

PART 1 Writing: Skills and Process 1

1. An Introduction to Writing 3
2. The Writing Process 15

PART 2 Effective Paragraphs 46

3. Four Steps for Writing, Four Bases for Revising 49
4. Nine Patterns of Paragraph Development 84
5. Moving from Paragraph to Essay 125

PART 3 Sentence Skills 150

SECTION I Sentences

6. Subjects and Verbs 154
7. Fragments 162
8. Run-Ons 179
9. Sentence Variety I 195

SECTION II Verbs, Pronouns, and Agreement

10. Standard English Verbs 210
11. Irregular Verbs 219
12. Subject-Verb Agreement 230
13. Consistent Verb Tense 239
14. Additional Information about Verbs 243
15. Pronoun Reference, Agreement, and Point of View 250
16. Pronoun Types 261

SECTION III Modifiers and Parallelism

17. Adjectives and Adverbs 274
18. Misplaced Modifiers 281
19. Dangling Modifiers 286
20. Faulty Parallelism 292
21. Sentence Variety II 300

SECTION IV Punctuation and Mechanics

22. Paper Format 315
23. Capital Letters 320
24. Numbers and Abbreviations 329

- 25. End Marks 334
- 26. Apostrophes 337
- 27. Quotation Marks 349
- 28. Commas 360
- 29. Other Punctuation Marks 374

SECTION V Word Use

- 30. Dictionary Use 381
- 31. Spelling Improvement 390
- 32. Omitted Words and Letters 397
- 33. Commonly Confused Words 402
- 34. Effective Word Choice 418

PART 4 Readings for Writers 430

GOALS AND VALUES 435

EDUCATION AND SELF-IMPROVEMENT 472

HUMAN GROUPS AND SOCIETY 532

APPENDIXES 561

- A. Parts of Speech 562
- B. ESL Pointers 573
- C. Sentence Skills Diagnostic Test 585
- D. Sentence Skills Achievement Test 591
- E. Answers to Exercises in Part Three 596
- F. A Writer's Journal 611

Preface xvii

Part 1 Writing: Skills and Process

1. An Introduction to Writing 3

Understanding Point and Support 4

An Important Difference between Writing and Talking 4

Point and Support in Two Cartoons 5

Point and Support in a Paragraph 6

Writing as a Skill 9

Why Does Your Attitude toward Writing Matter? 9

Writing as a Process of Discovery 11

Keeping a Journal 12

2. The Writing Process 15

How Do You Reach the Goals of Effective Writing? 16

Prewriting 16

Technique 1: Freewriting 16

Technique 2: Questioning 19

Technique 3: Making a List 20

Technique 4: Clustering 21

Technique 5: Preparing a Scratch Outline 22

Writing the First Draft 24

Writing a First Draft: A Student Model 24

Revising 25

Revising: A Student Model 26

Editing and Proofreading 28

Editing Tips 28

Proofreading Tips 29

Editing and Proofreading: A Student Model 29

Tips on Using a Computer 31

Using a Computer at Each Stage of the Writing Process 32

Using Peer Review 34

1. Identification 34

2. Scratch Outline 34

3. Comments 35

Review Activities 35

Prewriting 35

Outlining, Drafting, and Revising 36

Taking a Writing Inventory 38

Chapter Review 39

Part 2 Writing Effective Paragraphs 46

3. Four Steps for Writing, Four Bases for Revising 49

What Are the Steps to Writing Effective Paragraphs? 49

Step 1: Make a Point 49

Step 2: Back up Your Point 53

Step 3: Organize the Support 70

Step 4: Write Clear, Error-Free Sentences 76

Four Bases for Revising Writing 76

Base 1: Unity 76

Base 2: Support 77

Base 3: Coherence 79

Base 4: Sentence Skills 80

4. Nine Patterns of Paragraph Development 84

Important Considerations in Paragraph Development 84

Knowing Your Subject 84

Knowing Your Purpose and Audience 85

Patterns of Development 86

1. Exemplification 87

A Paragraph to Consider 87

Writing an Examples Paragraph 88

2. Process 90

A Paragraph to Consider 91

Writing a Process Paragraph 92

3. Cause and Effect 95

A Paragraph to Consider 95

Writing a Cause-and-Effect Paragraph 96

4. Comparison and Contrast 98

Two Paragraphs to Consider 99

Writing a Comparison or Contrast Paragraph 101

5. Definition 104

A Paragraph to Consider 104

Writing a Definition Paragraph 105

6. Classification and Division 107

Two Paragraphs to Consider 107

Writing a Division-Classification Paragraph 105

7. Description 111

A Paragraph to Consider 111

Writing a Descriptive Paragraph 112

- 8. Narration 116
 - A Paragraph to Consider 116
 - Writing a Narrative Paragraph 117
- 9. Argument 120
 - A Paragraph to Consider 120
 - Writing an Argument Paragraph 121

5. Moving from Paragraph to Essay 125

- What Is an Essay? 125
 - Differences between an Essay and a Paragraph 125
 - The Form of an Essay 125
 - A Model Essay 126
- Important Points about the Essay 128
 - Introductory Paragraph 128
- Common Methods of Introduction 128
 - Supporting Paragraphs 130
 - Transitional Sentences 130
 - Concluding Paragraph 131
- Essays to Consider 131
- Planning the Essay 134
 - Outlining the Essay 134
 - Form for Planning an Essay 134
- Practice in Writing the Essay 135
 - Understanding the Two Parts of a Thesis Statement 135
 - Supporting the Thesis with Specific Evidence 136
 - Identifying Introductions 137
 - Revising an Essay for All Four Bases: Unity, Support, Coherence, and Sentence Skills 139
- Essay Assignments 142
- Additional Writing Assignments 145

Part 3 Sentence Skills 150

Section I: Sentences

6. Subjects and Verbs 154

- A Simple Way to Find a Subject 155
- A Simple Way to Find a Verb 155
- More about Subjects and Verbs 157
 - Distinguishing Subjects from Prepositional Phrases 157
 - Verbs of More than One Word 158
 - Compound Subjects and Verbs 160

7. Fragments 162

- What Fragments Are 163
- Dependent-Word Fragments 163
 - How to Correct Dependent-Word Fragments 164
- ing* and *to* Fragments 167
 - How to Correct *-ing* Fragments 167
 - How to Correct *to* Fragments 168
- Added-Detail Fragments 169
 - How to Correct Added-Detail Fragments
- Missing-Subject Fragments 171
 - How to Correct Missing-Subject Fragments 172

8. Run-Ons 179

- What Are Run-Ons? 180
 - A Warning: Words That Can Lead to Run-Ons 180
- Correcting Run-Ons 181
 - Method 1: Period and a Capital Letter 181
 - Method 2: Comma and a Joining Word 184
 - Method 3: Semicolon 186
 - Semicolon Alone 186
 - Semicolon with a Transition 187
 - Transitional Words 187
 - Method 4: Subordination 188
 - Dependent Words 189

9. Sentence Variety I 195

- Four Traditional Sentence Patterns 195
 - The Simple Sentence 195
 - The Compound Sentence 196
 - The Complex Sentence 197
 - The Compound-Complex Sentence 201
- Review of Subordination and Coordination 202

Section II: Verbs, Pronouns, and Agreement

10. Standard English Verbs 210

- Regular Verbs: Dialect and Standard Forms 211
 - Present Tense Endings 211
 - Past Tense Endings 213
- Three Common Irregular Verbs: Dialect and Standard Forms 214

- 11. Irregular Verbs 219**
 - A Brief Review of Regular Verbs 220
 - List of Irregular Verbs 220
 - Troublesome Irregular Verbs 225

- 12. Subject-Verb Agreement 230**
 - Words between the Subject and the Verb 231
 - Verb before the Subject 232
 - Indefinite Pronouns 233
 - Compound Subjects 234
 - Who, Which, and That* 235

- 13. Consistent Verb Tense 239**
 - Keeping Tenses Consistent 239

- 14. Additional Information about Verbs 243**
 - Verb Tense 243
 - Present Perfect 244
 - Past Perfect 244
 - Present Progressive 244
 - Past Progressive 244
 - Verbals 245
 - Infinite 245
 - Participle 246
 - Gerund 246
 - Active and Passive Verbs 247

- 15. Pronoun Reference, Agreement, and Point of View 250**
 - Pronoun Reference 251
 - Pronoun Agreement 253
 - Indefinite Pronouns 254
 - Indefinite Pronouns 256
 - Pronoun Point of View 256

- 16. Pronoun Types 261**
 - Subject and Object Pronouns 261
 - Subject Pronouns 262
 - Object Pronouns 263
 - Relative Pronouns 265
 - Points to Remember about Relative Pronouns 266
 - Possessive Pronouns 267
 - Demonstrative Pronouns 268

Reflexive Pronouns 270

Points to Remember about Reflexive Pronouns 270

Section III: Modifiers and Parallelism

17. Adjectives and Adverbs 274

Adjectives 274

What Are Adjectives? 274

Using Adjectives to Compare 275

Points to Remember about Adjectives 275

Adverbs 277

What Are Adverbs? 277

A Common Mistake with Adjectives and Adverbs 277

Well and *Good* 278

18. Misplaced Modifiers 281

What Misplaced Modifiers Are and How to Correct Them 281

19. Dangling Modifiers 286

What Dangling Modifiers Are and How to Correct Them 286

20. Faulty Parallelism 292

Parallelism Explained 292

21. Sentence Variety II 300

-ing Word Groups 300

-ed Word Groups 301

-ly Openers 302

To Openers 304

Prepositional Phrase Openers 305

Series of Items 307

Adjectives in Series 307

Verbs in Series 308

Section IV: Punctuation and Mechanics

22. Paper Format 315

Guidelines for Preparing a Paper 316

23. Capital Letters 320

Main Uses of Capital Letters 321

First Word in a Sentence or Direct Quotation 321

Names of Persons and the Word *I* 321

Names of Particular Places 321

Names of Days of the Week, Months, and Holidays 321

Names of Commercial Products	322
Titles of Books, Magazines, Articles, Films, Television Shows, Songs, Poems, Stories, Papers That You Write, and the Like	322
Names of Companies, Associations, Unions, Clubs, Religious and Political Groups, and Other Organizations	322
Other Uses of Capital Letters	323
Names That Show Family Relationships	323
Titles of Persons When Used with Their Names	324
Specific School Courses	324
Languages	324
Geographic Locations	324
Historic Periods and Events	324
Races, Nations, and Nationalities	324
Opening and Closing of a Letter	325
Unnecessary Use of Capitals	325

24. Numbers and Abbreviations 329

Numbers	330
<i>Rule 1</i>	330
<i>Rule 2</i>	330
<i>Rule 3</i>	330
Abbreviations	331

25. End Marks 334

Period (.)	334
Question Mark (?)	334
Exclamation Point (!)	335

26. Apostrophes 337

Apostrophes in Contractions	338
Four Contractions to Note Carefully	339
Apostrophes to Show Ownership or Possession	340
Points to Remember	341
Apostrophes versus Possessive Pronouns	343
Apostrophe versus Simple Plurals	343
Apostrophes with Plural Words Ending in -s	345

27. Quotation Marks 349

Quotation Marks to Set Off the Words of a Speaker or Writer	350
Indirect Quotations	352
Quotation Marks to Set Off the Titles of Short Works	354
Other Uses of Quotation Marks	356

28. Commas 360

- Six Main Uses of the Comma 361
 - Commas between Items in a Series 361
 - Commas after Introductory Material 362
 - Commas around Words Interrupting the Flow of Thought 363
 - Commas between Complete Thoughts Connected by Joining Words 365
 - Commas with Direct Quotations 367
 - Commas with Everyday Material 368
- Unnecessary Use of Commas 369

29. Other Punctuation Marks 374

- Colons (:) 374
- Semicolons (;) 375
- Dashes (—) 376
- Hyphens (-) 377
- Parentheses () 378

Section V: Word Use**30. Dictionary Use 381**

- Spelling 382
- Syllabication 382
- Pronunciation 383
 - Vowel Sounds 383
- The Schwa (ə) 384
- Accent Marks 384
- Full Pronunciation 384
- Other Information about Words 385
 - Parts of Speech 385
 - Principal Parts of Irregular Verbs 385
 - Plural Forms of Irregular Nouns 386
 - Meanings 386
 - Etymology 387
 - Usage Labels 387
 - Synonyms 388

31. Spelling Improvement 390

- Step 1: Using the Dictionary 390
- Step 2: Keeping a Personal Spelling List 391
- Step 3: Mastering Commonly Confused Words 391
- Step 4: Using a Computer's Spell-Checker 391

Step 5: Understanding Basic Spelling Rules	391
Step 6: Understanding Plurals	392
Step 7: Mastering a Basic Word List	394
32. Omitted Words and Letters	397
Finding Omitted Words and Letters	397
Omitted Words	398
Omitted -s Endings	398
33. Commonly Confused Words	402
Homonyms	402
Other Words Frequently Confused	409
Incorrect Word Forms	414
34. Effective Word Choice	418
Slang	419
Clichés	420
Pretentious Words	421
Wordiness	423
Correction Symbols	427
Part 4 Readings for Writers 430	
GOALS AND VALUES 435	
Sister Helen Mrosla, “All the Good Things”	435
Paul Logan, “Rowing the Bus”	440
Marta Salinas, “The Scholarship Jacket”	447
Andy Rooney, “Tickets to Nowhere”	453
Delores Curran, “What Good Families Are Doing Right”	457
EDUCATION AND SELF-IMPROVEMENT 468	
Ben Carson with Cecil Murphey, “Do It Better!”	468
James Lincoln Collier, “Anxiety: Challenge by Another Name”	476
Anita Garland, “Let’s Really Reform Our Schools”	482
Janny Scott, “How They Get You to Do That”	489
Rudolph Verderber, “Dealing with Feelings”	496
Grant Berry, “A Change of Attitude”	503
Beth Johnson, “Let’s Get Specific”	511
HUMAN GROUPS AND SOCIETY 521	
Katherine Barrett, “Old before Her Time”	521
Amy Tan, “The Most Hateful Words”	529

Bill Wine, “Rudeness at the Movies” 534
Alice Walker, “My Daughter Smokes” 540

Appendixes 561

Appendix A: Parts of Speech 548

Appendix B: ESL Pointers 559

Appendix C: Sentence Skills Diagnostic Test 571

Appendix D: Sentence Skills Achievement Test 577

Appendix E: Answers to Exercises in Part Three 582

Appendix F: A Writer’s Journal 597

Credits 599

Index 601

READINGS Listed by Rhetorical Mode

Note: Some selections are listed more than once because they illustrate more than one pattern of development.

EXEMPLIFICATION

- All the Good Things*, Sister Helen Mrosla 435
What Good Families Are Doing Right, Delores Curran 460
Anxiety: Challenge by Another Name, James Lincoln Collier 481
Old before Her Time, Katherine Barrett 532
How They Get You to Do That, Janny Scott 496
Dealing with Feelings, Rudolph F. Verderber 504
Rudeness at the Movies, Bill Wine 546
The Most Hateful Words, Amy Tan 541
Let's Get Specific, Beth Johnson 521

PROCESS

- Anxiety: Challenge by Another Name*, James Lincoln Collier 481
Let's Get Specific, Beth Johnson 521
Let's Really Reform Our Schools, Anita Garland 488

COMPARISON OR CONTRAST

- Rowing the Bus*, Paul Logan 441
Tickets to Nowhere, Andy Rooney 455
Old before Her Time, Katherine Barrett 532
The Most Hateful Words, Amy Tan 541
My Daughter Smokes, Alice Walker 553

DEFINITION

- What Good Families Are Doing Right*, Delores Curran 460
Anxiety: Challenge by Another Name, James Lincoln Collier 481
Rowing the Bus, Paul Logan 441
Let's Really Reform Our Schools, Anita Garland 488

DIVISION-CLASSIFICATION

- Dealing with Feelings*, Rudolph F. Verderber 504
Rudeness at the Movies, Bill Wine 546
What Good Families Are Doing Right, Delores Curran 460
Let's Get Specific, Beth Johnson 521

DESCRIPTION

- Rowing the Bus*, Paul Logan 441
Old before Her Time, Katherine Barrett 532
Rudeness at the Movies, Bill Wine 546
Let's Really Reform Our Schools, Anita Garland 488

CAUSE AND EFFECT

- The Scholarship Jacket*, Marta Salinas 448
Tickets to Nowhere, Andy Rooney 455
Do It Better!, Ben Carson (with Cecil Murphey) 472
Anxiety: Challenge by Another Name, James Lincoln Collier 481
Old before Her Time, Katherine Barrett 532
Let's Really Reform Our Schools, Anita Garland 488
How They Get You to Do That, Janny Scott 496
Dealing with Feelings, Rudolph F. Verderber 504
The Most Hateful Words, Amy Tan 541
Rudeness at the Movies, Bill Wine 546

NARRATION

- All the Good Things*, Sister Helen Mroska 435
Rowing the Bus, Paul Logan 441
The Scholarship Jacket, Marta Salinas 448
My Daughter Smokes, Alice Walker 553
Tickets to Nowhere, Andy Rooney 455
Do It Better!, Ben Carson (with Cecil Murphey) 472
Old before Her Time, Katherine Barrett 532
The Most Hateful Words, Amy Tan 541
A Change of Attitude, Grant Berry 511

ARGUMENT

- The Scholarship Jacket*, Marta Salinas 448
Anxiety: Challenge by Another Name, James Lincoln Collier 481
Let's Really Reform Our Schools, Anita Garland 488
Rudeness at the Movies, Bill Wine 546