

# Contents

Foreword by James M. McCrimmon xiii

Preface xiv

## Part 1 The Writing Process 3

### Chapter 1 Toward Purposeful Writing 5

The Writer's Environment and Habits 8

The Stages of the Writing Process 10

*Planning* 10 *Drafting* 10 *Revising* 11 *Working Within the Process* 11

Making Decisions in the Writing Process 13

Selecting Your Subject 14

*Guidelines for Selecting Your Subject* 17

Analyzing Your Audience 18

*Guidelines for Analyzing Your Audience* 22

Determining Your Purpose 22

*Forming a Working Purpose: The Hypothesis* 23 *Testing Your Hypothesis* 25

*Purpose and Thesis* 26 *Guidelines for Determining Your Purpose* 28

### Chapter 2 Planning 35

Getting Started 35

Sources and Strategies 36

Using Memory in Writing 37

*Code Words* 37 *Brainstorming* 39 *Freewriting* 41 *Keeping a Journal* 44

Using Observation in Writing 48

*Lookout Spots* 49 *Scouting* 50 *Mapping* 54 *Speculating* 59

Using Research in Writing 63

*Search Questions* 63 *Interviewing* 64 *Reading* 69

Mixing Sources and Strategies 75

A Final Word About Planning 76

### Chapter 3 Drafting 85

The Scratch Outline 87

Drafting a Hypothesis 92

The Discovery Draft 95

The Descriptive Outline 98



Composing an Effective Thesis	101
<i>Making Your Thesis Restricted, Unified, and Precise</i>	102
Constructing a Formal Outline	106
<i>Testing the Outline: Evaluation and Discussion Problem</i>	108
A Final Word About Drafting	110

## Chapter 4 Revising 119

Looking to Revise	121
<i>How You Look at It</i>	121
<i>How Someone Else Looks at It</i>	121
<i>How It Looks</i>	122
Reading to Revise	123
<i>Reading for Subject</i>	124
<i>Reading for Audience</i>	124
<i>Reading for Purpose</i>	125
Revision Agenda	126
Revising: A Case Study	128
<i>Revising for Subject</i>	132
<i>Revising for Audience</i>	136
<i>Revising for Purpose</i>	140
A Final Word About Revising	146

## Part 2 The Expression of Ideas 155

### Chapter 5 Common Methods of Development 157

Narration	159
Description	163
Illustration	165
Comparison	168
<i>The Divided Pattern of Comparison (<math>A+B</math>)</i>	168
<i>The Alternating Pattern of Comparison (<math>A/B+A/B</math>)</i>	171
Classification	173
Process Analysis	177
Causal Analysis	180
Definition	183

### Chapter 6 Paragraphs: Units of Development 193

Paragraphing and Purpose	194
The Requirements of Topical Paragraphs	195
Unity	195
<i>The Topic Sentence</i>	199
Completeness	201
Order	204
<i>General to Particular</i>	204
<i>Particular to General</i>	205
<i>Whole to Parts</i>	206
<i>Question to Answer, Effect to Cause</i>	207
Coherence	209
<i>Coherence Through Pronoun Reference</i>	212
<i>Coherence Through Repetitive</i>	



Structure	213	Coherence Through Contrasted Elements	214	Coherence Through Connections Between Paragraphs	215
Special Paragraphs	216	Introductory Paragraphs	217	Transitional Paragraphs	220
		Concluding Paragraphs	221		
Revising Paragraphs	223	Revising Special Paragraphs	227		

## Chapter 7 Sentences: Patterns of Expression 231

Expanding and Combining Sentences	232
Expanding Sentences by Modification	233
Combining Sentences by Coordination	236
Using Parallel Structures	238
Combining Sentences by Subordination	242
The Relation of Combination to Purpose	244
Types of Sentences and Their Effects	248
The Balanced Sentence	248
The Periodic Sentence	249
Revising Sentences	252
Revision for Clarity	252
Revision for Emphasis	255
Revision for Economy	260
Revision for Variety	263

## Chapter 8 Diction: The Choice of Words 269

Denotation and Connotation	270
Three Qualities of Good Diction	271
Appropriateness	271
Specificity	278
Imagery	282
Revising Diction	289
Eliminating Vagueness	289
Eliminating Jargon	292
Eliminating Triteness	295
Eliminating Ineffective Imagery	298

## Chapter 9 Tone and Style 301

Tone	301
Informativeness and Affectiveness	302
Distance	307
Style	309
Style Defined	309
Language and Range of Styles	311
Some Practical Advice About Style	318
Guidelines for Revising Your Style	323

## Chapter 10 Persuasion 329

Changing the Reader's Image	330
Fitting the Persuasion to the Audience	331
Means of Persuasion	333
Trustworthiness	333
Emotional Appeal	338
Argument	343
Common Types of Arguments	349
Types of Premises	350
Types of Inferences	352



Refuting Fallacies 365

*Ignoring the Burden of Proof* 365 *Begging the Question* 366 *Argumentum ad Hominem* 367 *Extension* 367 *Red Herring* 368 *Unjustifiable Emotional Appeal* 368 *Hasty Generalization* 369 *Stereotype* 369 *Either-or Fallacy* 370 *Oversimplified Cause* 370 *Unexamined Analogies* 371

## Part 3 Special Assignments 379

### Chapter 11 The Essay Examination 381

Read the Question Carefully 382  
Think Out Your Answer Before Writing 387  
Write a Complete Answer 389  
Do Not Pad Your Answer 391

### Chapter 12 The Critical Essay 401

Planning 401  
*Situation* 410 *Character* 411 *Plot* 413 *Dramatic Conflict* 413  
*Theme* 413 *Structure* 414 *Symbol* 416 *Irony* 417 *Point of View* 417  
*Voice* 418  
Types of Emphasis 426  
*Technical Analysis* 426 *Interpretation* 431 *Evaluation* 433  
Writing the Paper 435

### Chapter 13 Planning the Research Paper 445

Understanding the Assignment 447  
*The Survey* 447 *The Argument* 447  
Making a Schedule 448  
Selecting a Subject 451  
Finding Sources 454  
*Background Information* 455 *Subject Headings (Descriptors)* 459  
*Bibliographies* 460 *Card Catalog* 461 *Periodical Indexes* 465 *Newspapers, Documents, Microforms, and Computer Search* 468  
Evaluating Sources 470  
*Guidelines for Evaluating Sources* 470 *Additional Short Cuts for Evaluating Sources* 471  
Taking Notes 474  
*Source Cards* 474 *Note Cards* 475 *Photocopying* 480  
Filling Gaps 481

### Chapter 14 Writing the Research Paper 483

Organizing a Preliminary Outline 484  
Developing a Thesis 487



Writing the First Draft 489

*Creating the Right Introduction* 490

Quoting Sources 494

*Introduction to Quotation* 495 *Length of Quotation* 497 *Manipulating*

*Quotations* 498 *Paraphrase* 498 *Plagiarism* 499

Documenting Sources 500

*Sample Notes* 504

Listing Sources 507

*Sample Entries* 508

Typing the Final Draft 513

General Format 514

Annotated Research Paper: "Preparing for the Information Age: An Analysis of AT&T Advertising" 517

## **Chapter 15 Business Writing** 569

Letter of Complaint 569

The Form of the Business Letter 572

Job Search 574

Résumé 575

The Form of the Résumé 578

Letter of Application 580

Writing on the Job 582

Letters of Inquiry and Response 583

*Inquiry* 583 *Response* 585

Memorandums 588

## **Handbook of Grammar and Usage** 593

### **A Point of View Toward Usage** 594

The Evolution of English 594 Standards of Usage 596

### **Sentence Structure** 599

Review of Sentence Elements 599 Period Fault and Sentence

Fragment 604 Fused Sentences 605 Run-on Sentences 606 Comma

Splice 607 Faulty Parallelism 609 Dangling Modifiers 611 Shifts in

Subjects and Verbs 613 Incomplete Constructions 616

### **Diction** 619

Using a Dictionary 619 Wrong Meaning 622 Inconsistent Diction 622

Vague Diction 622 Trite Diction 623 Inappropriate Image 623



## **Word Order** 624

Normal Order and Accepted Inversions 624    Ambiguous Order 625  
Awkward Separation of Elements 626    Unemphatic Order 627

## **Grammatical Forms** 630

Principal Parts of Verbs 630    Tense Forms 633    Case 637    Subject-Verb Agreement 641    Pronoun-Antecedent Agreement 647    Vague Pronoun Reference 650    Faulty Complement 651    Confusion of Adjective and Adverb 654

## **Punctuation** 656

Uses of the Comma 656    Misuse of the Comma 665    Uses of the Semicolon 667    Misuse of the Semicolon 668    The Period 669    Question and Exclamation Marks 670    The Colon 671    Quotation Marks 672    Punctuation with Quotation Marks 674    The Apostrophe 676    Ellipsis 677    Dash 678    Parentheses and Brackets 679

## **Mechanics** 682

Spelling 682    Abbreviations 691    Use of Capital Letters 692    Hyphenation 695    Use of Italics and Underlining 698    Forms of Numbers 699

## **Glossary of Grammatical and Literary Terms** 703

## **A Checklist of Troublesome Usages** 720

## **Index of Authors and Titles** 741

## **Index** 743



# Index

Authors and titles of all writers and works quoted in the text — both professional and student — will be found in the Index of Authors and Titles, which begins on page 741. Because student writers and writing play a critical role in many chapters in the text, they are also indexed in further detail in this index.

- Abbreviations, 691–692
- Accusative case, 637
- Active voice, 258–259
- Adjective clauses, 624
- Adjectives
  - as complements, 653–654
  - confusion with adverbs, 654–655
  - normal order in sentences, 624
  - in series, commas with, 657–658
- Adverbial clauses, 624, 653
- Adverbs
  - confusion with adjectives, 654–655
  - conjunctive, 608, 628–629, 661
  - normal order in sentences, 624
- Affective-informative tone, 302–307
- Allusions, 286–287
- Analogy
  - as imagery, 285–286
  - in reasoning, 352, 361–365
  - unexamined, 371–372
- Analysis
  - causal, 180–183
  - process, 177–180
- APA style of documentation, 501–502
- Apostrophe, uses of, 676–677
- Application, letters of, 580–582
- Appropriateness of word choice, 271–277
- Argument
  - cause in, 357–358, 370–371
  - common types of, 349–365
  - conclusions in, 343, 348
  - defined, 343, 349
  - as inference, 343–345
  - inferences, types of, 352–365
  - as means of persuasion, 343–349
  - premises in, 343–348, 350–352
  - proof in, 348
  - refuting fallacies, 365–372
  - structure of, 343–348
  - as type of research paper, 447–448
- Argumentum ad hominem*, 367
- Audience
  - analyzing, 18–22
  - fitting persuasion to, 331–333
  - reading for, when revising, 124–125
  - revising for, 136–137
  - and selecting subject for paper, 452–453
  - see also Reader
- Auxiliary verbs, 631
- Balanced sentences, 248–249
- Begging the question, 366–367
- Bibliographies
  - examples, 508–513, 565–567
  - final, 507–513
  - punctuation in, 508–509, 673
  - working, 460–461
- Biographies, reference works on, 457
- Brackets, use of, 498, 679
- Brainstorming
  - clustering results of, 89–91
  - from a code word, 39–41, 88–89
  - examples of, 39–40, 89
  - “Brandon’s Clown” (student essay: Wally), 29–31
- Burden of proof, ignoring, 365
- “Burn Again” (student essay: Mary)
  - drafting, 111–113
  - final draft, 148–152
  - planning (interviewing and reading), 67–69, 71–74
  - questions about revising, 147–148
- Business writing, 569–591
  - application, letters of (cover letters), 580–582
  - complaint, letters of, 569–571
  - form of letters, 572–574
  - inquiry, letters of, 583–585
  - memorandums, 588–591
  - response, letters of, 585–587
  - résumés, 575–580
- Capitalization, 692–695
- Card catalog (library), 461–465
- Case
  - defined, 637
  - errors in, 638–640
- Causal analysis
  - causal generalization, 352, 360–361
  - in developing writing, 180–183
  - in reasoning, 357–361



- Cause, in argument  
     contributory, 357–358  
     necessary, 357  
     oversimplified, 370–371  
     sufficient, 357
- Cause-and-effect relationships,  
     180, 182–183
- Character, as literary element,  
     411–413
- Citation of sources, *see*  
     Endnotes
- Clarity, revision for, 252–255
- Classification  
     as method of development,  
         173–177  
     systems used in libraries,  
         464–465
- Clauses  
     adjective, 624  
     adverbial, 624, 653  
     conditional, 624  
     defined, 599  
     elliptical, 612, 639  
     main, 232, 249–251, 624  
     noun, 624  
     subordinate, 232–236, 241,  
         250–251, 624, 634  
     use of colon with, 671
- Clustering  
     brainstorming ideas, 40–41,  
         89–91  
     example of, 90  
     information, 87
- Code words, 37–38  
     brainstorming from, 39–41,  
         88–89
- Coherence  
     through contrasted elements,  
         214  
     through paragraph connec-  
         tions, 215–216  
     in paragraphs, 209–216  
     through pronoun reference,  
         212  
     through repetitive structure,  
         213  
     through transitional markers,  
         214–215
- Collective nouns, 645–646, 649
- Colloquialisms, 273–275
- Colloquial style, 312, 315, 317
- Colon, uses of, 671–672
- Comma  
     with addresses, 658–659  
     with appositives, 660–661  
     with conjunctive adverb, 661  
     before connectives, 657  
     with contrast, 658  
     with dates, 658–659  
     with inversions, 664–665  
     with main clauses, 657  
     misuse of, 665–667  
     with place names, 658–659  
     with quotation marks, 674  
     with quotations, 658  
     for separation, 656–659  
     in series, 657–658  
     to set off elements, 659–664  
     with *therefore*, 662  
     with transitional connectives,  
         661  
     uses of, 656–665
- Comma splice, 607–609
- Comparatives, 639–640
- Comparison, 168–173  
     through allusions, 286–287  
     alternating pattern of,  
         171–173  
     through analogy, 285–286  
     divided pattern of, 168–171,  
         172  
     through metaphors, 283–285  
     in paragraphs, 226  
     through personification, 286  
     through similes, 282–283  
     using *than* or *as*, 639–640  
     *see also* Contrast
- Complements (grammatical)  
     adjectives as, 653–654  
     faulty, 651–653  
     of linking verbs, 600  
     of *to be*, 639
- Completeness  
     in paragraphs, 201–204  
     of test answers, 389–391
- Compound modifiers, hyphena-  
     tion of, 697
- Computer search for sources,  
     469
- Concluding paragraphs,  
     221–223
- Conclusions-premises, in argu-  
     ment, 343–348
- Conditional clauses, 624
- Conjunctions, *see* Connectives
- Conjunctive adverbs  
     comma use with, 661–662  
     joining main clauses, 608  
     order in sentence, 628–629
- Connectives  
     comma before, 657  
     coordinating, 249, 601  
     subordinating, 601–602  
     transitional, 608  
     within paragraphs, 212–215
- Connotations, 270–271
- Consistency  
     in diction, 274–277, 320, 622  
     grammatical, 615, 633–634  
     in style, 319–320  
     in tone, 319
- Contrast  
     for coherence, 214  
     comma use with, 658  
     defined, 168–169  
     example of, in test answer,  
         387  
     *see also* Comparison
- Contributory cause, in argu-  
     ment, 357–358
- Coordinating conjunctions  
     in balanced sentences, 249  
     comma use with, 657  
     as sentence element, 601
- Coordination in sentences,  
     236–238
- Cover letters, 580–582
- Critical essays, 401–443  
     defined, 401  
     evaluation, 433–435  
     interpretation, 431–433  
     and literary elements, 402,  
         410–425  
     planning, 401–425  
     technical analysis, 426–430  
     types of emphasis, 426–435  
     writing, 435–438
- Dangling modifiers, 611–613
- Dash  
     use of, 678  
     with quotation marks, 675
- Definition, 183–188  
     extended, 185–188  
     short, 184



- stipulative, 184
- Denotations, 270-271
- Description, 163-165
- Descriptive outlines, 98-101
  - used to revise paragraphs, 223-224
- Development, methods of, 157-191
  - causal analysis, 180-183
  - classification, 173-177
  - comparison, 168-173
  - definition, 183-188
  - description, 163-165
  - illustration, 165-167
  - narration, 159-162
  - process analysis, 177-180
  - questioning information, 157-159
- Dewey Decimal catalog system, 465
- Dialects, 596
- Diction, 269-299
  - appropriateness, 271-277
  - avoiding wrong meanings, 622, 686, 720-740
  - colloquialisms, 273, 274-275
  - concrete vs. abstract, 279
  - denotation and connotation, 270-271
  - good, 271-288
  - imagery, 282-288, 298
  - inconsistency in, 274-277, 320, 622
  - jargon, use of, 292-295
  - popular vs. learned words, 272-275
  - revising, 289-298
  - sensory words, use of, 280
  - slang, 273-274
  - specificity of, 278-282
  - style, 311-318
  - triteness, 295-298
  - vagueness, 289-292
- Dictionaries, 619-621
- Direct discourse
  - quotation marks with, 672-675
  - tense in, 634-635
- Discovery drafts, 95-98
  - attitudes toward, 85-86
  - examples of, 96-97, 129-131, 491, 492-493
  - for research papers, 489-494
  - to test hypothesis, 25
- Distance, as element of tone, 307-309
- Distortion of opposing views, 335-336, 337
- Documenting sources, 500-507
  - see also Bibliographies;
  - Endnotes
- Drafting, 85-117
  - defined, 10-11
  - descriptive outlines, 98-101
  - discovery drafts, 25, 85-86, 95-98, 129-131
  - as experimentation, 85-86
  - formal outlines, 106-110
  - hypotheses, 92-94
  - research papers, 489-494
  - résumés, 575
  - for revision, example of, 128-146
  - scratch outlines, 87-92
  - as stage in writing, 10-11
  - theses, 101-105
- Dramatic conflict, as literary element, 413
- Economy, revision for, 260-263
- Effect-to-cause paragraph order, 207-208
- Effect-to-effect reasoning, 357-360
- Either-or fallacy, 370
- Ellipses, use of, 477, 498, 677-678
- Elliptical clause, 612, 639
- Emotional appeal
  - as means of persuasion, 338-343
  - unjustifiable, 368-369
- Emphasis
  - italics and underlining for, 698-699
  - repetition for, 258
  - revision for, 255-260
  - types of, in critical essays, 426-435
  - and word order, 627-629
- Encyclopedias, 456-457
- Endnotes (footnotes)
  - for critical essays, 437-438
- examples, 504-507, 557-563
- punctuation in, 504
- for research papers, 500-507
- English language
  - dialects in, 596
  - evolution of, 594-595
  - Standard English, 596-597
  - standards of usage, 596-598
- Enumerative paragraph order, 206-207
- Essay examinations, 381-399
  - avoiding padding of answers, 391-399
  - common weaknesses in answers, 381
  - reading questions carefully, 382-387
  - thinking out answers, 387-389
  - writing complete answers, 389-391
- Etymology, 620-621
- Evaluation, in critical essays, 433-435
- Examinations, see Essay examinations
- Exclamation mark
  - with quotation marks, 675
  - use of, 670
- Expert testimony (as premise), 351
- Expository writing, 194
- Extension, as reasoning fallacy, 367-368
- Fairness, 335-337
- Fallacies, in reasoning
  - argumentum ad hominem*, 367
  - begging the question, 366-367
  - defined, 365
  - either-or argument, 370
  - extension, 367-368
  - hasty generalization, 369
  - ignoring burden of proof, 365
  - oversimplified cause, 370-371
  - red herring, 368
  - stereotype, 369-370
  - types of, 365-372
  - unexamined analogy, 371-372



- (Fallacies, *continued*)  
 unjustifiable emotional appeal, 368–369  
 “Father and Baseball” (student writing: Laurie), 42–43  
 first freewriting, 42  
 focused freewriting, 43
- Figures  
 plurals of, 676–677  
 when to use, 699–700
- Figures of speech, *see* Imagery
- Final drafts  
 general format, 514–515  
 typing, 513–514
- Footnotes, *see* Endnotes
- Formal outlines, 106–110, 485
- Formal style, 313–315, 317
- Freewriting, 41–44  
 when scouting, 50–53
- Frozen metaphors, 285
- Fused sentences, 605–606
- Generalization  
 causal, 352, 360–361  
 hasty, 369  
 as inference, 352–357
- General-to-particular paragraph order, 204–205, 208
- Genitive case, 637
- Gerunds, 603, 640
- Global revision, 11, 119–153
- Grammar  
 adjective-adverb confusion, 654–655  
 case, 637–641  
 and evolution of English language, 594–595  
 faulty complement, 651–654  
 grammatical terms, glossary of, 703–719  
 pronoun-antecedent agreement, 647–650  
 sentence structure, 599–618  
 subject-verb agreement, 641–647  
 tense, 633–636  
 vague pronoun reference, 650–651  
 verbs, principal parts of, 630–633
- Guidelines  
 for analyzing audience, 22  
 for determining purpose, 28  
 for evaluating sources, 470–471  
 for revising for style, 323  
 for selecting subject, 17–18
- Hasty generalization, 369
- Hogarth, William, engravings by, 76–80
- “Hooks,” *see* Introductory paragraphs, 218–220
- Hyphenation, 695–697
- Hypothesis  
 analyzing, 104–105  
 drafting, 92–94  
 forming, 23–25, 488–489  
 relation to thesis, 27  
 testing, 25–26, 74
- Illustration, as development method, 165–167
- Image (set of beliefs), 329–331
- Imagery  
 allusions, 286–287  
 analogies, 285–286  
 and diction, 282–288  
 inappropriate, 623  
 ineffective, 298–299  
 metaphors, 283–285, 298  
 personification, 286  
 similes, 282–283  
 trite, 295–297
- Imperative statement, 670
- Inconsistency, *see* Consistency
- Indefinite pronouns, 644, 676
- Indirect discourse, 634–635, 670
- Indirect object, 624
- Inferences  
 analogy, 352, 361–365  
 arguments as, 343–345  
 causal generalization, 352, 360–361  
 causal relation, 352, 357–360  
 generalization, 352–357  
 types of, 352–365
- Infinitives, 602–603, 635–636
- Inflection  
 and agreement, 641  
 case as system of, 637  
 declension of nouns, 594–595
- Information  
 clustering, 87, 89–91  
 filling gaps in, 481  
 gathering through memory, 37–48  
 gathering through observation, 48–63  
 gathering through research, 63–75, 454–473  
 questioning, 157–159  
 tone for conveying, 302–303
- Informative-affective tone, 302–307
- Inquiry, letters of, 583–585
- Interpretation, in critical essays, 431–433
- Interrupting constructions, 638, 659–663
- Interviews  
 evaluating, 67–69  
 managing, recording, 65–66  
 preparing for, 65
- Intransitive verbs, 600, 632
- Introductory paragraphs, “hook,” 218–220  
 for research papers, 490–494  
 thesis, 217–218
- Inversions  
 comma with, 664–665  
 in word order, 624–625
- Irony, as literary element, 417
- Irregular verbs, list of, 630–631
- Italics and underlining, use of, 698–699
- Jargon, 292–295
- Jenny (student writer: “Varsity Barbershop”), 56–59, 60–63
- Job applications, 574–582
- Jody (student writer: journal entries), 45–47
- Journal keeping, 44–47
- Judgments (as premise), 350–351
- Ken (student writer: “Preparing for the Information Age”), 453–454, 457–458, 472–473, 485–494, 517–567



Knowledgeability, 334-335

Kurt (student writer:  
"Mother"), 39-41

## Language

abstractness of, 320-322  
as basis of style, 311-318  
evolution of English, 594-595  
specificity of, 321-322

standards of usage, 596-598  
*see also* Diction; Words

Larry (student writer: "List  
Makers"), 88-92, 93-94,  
95-98, 99-101, 104-105,  
106-110

Laurie (student writer: "Father  
and Baseball"), 41-44

Learned vs. popular words, use  
of, 272-275

## Letters, business

of application, 580-582  
form of, 572-574  
of inquiry, 583-585  
of response, 585-587

## Library

card catalog, 461-465  
classification systems in,  
464-465  
finding sources for papers in,  
454-469  
periodical indexes, 465-469  
reference librarians, 454-455  
reference works in, 456-461

Library of Congress catalog sys-  
tem, 464

Linking verbs, 600

"List Makers" (student essay:  
Larry)

brainstorming, 88-90  
descriptive outline, 99-100  
developing thesis, 104-105  
discovery draft, 96-98  
drafting hypothesis, 93-94  
evaluating outline, 108-110  
formal outline, 106-108  
scratch outline, 91-92

Literature, basic elements of,  
410-425

Local revision, 11, 322  
diction, 289-298

paragraphs, 223-229  
sentences, 252-266

Lookout spots, for observation,  
49

## Main clauses

in basic sentences, 232  
normal order of, 624  
in periodic sentences,  
249-251

## Mapping

examples of, 57-58  
for observation, 54-59

Maria (student writer: business  
writing), 570-571, 573,  
576-579, 581-582, 585-587,  
589-591

Mary (student writer: "Burn  
Again"), 67-69, 72-74,  
111-113, 147-152

## Meaning

avoiding wrong, 622, 686,  
720-740  
choice of word for, 276-277  
connotations and denotations  
of words, 270-271

Memorandums, 588-591

Memory, use in planning,  
37-48

brainstorming, 39-41  
code words, 37-38  
freewriting, 41-44  
journal keeping, 44-47

## Metaphors

defined, 283-285  
frozen, or dead, 285  
mixed, 298

Misspelled words, list of fre-  
quently occurring, 687-691

Mixed metaphors, 298

MLA style of documentation,  
501-502

Moderate style, 314-315, 317

## Modifiers

compound, hyphenation of,  
697  
dangling, 611-613  
restrictive vs. nonrestrictive,  
662-663  
sentence, 232-236  
as sentence elements, 601

word order of, 625

*see also* Adjectives; Adverbs

"Mother" (student writing:  
Kurt)

brainstorming, 39-40  
clustering ideas, 40-41

Name calling, 335, 337

Narration, 159-162

Narrator's position, 160

Necessary cause, in argument,  
357

Neutral vowels, 683

Nominative case, 637

Note taking, for research,  
474-481

Noun clause, 624

## Nouns

of address, 661  
case of, 637  
collective, 645-646, 649  
declension of, 594-595  
plural, taking singular verb,  
646  
plurals, 676, 685  
possessive of, 676  
proper, 692-693  
and verb agreement, 645-646  
verbal (gerunds), 603

## Numbers

as figures or words, 699-700  
plural, taking singular verb,  
646  
Roman numerals, 700-701  
use of ellipses with, 678

Object (grammatical), 600, 624

Objective case, 637

## Observation

analysis of Hogarth engrav-  
ings, 76-80  
lookout spots for focusing, 49  
mapping, 54-59  
in planning, 48-63  
scouting, 50-54  
speculating about, 59-63

## Order

climactic word, 257-258  
effect-to-cause, 207-208  
emphatic word, 255-257



- enumerative, 204–207
- general-to-particular, 204–205, 208
- in paragraphs, 204–208
- particular-to-general, 205–206, 208
- partitive, 206–207
- question-to-answer, 207–208
- whole-to-parts, 206–207, 208
- see also* Word order
- Outlines
  - descriptive, 98–101, 223–224
  - evaluating, 108–110
  - formal, 106–108, 485
  - scratch, or preliminary, 87–92, 387–388, 484–487
- Oversimplified cause, 370–371
- Pace, in narration, 159
- Padding test answers, 391–399
- Papers, *see* Critical essays; Research papers
- Paragraphs, 193–229
  - coherence in, 209–216
  - completeness in, 201–204
  - concluding, 221–223
  - connections between, 215–216
  - defined, 193–194
  - enumerative, 206–207
  - four requirements for, 195
  - “hook,” 218–220
  - introductory, 217–220, 490–494
  - order in, 204–208
  - parallelism in, 213–214
  - partitive, 206–207
  - and purpose, 194–195
  - revising, 223–229
  - special, 216–223, 227–229
  - thesis, 217–218
  - topical, 195–216
  - transitional, 220–221
  - unity in, 195–201
- Parallelism
  - faulty, 609–611
  - in paragraphs, 213–214
  - in sentences, 238–242, 248–252, 609–611
- Paraphrase, 478–479, 498–499
- Parentheses, 670, 679
- Participial phrases, 241
- Participles
  - defined, 603
  - as principal parts of verbs, 630–631
  - tense of, 635–636
  - as verbals, 603
- Particular-to-general paragraph order, 205–206, 208
- Partitive paragraph order, 206–207
- Passive voice, 258–260
- Past participle, 630–632
- Past tense, 631–632
- Perfect infinitive, 635
- Perfect participle, 635
- Period
  - with main clauses, 604–605
  - and quotation marks, 674
  - with subordinate clauses, 604–605
  - use of, 669–670
- Period fault, 604–605
- Periodical indexes, 465–469
- Periodic sentences, 249–252
- Person
  - in narration, 160
  - and pronoun-antecedent agreement, 647–650
  - and subject-verb agreement, 641
- Personal pronoun, 648–649
- Personification, 286
- Persuasion, 329–377
  - by appeal to emotions, 338–343
  - by argument, 343–349
  - to change reader’s image, 329–331
  - defined, 329
  - fitting to audience, 331–333
  - means of, 333–349
  - by refuting fallacies, 365–372
  - by trustworthiness, 333–338
  - see also* Argument
- Photocopying, 480–481
- Plagiarism, 475, 499–500
- Planning, 35–83
  - answers in tests, 382, 387–389
  - business letters, 583–588
  - critical essays, 401–425
  - defined, 10
  - getting started, 5–8, 35–36
  - letters of complaint, 569–571
  - mixing strategies in, 75
  - moving on from, 76
  - research papers, 445–481
  - résumés, 575
  - strategies for, 36–37
  - using memory in, 37–38
  - using observation in, 48–63
  - using research in, 63–75
- Plot
  - as literary element, 413
  - in narration, 159
- Plurals
  - of figures, 676–677
  - of letters, 676–677
  - of nouns, 646–647, 676, 685
  - of numbers, 646
  - verb agreement with, 646
  - of words, 683
- Point of view
  - as literary element, 417–418
  - in narration, 160
- Popular vs. learned words, use of, 272–275
- Possessive case
  - apostrophe use with, 676
  - with gerund, 640
  - of pronouns, 637
- Predicates
  - in basic sentences, 231–232, 599–600
  - parallel, 240
- Prefixes, 684, 696
- Preliminary outlines, 87–92, 387–388, 484–487
- Premises
  - in argument, 343–348
  - expert testimony, 351
  - judgments, 350–351
  - statements of fact, 350
  - types of, 350–351
- Premises-conclusions, in argument, 343–348
- “Preparing for the Information Age: An Analysis of AT&T Advertising” (student research paper: Ken)
  - development of thesis, 488–489
  - final paper with annotations, 517–567



- first drafts, revision agendas, 491-493
- planning, 453-454, 458
- preliminary outline, 486
- research for, 465-468, 470, 473
- Prepositional phrases, 240-241
- Prepositions, word order and, 624
- Present infinitive, 635
- Present participle, 630-631, 635
- Present tense, 630-631
- Primary sources, 334-335
- Process analysis, 177-180
- Pronouns
  - agreement with antecedents, 641, 647-650
  - case of, 637-640
  - indefinite, 644, 676
  - personal, 648-649
  - possessive, 637
  - relative, 639
  - shifted, 613-614
  - use of, for coherence, 212
  - vague reference to antecedents, 650-651
- Proof, in argument, 348
- Proofreading, 324, 438
- Proper nouns, 692-693
- Punctuation
  - apostrophe, 676-677
  - in bibliographies, 508-509
  - brackets, 498, 679
  - colon, 671-672
  - comma, 656-667
  - dash, 678
  - ellipsis, 477, 498, 677-678
  - exclamation mark, 670
  - in footnotes, 504
  - marks, list of, 656
  - parenthesis, 679
  - period, 669-670
  - question mark, 670
  - quotation marks, 672-675
  - semicolon, 667-668
  - with technical terms, 673
- Purpose
  - combining sentences according to, 244-248
  - defined, 22-23
  - determining, 22-28, 47, 490, 493-494
  - forming a working, 23-25
  - guidelines for determining, 28
  - as guide to style, 311, 319
  - making final decision on, 26-27
  - paragraphs in relation to, 194-195
  - questioning information to discover, 157-159
  - reading for, when revising, 123-126
  - revising for, 140-146
  - tone as result of, 302-303, 322
- Question marks
  - with quotation marks, 674-675
  - use of, 670
- Question-to-answer paragraph order, 207-208
- Quotation marks
  - double, 672-673
  - punctuation with, 674-675
  - single, 673-674
- Quotations
  - in essays, 437
  - introducing, 495-497
  - length of, 497-498
  - manipulating, 498
  - in note taking, 477
  - out of context, 335, 336-337
  - plagiarizing, 475, 499-500
  - punctuation of, 672-675
  - in research papers, 494-500
  - use of ellipses with, 477, 498, 677
  - use of tense with, 634-635
- Reader
  - analyzing potential, 18-22, 123-125
  - changing image of, by persuasion, 329-331
  - universal, 20
  - see also* Audience
- Reading
  - for research, 69-75
  - for revising, 123-126
- Red herring, 368
- Reference works
  - bibliographies, 460-461
  - biographies, 457
  - encyclopedias, 456-457
  - Library of Congress Subject Headings*, 459
  - periodical indexes, 465-469
  - using, 456-461
- Relative pronouns, 639, 644, 649-650
- Repetition
  - for coherence, 213-214
  - for emphasis, 258
  - of parallel elements, 238-242
- Research
  - interviewing, 64-69
  - note taking, 474-481
  - reading, 69-75
  - search questions for, 63-64
  - in libraries, 454-473
- Research papers, planning, 445-481
  - evaluating sources, 470-473
  - finding sources, 454-469
  - information gaps, 481
  - note taking, 474-481
  - scheduling, 448-450
  - search strategy, 455-469, 455 (diagram)
  - selecting subject, 451-454
  - understanding the assignment, 447-448
- Research papers, writing, 483-567
  - annotated example, 518-567
  - developing a thesis, 487-489
  - documenting sources, 500-507
  - first draft, 489-494
  - format of paper, 514
  - introductory paragraphs, 490-494
  - listing sources, 507-513
  - organizing preliminary outline, 484-487
  - quoting sources, 494-500
  - typing final draft, 513-514
- Response, letters of, 585-587
- Restrictive modifiers, 662-663
- Résumés, 575-580



## Revising

- agenda for, 126–128, 131–132, 135–136, 139–140, 145–146, 492–493
- attitude toward, 119–120
- for audience, 136–137
- case study of, 128–146
- for clarity, 252–255
- diction, 289–298
- for economy, 260–263
- for emphasis, 255–260
- global, 11, 119–153
- local, 11, 223–229, 252–266, 289–298, 322
- paragraphs, 223–229
- for purpose, 140–141
- reading for, 123–126
- résumés, 575
- sentences, 252–266
- as stage in writing, 11
- for style, 322–323
- for subject, 132
- for variety, 263–266
- “Revising the Washington Monument” (student essay: Rod)
  - discovery draft, 129–131
  - planning for, 128–129
  - revised for audience, 136–139
  - revised for purpose, 140–145
  - revised for subject, 132–135
- Revision agenda, *see* Revising
- Rod (student writer: “Revising the Washington Monument”), 128–146
- Roman numerals, 700–701
- Run-on sentences, 606–607

Scouting, for observation, 50–54

Schedules, for writing research papers, 448–450

Scratch outlines, 87–92, 387–388, 484–487

Search question, 63–64

Search strategy, 455–469, 455 (diagram)

Secondary sources, 334–335

## Semicolon

- misuse of, 668
- with quotation marks, 675
- uses of, 667–668

Sensory verbs, 653–654

Sentence elements, basic, 599–604

Sentence expanding and combining, 231–248

by coordination, 236–238

by modification, 233–236

by parallelism, 238–242

in relation to purpose, 244–248

by subordination, 242–244

Sentence fragment, *see* Sentence structure

Sentence modifiers, 232–236

## Sentence revision

for clarity, 252–255

for economy, 260–263

for emphasis, 255–260

for variety, 263–266

Sentences, 231–267

arrangement of, to unify paragraphs, 195–198

balanced, 248–249

basic, 232, 599–604

combining according to purpose, 244–248

combining by coordination, 236–238

combining by subordination, 242–244

defined, 231–232

expanding by modification, 233–236

order of, in paragraphs, 204–208

parallelism in, 238–242

periodic, 249–252

revising, 252–266

structure of, 599–618

and style, 311–318

topic, 199–201

## Sentence structure

comma splice, 607–609

dangling modifiers, 611–613

elements of, 599–604

faulty parallelism, 609–611

fragment, 604–605

fused sentences, 605–606

incomplete constructions, 616–618

period fault and sentence fragment, 604–605

run-on sentences, 606–607

subject-verb shifts, 613–616

verbs and verbals, 602–604

Similes, 282–283

Situation, as literary element, 410–411

Slang, 273–274

Slanting, 335, 336, 337

Source references, *see* Endnotes

## Sources

documenting, 500–507

evaluating, 470–473

finding, for papers, 454–469

listing, 507–513

primary, 334–335

quoting, 494–500

recording on cards, 474–475

secondary, 334–335

of subjects for writing, 48–75

*see also* Bibliographies; Endnotes

Special paragraphs, *see* Paragraphs

## Specificity

of language, 320–322

of words, 278–282

Speculation, as planning strategy, 59–63

## Spelling

common error-causing word types, 682–683

common misspellings, list of, 687–691

rules of, 684–686

words easily confused, 686

Standard English, 596–597

Statements of fact (as premise), 350

Stereotypes, 369–370

## Structure

as literary element, 414–415

*see also* Sentence structure

## Student writers

Jenny, 56–63

Jody, 45–47

Ken, 453–454, 457–458, 472–473, 485–494, 517–567

Kurt, 39–41

Larry, 88–101, 104–110

Laurie, 41–44

Maria, 570–571, 573, 576–578, 579, 581, 582, 585–587, 589–591

Mary, 67–69, 72–74, 111–113, 147–152



- Rod, 128–146  
 Wally, 29–31  
*see also* under individual names
- Style  
 advice on choosing, 318–322  
 colloquial, 312, 315, 317  
 defined, 309–311  
 and diction, 272–277  
 of documentation, 501–502  
 formal, 313–314, 315, 317  
 inconsistency of, 274–277, 319–320  
 language as basis of, 311–318  
 moderate, 314–315, 317  
 revising for, 322–324  
 summary of kinds, 317 (table)
- Subject (grammatical)  
 agreement with verb, 641–647  
 of sentences, 231–233, 599–600  
 shifts in, 613–616
- Subjective case, 637
- Subjects for writing  
 exploring, evaluating, 36–37  
 memory as source of, 37–48  
 observation as source of, 48–63  
 reading for, when revising, 124  
 researching, 63–75  
 in research papers, 451–454  
 revising for, 132  
 selecting, 14–18, 451–453
- Subordinate clauses  
 normal order of, 624  
 parallel, 241  
 in periodic sentences, 250–251  
 as sentence modifiers, 232–236  
 tense of, 634
- Subordinating conjunction, 601–602
- Sufficient cause, in argument, 357
- Suffices, 684, 696
- Summarizing, in essays, 437
- Survey research papers, 447, 448. *See also* Research papers, planning
- Syllogism, 351
- “Symbolism in ‘Hunting Song’ ” (student essay), 432–433
- Symbols  
 interpreting, 436–437  
 as literary element, 416–417
- Synonyms, 620
- Technical analysis in critical essays, 426–430
- Tense  
 consistency of, 633–634  
 in direct vs. indirect discourse, 634–635  
 shifts in, 615  
 of verbs, listed, 630–631  
 in verbs and verbals, 635–636
- Term papers, *see* Research papers
- Theme, as literary element, 413–414
- Thesis  
 analyzing, when revising, 125–126  
 composing effective, 101–105  
 defined, 27  
 drafting of, 101–105  
 paragraphs, 217–218  
 precise, 27, 104  
 relating to purpose, 26–27, 487–488  
 restricted, 27, 102  
 taking tests, use in, 387–389  
 unified, 27, 102–104
- Thinking-in-writing, 36, 37  
 to analyze research, 71–74  
 strategies for, 38–48
- Time* magazine, 16, 282, 360–361
- Titles  
 capitalization of, 694  
 use of italics with, 698  
 use of quotation marks with, 673  
 verb agreement with, 646
- Tone  
 defined, 301–302  
 and distance between writer and reader, 307–309  
 inconsistency in, 319–320  
 informative-affective, 302–305  
 in letters of complaint, 571  
 matching to audience, 332
- Topical paragraphs, 195–216  
 coherence in, 209–216  
 completeness in, 201–204  
 four requirements for, 195  
 order in, 204–208  
 revising, 223–227  
 topic sentence in, 199–201  
 unity in, 195–201
- Topics, *see* Subjects for writing
- Topic sentences  
 in paragraphs, 199–201  
 use in taking tests, 387–389
- Transitional connectives  
 comma use with, 661  
 joining main clauses, 608  
 order in sentence, 628
- Transitional markers, 214–215, 661
- Transitional paragraphs, 220–221
- Transitive verbs, 600, 632
- Triteness in word choice, 295–298
- Troublesome usages, checklist of, 720–740
- Trustworthiness  
 defined, 333  
 fairness, 335–338  
 knowledgeability, 334–335  
 as means of persuasion, 333–338
- Underlining and italics, use of, 698–699
- Unexamined analogy, 371–372
- Unity in paragraphs, 195–201
- Universal reader, 20
- Usage  
 standards of, 596–598  
 troublesome, checklist of, 720–740
- Utility words, 289–290
- Vagueness  
 in pronoun reference, 650–651  
 in word choice, 289–292
- Variety, revision for, 263–266
- “Varsity Barbership” (student writing: Jenny)  
 lookout spot, 51–54



- mapping, 56–59
- speculating, 60–63
- Verbals
  - defined, 602
  - gerunds, 603
  - infinitives, 602–603
  - participles, 603
  - tense in, 635–636
- Verbs
  - agreement with subjects, 641–647
  - auxiliary, 631
  - in basic sentences, 232, 600
  - intransitive, 600, 632
  - irregular, list of, 630–631
  - linking, 600
  - past tense of, 631–632
  - principal parts of, 630–633
  - sensory, 653–654
  - shifts in, 613–616
  - tense of, 633–636
  - transitive, 600, 632
  - and verbals, 602–604
  - voice of, 258–260, 615
- Voice
  - emphatic, 258–260
  - as literary element, 418
  - shifts in, 615
- Vowels, neutral, or colorless, 683
- Wally (student writer: “Brandon’s Clown”), 29–32
- Washington Monument, student essay about, *see* “Revising the Washington Monument”
- Whole-to-parts paragraph order, 206–207, 208
- Wood-burning stove, student essay about, *see* “Burn Again”
- Word order
  - accepted inversions, 624–625
  - ambiguous, 625–626
  - anticlimactic, 257–258
  - awkward separations, 626–627
  - climactic, 257–258
  - emphatic, 255–256
  - normal, 624
  - unemphatic, 255–256, 627–629
- Words
  - choice of (diction), 269–299
  - colloquial, 273–275
  - concrete vs. abstract, 278–282, 320–322
  - connotations of, 270–271
  - denotations of, 270–271
  - inconsistent use of, 274–277, 320
  - jargon, 292–295
  - often misspelled, list of, 687–689
  - popular vs. learned, 272–273
  - sensory, 280
  - slang, 273–275
  - specific vs. general, 278–282, 320–322
  - and style, 311–318
  - trite, 295–297
  - utility, 289–290
  - vague, 289–292
- Writers
  - developing confidence, 6–8
  - environment and habits of, 8–10
- Writing, mechanics of
  - abbreviations, 691–692
  - capitalization, 692–695
  - hyphenation, 695–697
  - italics and underlining, 698–699
  - numbers, forms of, 699–701
  - spelling, 682–691
- Writing process
  - analyzing audience, 18–22
  - determining purpose, 22–28
  - difficulties with three-stage, 11–13
  - drafting, 10–11, 85–117
  - getting started, 5–8, 35–36
  - making decisions in, 13–14
  - planning, 10, 35–83
  - revising, 11, 119–153
  - selecting subject, 14–18
  - stages of, defined, 10–13