a critical response 129
- 5h** Assessing evidence critically 131
- 5i** Assessing cause and effect critically 137
- 5j** Assessing reasoning processes critically 138
- 5k** Recognizing and avoiding logical fallacies 143

6**Writing Argument 149**

- 6a** Choosing a topic for a written argument 150
- 6b** Developing an assertion and a thesis statement for a written argument 152

CONTENTS

6c	Considering the audience for written argument	154
6d	Using the classical pattern for written argument	155
6e	Using the Toulmin model for argument	156
6f	Defining terms in written argument	157
6g	Reasoning effectively in written argument	158
6h	Establishing a reasonable tone in written argument	161
6i	Writing and revising a written argument	161

PART II: Understanding Grammar and Writing Correct Sentences 169

7**Parts of Speech and Sentence Structures 170***PARTS OF SPEECH 170*

7a	Recognizing nouns	170
7b	Recognizing pronouns	171
7c	Recognizing verbs	173
7d	Recognizing verbals	173
7e	Recognizing adjectives	174
7f	Recognizing adverbs	176
7g	Recognizing prepositions	177
7h	Recognizing conjunctions	178
7i	Recognizing interjections	179

SENTENCE STRUCTURES 180

7j	Defining the sentence	180
7k	Recognizing subjects and predicates	180
7l	Recognizing direct and indirect objects	182
7m	Recognizing complements, modifiers, and appositives	184
7n	Recognizing phrases	186
7o	Recognizing clauses	188
7p	Recognizing sentence types	193

8**Verbs 196**

8a	Understanding verbs	196
	<i>VERB FORMS 198</i>	
8b	Recognizing the forms of main verbs	198
8c	Using the -s form of verbs	199
8d	Using regular and irregular verbs	200
8e	Using auxiliary verbs	206
8f	Using intransitive and transitive verbs	208

CONTENTS

VERB TENSE 210

- 8g** Understanding verb tense 210
- 8h** Using the simple present tense 210
- 8i** Forming and using the perfect tenses 211
- 8j** Forming and using progressive forms 212
- 8k** Using accurate tense sequence 213
- MOOD* 217
- 8l** Understanding mood 217
- 8m** Using correct subjunctive forms 217
- VOICE* 219
- 8n** Understanding voice 219
- 8o** Writing in the active voice, not the passive voice, except to convey special types of emphasis 220
- Focus on Revising** 223

9

Case of Nouns and Pronouns 227

- 9a** Understanding case 227
- 9b** Using the same cases for pronouns in compound constructions as in simple constructions 228
- 9c** Matching noun and pronoun cases in appositives 231
- 9d** Avoiding the objective case after linking verbs 231
- 9e** Using *who*, *whoever*, *whom*, and *whomever* 232
- 9f** Using the appropriate pronoun after *than* or *as* 235
- 9g** Using pronouns with infinitives 236
- 9h** Using pronouns with *-ing* words 236
- 9i** Using *-self* pronouns 237

10

Pronoun Reference 238

- 10a** Making a pronoun refer clearly to a single antecedent 239
- 10b** Placing pronouns close to their antecedents for clarity 239
- 10c** Making a pronoun refer to a definite antecedent 241
- 10d** Not overusing *it* 243
- 10e** Using *you* only for direct address 244
- 10f** Using *who*, *which*, and *that* correctly 245

CONTENTS

11**Agreement 247***SUBJECT-VERB AGREEMENT 247*

- 11a** Understanding subject-verb agreement 247
- 11b** Using the final *-s* or *-es* either for plural subjects or for singular verbs 247
- 11c** For agreement, ignoring words between a subject and verb 250
- 11d** Using verbs with subjects connected with *and* 251
- 11e** Making the verb agree with the nearest subject 252
- 11f** Using verbs in inverted word order 253
- 11g** Using verbs with indefinite pronouns 254
- 11h** Using verbs in context for collective nouns 255
- 11i** Making a linking verb agree with the subject—not the subject complement 256
- 11j** Using verbs that agree with the antecedents of *who*, *which*, and *that* 256
- 11k** Using verbs with amounts, fields of study, and other special nouns 257
- 11l** Using singular verbs for titles of written works, companies, and words as terms 258

PRONOUN-ANTECEDENT AGREEMENT 259

- 11m** Understanding pronoun-antecedent agreement 259
- 11n** Using pronouns with antecedents connected with *and* 260
- 11o** Making the pronoun agree with the nearest antecedent 261
- 11p** Using pronouns with indefinite-pronoun antecedents 262
- 11q** Avoiding sexist pronoun use 262
- 11r** Using pronouns with collective-noun antecedents 263

12**Using Adjectives and Adverbs 266**

- 12a** Distinguishing between adjectives and adverbs 266
- 12b** Using adverbs—not adjectives—to modify verbs, adjectives, and other adverbs 268
- 12c** Not using double negatives 268
- 12d** Using adjectives—not adverbs—as complements after linking verbs 269
- 12e** Using correct comparative and superlative forms of adjectives and adverbs 270
- 12f** Avoiding too many nouns as modifiers 273

13**Sentence Fragments 275**

- 13a** Testing for sentence completeness 276
- 13b** Revising dependent clauses punctuated as sentences 280
- 13c** Revising phrases punctuated as sentences 281
- 13d** Revising sentence fragments in lists and examples 284
- 13e** Recognizing intentional fragments 285
- Focus on Revising** 286

14**Comma Splices and
Run-Together Sentences 290**

- 14a** Recognizing comma splices and run-together sentences 292
- 14b** Using a period or semicolon to correct comma splices and run-together sentences 292
- 14c** Using coordinating conjunctions to correct comma splices and run-together sentences 293
- 14d** Revising an independent clause into a dependent clause to correct a comma splice or run-together sentence 295
- 14e** Using a semicolon or a period before a conjunctive adverb or other transitional expression between independent clauses 297
- Focus on Revising** 300

15**Awkward Sentences 304**

- 15a** Avoiding unnecessary shifts 305
- 15b** Avoiding misplaced modifiers 311
- 15c** Avoiding dangling modifiers 315
- 15d** Avoiding mixed sentences 317
- 15e** Avoiding incomplete sentences 320
- Focus on Revising** 323

PART III: Writing Effectively 327**16****Conciseness 328**

- 16a** Eliminating wordy sentence structures 328
- 16b** Eliminating unneeded words 334
- 16c** Revising redundancies 337

CONTENTS

17**Coordination and Subordination 340***COORDINATION 340*

- 17a** Understanding coordination 340
- 17b** Using coordinate sentences to show relationships 342
- 17c** Using coordinate sentences for effect 343
- 17d** Avoiding the misuse of coordination 343

SUBORDINATION 345

- 17e** Understanding subordination 345
- 17f** Choosing the subordinate conjunction appropriate to your meaning 347
- 17g** Using subordination to show relationships 348
- 17h** Avoiding the misuse of subordination 349
- 17i** Balancing subordination and coordination 350

18**Parallelism 353**

- 18a** Understanding parallelism 353
- 18b** Using words in parallel form 354
- 18c** Using phrases and clauses in parallel form 355
- 18d** Using parallel structures with coordinating and correlative conjunctions and with *than* and *as* 355
- 18e** Repeating function words in parallel elements 356
- 18f** Using parallel and balanced structures for impact 357
- 18g** Using parallel sentences for impact in longer passages 358
- 18h** Using parallelism in outlines and lists 361

19**Variety and Emphasis 363**

- 19a** Understanding variety and emphasis 363
- 19b** Varying sentence length 363
- 19c** Using an occasional question, mild command, or exclamation 366
- 19d** Choosing the subject of a sentence according to your intended emphasis 367
- 19e** Adding modifiers to basic sentences for variety and emphasis 367
- 19f** Inverting standard word order 370
- 19g** Repeating important words or ideas to achieve emphasis 371

20**Understanding the Meaning of Words 373**

- 20a** Using dictionaries 374
- 20b** Choosing exact words 379
- 20c** Increasing your vocabulary 384

21**Understanding the Effect of Words 387**

- 21a** Using appropriate language 387
- 21b** Avoiding sexist language 389
- 21c** Using figurative language 392
- 21d** Avoiding clichés 394
- 21e** Avoiding artificial language 395

22**Spelling and Hyphenation 398**

- 22a** Eliminating careless spelling errors 399
- 22b** Spelling homonyms and commonly confused words 399
- 22c** Using spelling rules for plurals, suffixes, and *ie*, *ei* words 404
- 22d** Using hyphens correctly 407

PART IV: Using Punctuation and Mechanics 413**23****Periods, Question Marks, and Exclamation Points 414***PERIODS 414*

- 23a** Using a period at the end of a statement, a mild command, or an indirect question 414
- 23b** Using periods with most abbreviations 415

QUESTION MARKS 415

- 23c** Using a question mark after a direct question 415
- 23d** Using a question mark in parentheses 416

EXCLAMATION POINTS 416

- 23e** Using an exclamation point for a strong command or an emphatic declaration 416
- 23f** Avoiding the overuse of exclamation points 417

CONTENTS

24**Commas 419**

- 24a** Using a comma before a coordinating conjunction that links independent clauses 420
- 24b** Using a comma after an introductory clause, phrase, or word 423
- 24c** Using commas to separate items in a series 425
- 24d** Using a comma to separate coordinate adjectives 428
- 24e** Using commas to set off nonrestrictive (nonessential) elements, but not restrictive (essential) elements 430
- 24f** Using commas to set off transitional and parenthetical expressions, contrasts, words of direct address, and tag sentences 433
- 24g** Using commas to set off quoted words from explanatory words 435
- 24h** Using commas in dates, names, addresses, and numbers according to accepted practice 436
- 24i** Using commas to clarify meaning 440
- 24j** Avoiding misuse of the comma 441
- Focus on Revising*** 445

25**Semicolons 449**

- 25a** Using a semicolon between closely related independent clauses 449
- 25b** Using a semicolon before a coordinating conjunction joining independent clauses containing commas 450
- 25c** Using a semicolon when conjunctive adverbs or other transitional expressions connect independent clauses 450
- 25d** Using a semicolon between items in a series 451
- 25e** Avoiding misuse of the semicolon 452

26**Colons 455**

- 26a** Using a colon after an independent clause to introduce a list, an appositive, or a quotation 455
- 26b** Using a colon between two independent clauses 456
- 26c** Using a colon in standard formats 456
- 26d** Avoiding misuse of the colon 457

CONTENTS

27**Apostrophes 460**

- 27a** Using an apostrophe to form the possessive case of nouns and indefinite pronouns 460
- 27b** Not using an apostrophe with the possessive forms of personal pronouns 462
- 27c** Using an apostrophe to stand for omitted letters, numbers, or words in contractions 463
- 27d** Using 's to form plurals of letters, numerals, symbols, and words when used as terms 464
- 27e** Avoiding misuse of the apostrophe 464

28**Quotation Marks 467**

- 28a** Using quotation marks to enclose short direct quotations 467
- 28b** Using quotation marks with titles of short works 472
- 28c** Using quotation marks for words used in special senses or for special purposes 473
- 28d** Avoiding the misuse of quotation marks 474
- 28e** Following accepted practices for quotation marks with other punctuation 475

29**Other Punctuation Marks 477**

- THE DASH* 477
- 29a** Using the dash 477
- PARENTHESES* 479
- 29b** Using parentheses 479
- BRACKETS* 482
- 29c** Using brackets 482
- THE ELLIPSIS* 483
- 29d** Using the ellipsis 483
- THE SLASH* 486
- 29e** Using the slash 486

CONTENTS

30**Capitals, Italics, Abbreviations, and
Numbers 489***CAPITALS 489*

- 30a** Capitalizing the first word of a sentence 489
- 30b** Capitalizing listed items 490
- 30c** Capitalizing the first letter of an introduced quotation 490
- 30d** Capitalizing short words 491
- 30e** Capitalizing nouns and adjectives according to standard practice 491

ITALICS (UNDERLINING) 495

- 30f** Using standard practice for italicizing titles and other words, letters, or numbers 495
- 30g** Using italics sparingly for special emphasis 498

ABBREVIATIONS 498

- 30h** Using abbreviations with time and symbols 498
- 30i** Using abbreviations with titles, names and terms, and addresses 499
- 30j** Using abbreviations in documentation according to standard practice 500
- 30k** Using *etc.* 503

NUMBERS 503

- 30l** Using spelled-out numbers 503
- 30m** Using numbers according to standard practice 504

PART V: Writing Research 507**31****Using Sources and Avoiding Plagiarism 508**

- 31a** Avoiding plagiarism 508
- 31b** Understanding the concept of documentation 512
- 31c** Using quotations effectively 513
- 31d** Paraphrasing accurately 519
- 31e** Summarizing accurately 523
- 31f** Using verbs effectively to integrate source material into your prose 526

32**The Processes of Research Writing 528**

- 32a** Understanding research writing 528
- 32b** Scheduling for research writing 530
- 32c** Using a research log 531
- 32d** Transforming a research topic into a research question 533
- 32e** Determining the purpose and audience for your research paper 537
- 32f** Preparing to undertake research 538
- 32g** Deciding whether to conduct field research 541
- 32h** Using a search strategy for conducting research 542
- 32i** Using *LCSH* and compiling a list of subject headings and keywords 543
- 32j** Understanding how to take notes 545
- 32k** Using reference works 548
- 32l** Using specialized reference books 550
- 32m** Using a library's book catalogue 553
- 32n** Using periodicals 555
- 32o** Using electronic databases 558
- 32p** Using the government documents collection 559
- 32q** Interviewing an expert 560
- 32r** Drafting a thesis statement for a research paper 562
- 32s** Outlining a research paper 564
- 32t** Drafting and revising a research paper 564

33**Successful Online Research 567**

- 33a** Knowing about online research 567
- 33b** Searching the Web 568
- 33c** Designing a search strategy for online research 569
- 33d** Narrowing an online search for information 571
- 33e** Avoiding plagiarism of online sources 579
- 33f** Evaluating online sources 580

34**MLA, APA, CM, CBE, and COS Documentation Styles 584**

- 34a** Understanding the concept of documentation 584
- 34b** Creating a working bibliography 586
- 34c** Using MLA-style documentation 588

CONTENTS

- 34d** Using APA-style documentation 619
- 34e** Using CM-style documentation 639
- 34f** Using CBE-style documentation 652
- 34g** Using Columbia online-style documentation 660

35**Case Study: A Student Writing an MLA Research Paper 671**

- 35a** Observing the processes of researching and writing an MLA-style research paper 671
- 35b** Analyzing an MLA-style research paper 675

36**Case Study: A Student Writing an APA Research Paper 712**

- 36a** Observing the processes of researching and writing an APA-style research paper 712
- 36b** Looking at the final draft of an APA-style research paper 715

PART VI: Writing Across the Curriculum and in the Public World 727**37****Comparing the Different Disciplines 728**

- 37a** Recognizing similarities and differences among the disciplines 728

38**Writing About Literature 733**

- 38a** Understanding methods of inquiry into literature 733
- 38b** Understanding purposes and practices in writing about literature 734
- 38c** Using documentation style for writing about literature 735
- 38d** Writing different types of papers about literature 735
- 38e** Three case studies of students writing about literature 738

CONTENTS

39**Writing in the Social Sciences and Natural Sciences 757**

- 39a** Understanding methods of inquiry in the social sciences 757
- 39b** Understanding writing purposes and practices in the social sciences 758
- 39c** Using documentation style in the social sciences 759
- 39d** Writing different types of papers in the social sciences 760
- 39e** Understanding ways of gathering information in the sciences 761
- 39f** Understanding writing purposes and practices in the natural sciences 761
- 39g** Using documentation style in the natural sciences 762
- 39h** Writing different types of papers in the natural sciences 763

40**Business Writing 767**

- 40a** Writing and formatting a business letter 767
- 40b** Writing and formatting a job application letter 770
- 40c** Writing and formatting a résumé 774
- 40d** Writing e-mail 777
- 40e** Writing a memo 778

41**Writing Under Pressure 779**

- 41a** Understanding cue words and key terms 779
- 41b** Writing effective responses to essay-test questions 782
- 41c** Using strategies when writing under pressure 783

PART VII: Writing When English Is a Second Language 785*PREFACE FOR ESL STUDENTS 786***42****ESL****Singulars and Plurals 789**

- 42a** Understanding the concept of count and noncount nouns 789
- 42b** Using determiners with singular and plural nouns 791

CONTENTS

42c Using correct forms in *one of* constructions, for nouns used as adjectives, and with *States* in names and titles 793

42d Using nouns with irregular plurals 794

43
ESL
Articles 796

43a Using *a*, *an*, or *the* with singular count nouns 796

43b Using articles with plural nouns and with noncount nouns 798

43c Using *the* with proper nouns and with gerunds 800

44
ESL
Word Order 803

44a Understanding standard and inverted word order in sentences 803

44b Understanding the placement of adjectives 806

44c Understanding the placement of adverbs 807

45
ESL
Prepositions 810

45a Recognizing prepositions 811

45b Using prepositions with expressions of time and place 811

45c Using prepositions in phrasal verbs 813

45d Using prepositions in common expressions 814

46
ESL
Gerunds, Infinitives, and Participles 815

46a Using gerunds and infinitives as subjects 816

46b Using a gerund, not an infinitive, as an object after certain verbs 816

46c Using an infinitive, not a gerund, as an object after certain verbs 818

46d Knowing how meaning changes when certain verbs are followed by a gerund or an infinitive as an object 820

46e Understanding that meaning does not change whether a gerund or an infinitive follows certain sense verbs 820

46f Choosing between *-ing* forms and *-ed* forms for adjectives 821

CONTENTS

47
ESL

Modal Auxiliary Verbs 824

- 47a** Conveying ability, necessity, advisability, possibility, and probability with modals 825
- 47b** Conveying preferences, plans, and past habits with modals 828
- 47c** Recognizing modals in the passive voice 829

Usage Glossary *Usage-1*

Terms Glossary *Terms-1*

Index *Index-1*

List of Charts by Content *Charts-1*