

BRIEF CONTENTS

Preface xxi

PART 1 Writing: Skills and Process 2

1. An Introduction to Writing 4
2. The Writing Process 16

PART 2 Writing Effective Paragraphs 44

3. Four Steps for Writing, Four Bases for Revising 46
4. Nine Patterns of Paragraph Development 85
5. Moving from Paragraph to Essay 126

PART 3 Sentence Skills 150

SECTION I Sentences 152

6. Subjects and Verbs 153
7. Fragments 162
8. Run-Ons 179
9. Sentence Variety I 195

SECTION II Verbs, Pronouns, and Agreement 209

10. Standard English Verbs 210
11. Irregular Verbs 220
12. Subject-Verb Agreement 231
13. Consistent Verb Tense 241
14. Additional Information about Verbs 245
15. Pronoun Reference, Agreement, and Point of View 252
16. Pronoun Types 263

SECTION III Modifiers and Parallelism 275

17. Adjectives and Adverbs 276
18. Misplaced Modifiers 283
19. Dangling Modifiers 289
20. Faulty Parallelism 295
21. Sentence Variety II 304

SECTION IV Punctuation and Mechanics 318

22. Paper Format 319
23. Capital Letters 324

- 24. Numbers and Abbreviations 334
- 25. End Marks 339
- 26. Apostrophes 342
- 27. Quotation Marks 354
- 28. Commas 365
- 29. Other Punctuation Marks 379

SECTION V Word Use 385

- 30. Dictionary Use 386
- 31. Spelling Improvement 395
- 32. Omitted Words and Letters 402
- 33. Commonly Confused Words 407
- 34. Effective Word Choice 423

PART 4 Readings for Writers 436**INTRODUCTION TO THE READINGS 438****GOALS AND VALUES 442****EDUCATION AND SELF-IMPROVEMENT 483****HUMAN GROUPS AND SOCIETY 537****APPENDIXES 585**

- A. Parts of Speech 586
- B. ESL Pointers 597
- C. Sentence-Skills Diagnostic Test 609
- D. Sentence-Skills Achievement Test 614
- E. Answers to Activities in Part 3 619

Credits 637

Index 639