

# **DEVELOPMENTAL**WRITING ©2013

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Integrated Reading and Writing
Grammar
Sentences and Paragraphs
Paragraphs and Essays
Feeave

# DEVELOPMENTAL WRITING New Titles For ©2013

### **Integrated Reading and Writing**



Fusion: Integrated Reading and Writing, Book 1, 1st Edition

Dave Kemper Verne Meyer John Van Rys Patrick Sebranek

978-1-133-31215-4 • Page 1



Fusion: Integrated Reading and Writing, Book 2, 1st Edition

Dave Kemper Verne Meyer John Van Rys Patrick Sebranek 978-1-133-31249-9 • Page 3

### Grammar



Grammar to Go: How It Works and How to Use It, International Edition, 4th Edition

Barbara Goldstein Jack Waugh Karen Linsky 978-1-133-30737-2 **Page 5** 



Building Better Grammar, International Edition, 1st Edition

Gina Hogan 978-0-8400-2896-9 **Page 6** 



### The Least You Should Know about English: Writing Skills, Form B, International Edition, 11th Edition

Paige Wilson Teresa Ferster Glazier 978-1-133-43550-1 • **Page 8** 

### **Sentences and Paragraphs**

# hs Paragraphs and Essays



The Write Start: Sentences to Paragraphs with Professional and Student Readings, International Edition, 5th Edition

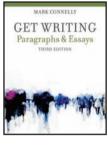
Gayle Feng-Checkett Lawrence Checkett

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Paragraphs and Essays: With Integrated Readings, International Edition, 12th Edition

Lee Brandon Kelly Brandon 978-1-133-31001-3 **Page 18** 



Get Writing: Paragraphs and Essays, 3rd Edition

Mark Connelly 978-1-111-82721-2 **Page 21** 



Building Better Paragraphs, International Edition, 1st Edition

Gina Hogan 978-1-133-30815-7 **Page 23** 

### **Essays**



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Gina Hogan 978-1-133-30816-4 **Page 30** 

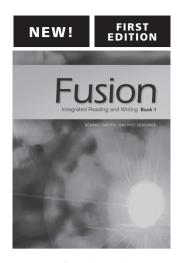


### Bridges to Better Writing, 2nd Edition

Luis Nazario Deborah Borchers William Lewis 978-1-111-83387-9 **Page 32** 



Open here to learn more about how **Aplia for Developmental Writing** can motivate and engage your students!



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# aplia Engaging online content and intuitive navigation. See inside cover for details.

### Fusion: Integrated Reading and Writing, Book 1

Dave Kemper | University of Wisconsin, Milwaukee Verne Meyer | Dordt College John Van Rys | Redeemer University College Patrick Sebranek | University of Wisconsin Whitewater

This Developmental English book for reading and writing at the paragraph level, designed for **reading levels 8-10**, connects the reading and writing processes so that they are fully reciprocal and reinforcing, using parallel strategies to analyze reading and to generate writing. **Fusion: Integrated Reading and Writing, Book 1** teaches specific reading strategies with each essay genre and teaches rhetorical modes of writing as modes of thought. Grammar instruction is integrated in authentic writing, using high interest professional and student models.

### **KEY FEATURES**

- The book consistently connects the reading and writing processes so that they are reciprocal and reinforcing.
- Students are introduced to parallel strategies to analyze reading and to generate writing (e.g., the traits, graphic organizers, questions, outlines, etc.).
- High-interest professional and student writing is included to provide students with models.
- Specific reading strategies are provided for each genre.
- Rhetorical modes of writing are presented as modes of thought.
- Grammar instruction is taught within the context of authentic writing.
- Aplia's innovative and easy-to-use technology offers students interactive learning experiences and immediate feedback and offers instructors innovative teaching materials and automatically graded coursework.

### **TABLE OF CONTENTS**

### PART I: READING AND WRITING FOR SUCCESS

### 1. Academic Reading & Learning

Reading to Learn. Understanding the Reading Process. Using Reading Strategies. Reading Critically. Improving Vocabulary. Reading Graphics.

### 2. The Rhetoric of Academic Reading

Understanding the Reading Situation. Identifying the Main Idea. Analyzing Supporting Details. Recognizing the Patterns of Organization. Considering Voice and Tone. Analyzing Word Choice and Sentences.

### 3. Academic Writing & Learning

Writing to Learn. Understanding the Writing Process. Using Writing Strategies. Writing Critically and Logically. Using Technology.

### 4. The Rhetoric of Academic Writing

Understanding the Writing Situation. Selecting Specific Topics. Establishing a Thesis or Focus. Incorporating Support. Choosing Appropriate Patterns of Organization. Considering Voice and Tone. Addressing Word Choice and Sentences.

# 5. The Reading-Writing Connection (Summary Chapter)

Analyzing Assignments. Using the Traits.

### PART II: READING AND WRITING PARAGRAPHS

### 6. Summarizing

Understanding Summaries. Learning Reading/Writing Strategies. Reading and Reacting to Summaries. Planning and Writing a Summary. Improving the Summary. Review and Enrichment.

### 7. Description

Understanding Description. Learning Reading Strategies. Reading and Reacting to a Professional Paragraph. Reading and Reacting to a Student Paragraph. Planning and Writing a Paragraph. Improving the Paragraph. Review and Enrichment.

### 8. Narration

Understanding Narration. Learning Reading Strategies. Reading and Reacting to a Professional Paragraph. Reading and Reacting to a Student Paragraph. Planning and Writing a Paragraph. Improving the Paragraph. Review and Enrichment.

### 9. Illustration

Understanding Illustration. Learning Reading Strategies. Reading and Reacting to a Professional Paragraph. Reading and Reacting to a Student Paragraph. Planning and Writing a Paragraph. Improving the Paragraph. Review and Enrichment.

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# **Integrated Reading and Writing**

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### 10. Definition

Understanding Definition. Learning Reading Strategies. Reading and Reacting to a Professional Paragraph. Reading and Reacting to a Student Paragraph. Planning and Writing a Paragraph. Improving the Paragraph. Review and Enrichment.

### 11. Process

Understanding Process. Learning Reading Strategies. Reading and Reacting to a Professional Paragraph. Reading and Reacting to a Student Paragraph. Planning and Writing a Paragraph. Improving the Paragraph. Review and Enrichment.

### 12. Classification

Understanding Classification. Learning Reading Strategies. Reading and Reacting to a Professional Paragraph. Reading and Reacting to a Student Paragraph. Planning and Writing a Paragraph. Improving the Paragraph. Review and Enrichment.

### 13. Cause-Effect

Understanding Cause-Effect. Learning Reading Strategies. Reading and Reacting to a Professional Paragraph. Reading and Reacting to a Student Paragraph. Planning and Writing a Paragraph. Improving the Paragraph. Review and Enrichment.

### 14. Comparison

Understanding Comparison. Learning Reading Strategies. Reading and Reacting to a Professional Paragraph. Reading and Reacting to a Student Paragraph. Planning and Writing a Paragraph. Improving the Paragraph. Review and Enrichment.

### 15. Argumentation

Understanding Argumentation. Learning Reading Strategies. Reading and Reacting to a Professional Paragraph. Reading and Reacting to a Student Paragraph. Planning and Writing a Paragraph. Improving the Paragraph. Review and Enrichment.

### 16. Reading & Writing Essays

Understanding Essays. Learning Reading Strategies. Reading and Reacting to a Professional Essay. Reading and Reacting to a Student Essay. Planning and Writing an Essay. Improving the Essay. Review and Enrichment.

### PART III: SENTENCE WORKSHOPS

### 17. Sentence Basics

Subjects and Verbs. Adjectives and Adverbs. Phrases. Clauses.

### 18. Simple, Compound, and Complex Sentences

Simple Sentences. Compound Sentences. Complex Sentences.

### 19. Agreement

Subject-Verb Agreement. Pronoun-Antecedent Agreement.

### 20. Sentence Problems

Fragments. Comma Splices and Run-Ons. Misplaced and Dangling Modifiers. Shifts in Sentences.

### PART IV: WORD WORKSHOPS

### 21. Nouns

Classes of Nouns. Singular and Plural. Count and Noncount Nouns. Articles and Noun Markers.

### 22. Pronouns

Personal Pronouns. Indefinite Pronouns. Relative Pronouns. Other Pronoun Types.

### 23. Verbs

Classes of Verbs. Number and Person of Verbs. Voice of Verbs. Verb Tenses. Verbals.

### 24. Adjectives and Adverbs

Adjective Questions. Adjective Order. Adverb Questions. Placement of Adverbs.

### 25. Conjunctions and Prepositions

Coordinating and Correlative Conjunctions. Subordinating Conjunctions. Common Prepositions.

# PART V: PUNCTUATION AND MECHANICS WORKSHOPS

### 26. Commas

In Compound Sentences. After Introductory Words. With Equal Adjectives. Between Items in a Series. With Appositives and Interrupters.

### 27. Other Common Punctuation

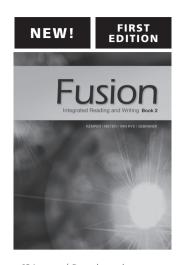
End Punctuation. Apostrophes. Semicolons and Colons. Hyphens. Dashes.

### 28. Quotation Marks and Italics

Quotation Marks. Italics.

### 29. Capitalization

Basic Capitalization Rules. Advanced Capitalization Rules.



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Visit the Fusion Community site:

www.cengage.com/ community/Fusion

### Fusion: Integrated Reading and Writing, Book 2

Dave Kemper | University of Wisconsin, Milwaukee Verne Meyer | Dordt College John Van Rys | Redeemer University College Patrick Sebranek | University of Wisconsin Whitewater

This Developmental English book for reading and writing at the essay level, designed for **reading levels 10-12+**, connects the reading and writing processes so that they are fully reciprocal and reinforcing, using parallel strategies to analyze reading and to generate writing. **Fusion: Integrated Reading and Writing, Book 2** teaches specific reading strategies with each essay genre and teaches rhetorical modes of writing as modes of thought. Grammar instruction is integrated in authentic writing, using high interest professional and student models.

### **KEY FEATURES**

- The book consistently connects the reading and writing processes so that they are reciprocal and reinforcing.
- Students are introduced to parallel strategies to analyze reading and to generate writing (e.g., the traits, graphic organizers, questions, outlines, etc.).
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### PART II: READING AND WRITING ESSAYS

### 6. Summarizing

Understanding Summaries. Learning Reading/Writing Strategies. Reading and Reacting to Summaries.

Planning and Writing a Summary. Improving the Summary. Review and Enrichment.

### 7. Description

Understanding Description. Learning Reading Strategies. Reading and Reacting to a Professional Essay. Reading and Reacting to a Student Essay. Planning and Writing an Essay. Improving the Essay. Review and Enrichment.

### 8. Narration

Understanding Narration. Learning Reading Strategies. Reading and Reacting to a Professional Narrative. Reading and Reacting to a Student Narrative. Planning and Writing a Narrative. Improving the Narrative (Revising and Editing). Review and Enrichment.

### 9. Illustration

Understanding Illustration. Learning Reading Strategies. Reading and Reacting to a Professional Essay. Reading and Reacting to a Student Essay. Planning and Writing an Essay. Improving the Essay. Review and Enrichment.

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# **Integrated Reading and Writing**

### (Continued from previous page.)

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Understanding Argumentation. Learning Reading Strategies. Reading and Reacting to a Professional Essay. Reading and Reacting to a Student Essay. Planning and Writing an Essay. Improving the Essay. Review and Enrichment.

### 16. Research Reports

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Quotation Marks. Italics.

### 29. Capitalization

Basic Capitalization Rules. Advanced Capitalization Rules.

### NEW!



288 pages | Paperbound 7-3/8 x 9-1/4 | 2-color | ©2013 Available January 2012 978-1-133-30737-2 (International Ed)

# Grammar to Go: How It Works and How to Use It, International Edition, 4th Edition

Barbara Goldstein | Hillsborough Community College Jack Waugh | Hillsborough Community College Karen Linsky | Hillsborough Community College

Brief and basic in its coverage, *Grammar to Go* offers students a unique focus on sentence diagramming that helps them visualize and understand how words connect. Perfect as a primary text or as a supplement for courses with an emphasis on learning basic grammar and punctuation skills, this edition incorporates a wide range of new material to help students hone their skills.

### **NEW TO THIS EDITION**

- A new feature, GrammarSpeak, provides guidance on common errors in daily speech and writing.
- Additional traditional practice sets and increased opportunities for writing practice offer students more ways to hone their writing skills.
- Expanded discussions of each chapter's content appear on the book-specific website.

### **KEY FEATURES**

- Unlike a handbook, this book helps students understand how language works, emphasizing understanding over memorization so that concepts and patterns become automatic as students move from simple to complex.
- Students learn how to "see" the various parts of the sentence through the use of diagramming, enabling them to understand how words relate and connect based on their position and function on the diagram frame.
- Each chapter allows students to participate in the discovery of each rule through a process of reasoning and evaluating as they construct sentences within particular patterns.
- Quick tips, parts of speech, and common misunderstandings appear in boxes for quick reference.

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### **PART I: LEARNING GRAMMAR BASICS**

### 1. Getting Started

Parts of Speech. Nouns. Pronouns. Verbs. Adjectives. Adverbs. Prepositions. Conjunctions. Interjections. Parts of Sentences. Verbs. Subjects.

### 2. Sentence Patterns

Sentence Pattern 1: Subject/Verb. Diagramming Subject/Verb Sentence Patterns. Sentence Pattern 2: Subject/Verb/Direct Object. Diagramming Subject/Verb/Direct Object Sentence Patterns. Sentence Pattern 3: Subject/Verb/Indirect Object/Direct Object. Diagramming Subject/Verb/Indirect Object/Direct Object Sentence Patterns. Sentence Pattern 4: Subject/Verb/Direct Object Complement. Diagramming Subject/Verb/Direct Object/Object Complement Sentence Patterns. Sentence Pattern 5: Subject/Linking Verb/Subject Complement. Diagramming Subject/Linking Verb/Subject Complement Sentence Patterns.

### 3. Adjectives and Adverbs

Adjectives. Articles. Possessives. Parts of Speech. Proper Adjectives. Demonstrative Adjectives. Indefinite Adjectives. Interrogative Adjectives. Relative Adjectives. Numerical Adjectives. Predicate Adjectives. Adding Adjectives to the Diagram. Adverbs.

### 4. Phrases

Prepositional Phrases. Prepositional Phrases as Adjectives and Adverbs. Adjective Phrases. Adverb Phrases. Adding Prepositional Phrases to the Diagram. Verb Phrases. Diagramming Verb Phrases. Appositive Phrases.

### 5. Verbals and Verbal Phrases

Participles. Gerunds. Infinitives. Infinitives as Nouns. Infinitives as Adjectives. Infinitives as Adverbs.

### 6. Word Order Variations

Questions. There is/are and There was/were. Commands and Requests.

### 7. Clauses

Independent Clauses. Dependent Clauses. Adverb Clauses. Adjective Clauses. Noun Clauses.

### 8. Types of Sentences

Classifying Sentences According to Structure.
Simple Sentences. Compound Sentences. Compound
Subjects and Verbs. Complex Sentences. Compound
Complex Sentences. Coordination and Subordination.

### PART II: PUTTING THE BASICS TO WORK

- 9. Sentence Fragments and Run-on Sentences
- 10. Commas
- 11. Other Punctuation and Capitalization
- 12. Pronoun Usage
- 13. Agreement
- 14. Modifier Usage
- 15. Sentence Coherence: Logic, Parallelism, and Shifts
- 16. Parts of Speech: Reference and Review

Selected Answers to Chapter Exercises.

NEW!

FIRST



240 pages | Paperbound 5 1/2 x 8 1/2 | 1-color | ©2013 Available January 2012 978-0-8400-2896-9 (International Ed)

### **Building Better Grammar, International Edition**

Gina Hogan | Citrus College

Teaching grammar in blocks as part of a building activity provides students with an easy-to-remember image that helps them understand and apply good sentence construction. This building process helps students see how each grammar concept or building block sets the foundation for the next concept or building block; as a result, their confidence in writing grows the more they learn and practice. As the first book of the *Building Better* series, *Building Better Grammar* builds students' knowledge of effective sentence construction to get them to the next step of putting sentences together successfully for coherent paragraphs and essays.

The *Building Better* series developed out of a need to help more students succeed in learning to write effectively. This technique of "building writing" makes the writing process a manageable one because it allows students to practice each concept or block separately, to see how it shapes subsequent blocks, and to increase their understanding and confidence along the way. Other books in the series are *Building Better Paragraphs* (page 23) and *Building Better Essays* (page 33).

Many writing books present grammar content too complexly without enough opportunities for practice or they present so many topics that they simply overwhelm the student. The *Building Better* series evolved with developmental students in mind. The textbooks are designed to be flexible enough that all college students or writing instructors can use them as a quick reference guide. Instructors looking for a rich focus on sentence construction, simple and brief explanations that are easy to remember, and variety of practice exercises will find it in *Building Better Grammar*. Economically priced, the book offers comprehensive coverage of grammar and is part of the Advantage Series.

### **KEY FEATURES**

- Building Block Organization. Students first gain confidence by learning the basic elements of a sentence (such as subjects, verbs, and prepositions). As they transition to building more challenging sentences (such as compound, complex, and compound-complex), they retain their understanding of basic sentence structure and feel comfortable adding more variety to their writing. Model sentences demonstrate the kind of writing expected of students.
- Value Priced. As part of the Advantage Series, Building Better Grammar is affordably priced for students.
- A Wide Range of Practice Opportunities. Students participate in real, structured, writing exercises throughout every chapter of the book. The chapters encourage students to apply grammar skills to editing fiction and non-fiction texts and to writing on different topics in preparation for academic writing. The *Building Skills* exercises have students use increased levels of effort and independence to immediately practice newly learned skills, transitioning from identifying successful sentence writing in practice sets to producing their own effective sentences based on engaging, modern subjects.
- A Focus on Collaboration. Building Skills Together promotes collaborative work essential to writing and engagement.
- Review. Chapter Skills Review provides comprehensive, cumulative practice for each grammar concept.
- Memory Tips. Memory Tips present students with inventive, class-tested methods for remembering writing conventions and processes, many times with a unique mnemonic device. By highlighting important concepts, students can remember the steps to sentence construction and feel empowered when they set out to do the task on their own.

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# UNIT I: SUBJECTS, VERBS, AND SUBJECT-VERB AGREEMENT

### 1. The First Building Block: Subjects

Nouns. Types of Nouns. Pronouns. Identifying the Subject. Simple and Compound Subjects. Recognizing Subjects in Tricky Situations. Subjects in Imperative Sentences. Subjects as Distinct from Prepositional Phrases. Subjects in Declarative Sentences with Here and There. Subjects in Interrogative Sentences. Sentences with Gerunds and Infinitives as Subjects. Infinitives. Chapter One Skills Review: Subjects.

### 2. The Second Building Block: Verbs

Action and Being Verbs. Simple and Compound Verbs. Verb Tenses. The Simple Tense. Simple Present. Simple Past. Simple Future. The Perfect Tense. Present Perfect. Past Perfect. Future Perfect. The Progressive Tense. Present Progressive. Past Progressive. Future Progressive. The Perfect Progressive Tense. Present Perfect Progressive. Past Perfect Progressive. Future Perfect Progressive. Regular and Irregular Verbs. Regular Verbs. Tricky Situations with Regular Verbs. Irregular Verbs. Tricky Situations with Irregular Verbs. Verb Tense Consistency. Passive and Active Voice. Chapter Two Skills Review: Verbs.

# 3. The Third Building Block: Subject-Verb Agreement

Subject-Verb Agreement. Rules for Subject-Verb Agreement. Singular Subject Rules. Plural Subject Rules. Subject Agreement and Regular and Irregular Verbs. Tricky Situations in Subject-Verb Agreement. Chapter Three Skills Review: Subject-Verb Agreement.

### **UNIT II: PRONOUNS**

### 4. The Fourth Building Block: Pronouns

Pronoun Usage. Subjective Case. Objective Case. Possessive Case. Other Pronouns. Who vs. Whom. Demonstrative Pronouns. Relative Pronouns. Interrogative Pronouns. Reflexive Pronouns. Pronoun Antecedent Agreement. Pronoun Agreement with Person. Pronoun Agreement with Number. Tricky Situations with Pronouns and Numbers. Pronoun Agreement with Gender. Chapter Four Skills Review: Pronouns.

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### 5. The Fifth Building Block: Clauses

Clauses. Types of Clauses. Independent Clause: A Clause that Makes Sense on Its Own. Dependent Clause: A Clause that Requires More Information to Make Complete Sense. Chapter Five Skills Review: Clauses.

### 6. The Sixth Building Block: Kinds of Sentences

Simple Sentences. Sentence Variety. Joining Independent Clauses: Compound Sentences. Coordinating Conjunctions. Adverbial Conjunctions. Semicolons. Joining An Independent Clause with a Dependent Clause: Complex Sentences. Subordinating Conjunctions.

tions. Joining Multiple Independent and Dependent Clauses: Compound-Complex Sentences. Chapter Six Skills Review: Sentence Combining.

# 7. The Seventh Building Block: Avoiding Common Sentence Errors

Fragments. Run-ons. Comma Splices. Chapter Seven Skills Review: Faulty Sentences

### UNIT IV: DESCRIPTORS, MODIFIERS, PARALLELISM

# 8. The Eighth Building Block: Adjectives and Adverbs as Modifiers

Descriptive Modifiers. Adjectives. Adverbs. Common Mistakes with Adjectives and Adverbs. Comparative and Superlative Forms. Regular Adjectives and Adverbs. Irregular Adjectives and Adverbs. Four More Tricky Adjectives and Adverbs. Chapter Eight Skills Review: Adjectives and Adverbs.

# 9. The Ninth Building Block: Using Modifiers Correctly

Misplaced Modifiers. Dangling Modifiers. Chapter Nine Skills Review: Dangling or Misplaced Modifiers.

### 10. The Tenth Building Block: Parallelism

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### **UNIT V: PUNCTUATION**

### 11. The Eleventh Building Block: Comma Use

Commas Used to Separate. Commas and Conjunctions. Commas and Items in a List. Commas and Introductory Expressions. Commas to Enclose. Commas and Interrupters. Commas and Direct Address. Commas with Dates and Addresses. Chapter Eleven Skills Review: Commas.

# 12. The Twelfth Building Block: Other Types of Punctuation

Apostrophe. Semicolon. Colon. Dash and Parenthesis. Hyphen. Quotation Marks. Chapter Twelve Skills Review: Punctuation.

### **APPENDICES**

### Appendix A: Parts of Speech

Nouns. Pronouns. Verbs. Adjectives. Adverbs. Prepositions. Conjunctions. Interjections. Appendix A: Skills Review: Identifying Parts of Speech.

### **Appendix B: Spelling**

Create Spelling Lists. Learn the ei/ie rule. Know Commonly Misspelled Words. Know Commonly Confused Words. Know Word Endings. Appendix Skills Review: Spelling.

# Appendix C: English as a Second Language Concerns

Nouns. Articles. Verbs. Prepositions.

### NEW!



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### **NEW FOR 2012 CLASSES**

### The Least You Should Know about English: Writing Skills, Form B, International Edition, 11th Edition

Paige Wilson | Pasadena City College Teresa Ferster Glazier | Late, Western Illinois University

### **AVAILABLE NOW**

# The Least You Should Know about English: Writing Skills, Form A, International Edition, 11th Edition

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### COMING IN 2013

# The Least You Should Know about English: Writing Skills, Form C, 11th Edition

336 pages | Paperbound | 7-3/8 x 9-1/4 | 2-color | ©2014 | Available January 2013 | 978-1-111-83092-2 (US Edition)

For over thirty years, students have mastered the basics of writing with Wilson and Glazier's *The Least You Should Know About English: Writing Skills*. Uncomplicated, well established, and student tested, the Eleventh Edition continues to cover the essentials of spelling, word choice, sentence structure, punctuation, paragraph and essay writing—as well as more advanced skills such as argumentation and quotation—in a brief, easy-to-follow way. Each concept includes concise explanations accompanied by plentiful exercises (with corresponding answers in the back of the book for immediate feedback) so that students quickly grasp and reinforce what they learn. Popular Continuous Discourse exercises include tidbits from history, literature, science, and current events that engage students in the concepts being explored. When the course ends, this self-teaching text becomes an excellent reference tool for students to use in their future courses and careers.

FORMS A, B, AND C include identical "least you should know" explanations supported by different exercises, samples, and writing assignments—making each form unique. The three forms offer instructors unparalleled variety within each edition and provide students with options for additional practice beyond the classroom.

### **NEW TO THIS EDITION**

- Part 1 has been reorganized to present "Spelling" before "Word Choice" and to discuss dictionary use throughout. Part 1 also includes helpful new ways to distinguish between "Words Often Confused."
- Part 2 presents a streamlined "Using Pronouns" section and a revised "Avoiding Shifts in Person" section to clarify the use of first-person, second-person, and third-person pronouns.
- Part 3's coverage of "Punctuation" is enhanced throughout, with references to the new "Choosing and Using Quotations" section in Part 4.
- Part 4 offers a comprehensive new section on "Choosing and Using Quotations," complete with an explanation of signal phrases and their punctuation, as well as the use of brackets and ellipses when altering or shortening quoted material. Part 4 also now includes a discussion of first-person and third-person approaches to writing.

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**PART 2: SENTENCE STRUCTURE** 

**PART 3: PUNCTUATION AND CAPITAL LETTERS** 

**PART 4: WRITING** 

Answers/Index



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### Basic Grammar and Usage, International Edition, 8th Edition

Penelope Choy | Los Angeles City College, Emerita
Dorothy Goldbart Clark | California State University, Northridge

Covering the important rules of grammar, usage, and syntax, this text provides clear explanations and numerous examples to help students succeed. Material is presented in manageable segments, from simple to complex, enabling students to master each concept before moving on. Exercises help them strengthen their grammar and the book-specific website has grammar reviews that ensure that they master the material. Having stood the test of time in the classroom, *Basic Grammar and Usage* is also ideal for independent study, work in the writing lab, and as a reference for ESL students.

### **KEY FEATURES**

- In each lesson, students receive clear explanations of specific grammar rules and structures along with numerous examples for each point.
- Every lesson is followed by two exercises. Exercise A focuses on the material in that particular lesson and Exercise B reviews material covered in earlier lessons in the unit to ensure that students remember material previously studied.
- Each unit ends with a composition that the students must proofread for errors and then correct to demonstrate their mastery of the material.
- A grammar chart on the inside of the front cover lists linking and helping verbs, common prepositions, and types of conjunctions for easy reference.
- This edition is also available with a time-saving Instructor's Manual with answers to the "B" exercises, detailed unit tests, diagnostic tests for each unit, and corresponding achievement tests that help determine students' progress.

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# **Sentences and Paragraphs**

### **NEW!**



512 pages | Paperbound 7 3/8 x 9 1/4 | 4-color | ©2013 Available January 2012 978-0-8400-2844-0 (International Ed)

# The Write Start: Sentences to Paragraphs with Professional and Student Readings, International Edition, 5th Edition

Gayle Feng-Checkett | St. Charles Community College Lawrence Checkett | St. Charles Community College

With its flexible and effective organization, varied and focused practice, and interesting writing assignments, *The Write Start: Sentences to Paragraphs with Professional and Student Readings, 5th Edition* combines writing and grammar instruction to help students build the core skills necessary for becoming effective writers. English as a Second Language pedagogy, from which all developing writers can benefit, informs the entire text. This new edition has been reorganized to better reflect the way that instructors teach the material. Combining chapters in this edition enhances the text's navigability.

### **NEW TO THIS EDITION**

- New exercises on sentence fragments and sentence combining provide students with additional practice.
- New timely and thought-provoking professional and student readings have been added.
- Self-assessment questionnaires and end-of-chapter Writing Opportunities encourage students to see themselves as experts who will use writing in their careers.
- Icons that represent the building block approach to learning sentence and paragraph skills have been added.
- Additional exercises focus on the common English grammar errors.
- Fleisch-Kincaid reading levels are now included in the Annotated Instruction Edition.

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**Getting Started** 

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### **PART I: WRITING EFFECTIVE SENTENCES**

# 2. The Simple Sentence and the Independent Clause

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# 3. Linking Independent Clauses Using the Comma and Coordinators

Coordinating Conjunctions. Correcting Run-on and Comma Splice Sentences. Run-on. Comma Splice. Chapter Self-Assessment Test.

# 4. Combining Independent Clauses Using the Semicolon

Chapter Self-Assessment Test.

### 5. Combining Independent Clauses Using the Adverbial Conjunction

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### 7. The Dependent Clause

Independent versus Dependent Clauses. Punctuating Dependent Clauses. Chapter Self-Assessment Test.

### 8. Adding Information to Sentences

The Introductory Phrase. Introductory Phrase Variety. The Introductory Word. Punctuating the Introductory Word. When to Use Introductory Words. Adding Interrupters to the Sentence. Putting It All Together: Sentence Combining to Improve. Paragraph Style. Chapter Self-Assessment Test.

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### 11. Narration

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### 13. Classification

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### 14. Process

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### 15. Comparison and Contrast

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### 16. Definition

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### 17. Persuasion (Including Cause and Effect)

Building the Persuasive Paragraph. The Pro/Con List. Support in Persuasion Paragraphs. Organization Patterns. Transitional Expressions for Persuasion. Persuasive Logic: Cause-and-Effect Reasoning. Causal Chains. Problems to Avoid. Transitional Expressions for Cause/Effect Writing. The Topic Sentence in a Cause/Effect Paragraph. Topic Bank. Writing Opportunities. Home. School. Work. Chapter Self-Assessment Test.

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### 18. The Essay

The Five-Paragraph Essay. The Introductory Paragraph. The Thesis Sentence. Expressing an Attitude in the Thesis Sentence. The Essay Map in the Thesis Sentence. Putting It All Together. Introductory Sentences. The Body Paragraphs. The Topic Sentence. Support Sentences. Six Important Support Questions. The Concluding Paragraph. How to Make and Use an Essay Outline. Sample Student Essay. Topic Bank. Writing Opportunities. Home. School. Work. Chapter Self-Assessment Test.

### THE WRITER'S RESOURCES

GRAMMAR: Nouns. Pronouns. Personal Pronouns. Relative Pronouns. Demonstrative Pronouns. Indefinite Pronouns. Reflexive Pronouns. Pronoun-Antecedent Agreement. Verbs. Present Tense. Past Tense. The Verb Be. Additional Practice for Complex Verb Forms. Subject-Verb Agreement. Compound Subject-Verb Agreement. Adjectives. Adverbs. Conjunctions. Interjections. Clauses and Phrases. Independent and Dependent Clauses. Phrases. Types of Sentences. The Simple Sentence. The Compound Sentence. The Complex Sentence. The Compound-Complex Sentence. Additional Practice with Sentences. Correcting Comma Splices and Run-Ons. Correcting Comma Splices, Run-Ons and Fragments. Combining Sentences. Preposition Combinations. Articles.

CAPITALIZATION AND NUMBERS: Capitalization. Numbers.

ADDITIONAL PUNCTUATION RULES: The Apostrophe. Quotation Marks. Parentheses. Brackets. The Dash. The Hyphen. Underlining or Italics. Interrupters: Restrictive and Nonrestrictive Clauses and Phrases (Modifiers).

WORDS AND MEANING: Commonly Misspelled Words. Words That Sound Alike. Contractions That Sound Like Other Words. Words That Sound or Look Almost Alike. Confusing Verbs That Sound Alike: Lie/Lay; Rise/Raise; Sit/Set. Two- and Three-Word Verb Phrases. Readings.

DESCRIPTION: ONE MAN'S KIDS, DANIEL MEIER. The Ice Cream Truck, LUIS J. RODRIGUEZ. Halloween Havoc, ERIN NELSON (STUDENT).

NARRATION: The Roommate's Death, JAN HAROLD BRUN-VAND. The Eye of the Beholder, GRACE SUH. Andriyivsky Descent, OKSANA TARANOVA (STUDENT).

EXAMPLE: Extremely Cool, A. J. JACOBS. Online Schools Provide New Education Options, THE ASSOCIATED PRESS. Benefits of a Large Corporation, SHELLY NANNEY (STUDENT).

CLASSIFICATION: Why We Carp and Harp, MARY ANN HOGAN. The Plot Against People, RUSSELL BAKER. Michelangelo Madness, MARTIN BRINK (STUDENT).

PROCESS: Conversational Ballgames, NANCY MASTERSON SAKAMOTO. Strive to Be Fit, Not Fanatical, TIMOTHY GOW-ER. How to Become a Successful Student, AARON BREITE (STUDENT).

COMPARISON AND CONTRAST: THE PEOPLE IN ME, ROBIN D. G. KELLEY. Living on Tokyo Time LYNNIKA BUTLER. The Family Sedan Versus Dad's Sports Car, YVONNE OLSON (STUDENT).

DEFINITION: Discrimination Is a Virtue, ROBERT KEITH MILLER. The Handicap of Definition, WILLIAM RASPBERRY. What Is Success?, HANNAH GLASCOCK (STUDENT).

PERSUASION: The Recoloring of Campus Life, SHELBY STEELE. Indistinguishable from Magic, ROBERT L. FORWARD. Unconditional Support, BETH GLENN (STUDENT). The Family Collective, DENISE HILLIS (STUDENT).

Limited Answer Key. Glossary.

# **Sentences and Paragraphs**



496 pages | Paperbound 8-1/2 x 10-7/8 | 4-color | ©2012 978-0-618-64219-9 (US Edition)

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### **WRITE 1: Sentences and Paragraphs**

Dave Kemper | University of Wisconsin, Milwaukee

Verne Meyer | *Dordt College* 

John Van Rys | Redeemer University

Patrick Sebranek | University of Wisconsin, LaCrosse

Created by a "student-tested, faculty-approved" review process, **WRITE 1: Sentences and Paragraphs** is the first book in a two-book series devoted to helping students succeed as writers in college and in the workplace. The series is built on the premise that today's students must develop effective communication skills in order to thrive in our information-driven world. **WRITE 1** includes extensive coverage of writing, speaking, collaborating, and thinking critically, all at a value price. Each chapter of **WRITE 1** clearly defines the chapter's learning outcomes and begins with a visual prompt to encourage critical thinking. An anthology with varied and diverse readings is included in the back of the text, engaging students with perspectives from around the globe while reinforcing important writing strategies. Student-tested and faculty-approved "In Review" cards for major concepts in the book can be torn out of the text for easy review and study. For your class preparation, **WRITE 1** offers "Instructor Prep" cards with teaching tips, and a list of corresponding resources for major concepts in the book.

### **KEY FEATURES**

- The text provides students with accessible and exemplary models of sentences, paragraphs, and essays. Before they begin to write, they read and respond both verbally and on the page. And as they write, they will read and respond to other student' works. Numerous activities throughout **WRITE 1** support the reading-writing and speaking-listening connections, and all of Part I is devoted to teaching the inextricable link between reading and writing.
- WRITE 1 not only explains the steps students should take during a writing project but also tells them what to include—the traits, such as ideas, organization, voice, word choice, sentence fluency, conventions, and design.
- In Review cards at the back of the student edition are a detachable study tool containing the key information for major concepts in the book.
- A full suite of unique learning tools that appeal to different learning styles is available to students with the purchase of a new book. Online resources include bonus chapters and student models, interactive quizzes, flashcards, videos linked to chapter content, and podcasts.

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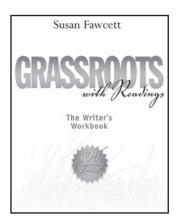
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- 36. Comparison-Contrast Essays
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- 38. Argument Essays





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### Grassroots with Readings: The Writer's Workbook, 10th Edition

### **Susan Fawcett**

Using her unique M-A-P approach (Model-Analysis-Practice), Susan Fawcett's books have guided hundreds of thousands of students through the writing process, from foundations of grammar, mechanics, and spelling, through writing clear sentences and well-organized paragraphs. Her inductive approach; plentiful, high-interest student models and practices; and contemporary readings engage and motivate students. This edition of *Grassroots* features improved grammar coverage and emphasizes proofreading, with a new Chapter 6 that teaches specific proofreading strategies and shows students how to recognize, track, and correct their personal "error patterns." Every subsequent chapter offers a proofing strategy for the concept being taught.

### **KEY FEATURES**

- Restructured grammar chapters: In response to feedback from instructors, the author has rebalanced many
  grammar chapters by adding more material on prepositions early in the text, creating new charts showing
  the meanings of conjunctions, revising practice exercises to have fewer write-on lines and more variety, and
  including a number of new practices.
- Exercises and readings: More than forty new, diverse practice exercises, student paper excerpts, and endof-text reading selections provide exciting, thought-provoking topics that motivate students to produce their own writing.
- Visuals: Over 45 full-color photographs, including advertisements, movie clips, paintings, cartoons, and screen shots, teach students to evaluate visual media.
- **Instructor material:** New "Learning Styles Tips" in the Annotated Instructor's Edition provide suggestions for maximizing student learning and retention according to individual learning styles.

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- 31. Putting Your Proofreading Skills to Work

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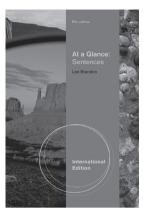
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# **Sentences and Paragraphs**



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### At a Glance: Sentences, International Edition, 5th Edition

Lee Brandon | Mt. San Antonio College

At a Glance: Sentences, Fifth Edition, is unrivaled in delivering engaging, effective, and affordable basic instruction to English students and others. Using exercises, examples, and writing applications, the Fifth Edition continues the focus on sentence writing, with detailed attention to grammar, rhetoric, sentence variety, sentence combining, diction, capitalization, punctuation, and spelling. A reproducible Writing Process Worksheet, found both at the end of the Student Overview and online at the Student and Instructor Companion Sites, is designed to provide guidance for students and save time and effort for instructors. At a Glance: Sentences culminates with succinct yet comprehensive coverage of the writing process, basic instruction in eight common writing patterns, and an increased emphasis on critical thinking.

### **KEY FEATURES**

- Seventeen objective and writing exercises on verbs, sentence combining, and correcting fragments, comma splices, and run-ons are new.
- This textbook is supported online by an abundance of new, free material, including PowerPoint slides, quizzes, exercises, guides, and forms.
- The basic instruction in writing patterns has been further refined in Chapter 13.
- Transitional words specific for eight patterns of writing have been added to Chapter 13.
- Additional Reading-Based, Cross-Curricular, Career-Related, and General writing topics appear in Chapter 13.

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- 9. Adjectives and Adverbs
- 10. Punctuation and Capitalization
- 11. Spelling and Commonly Confused Words
- 12. The Writing Process: Paragraphs and Essays
- 13. Combined and Specific Patterns of Writing and Writing Topics



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# Sentences, Paragraphs, and Beyond: with Integrated Readings, International Edition, 6th Edition

Lee Brandon | Mt. San Antonio College Kelly Brandon | Santa Ana College

Sentences, Paragraphs, and Beyond is the first in the popular two-level Brandon series. Written in an informal, engaging tone, this easy-to-use text incorporates sentence-level grammar and mechanics with in-depth instruction in the writing process and patterns of writing. Reading instruction offers students the opportunity to analyze readings and practice the reading-based writing required in academic environments. Students will master common writing patterns while learning to use texts as a springboard for their own writing in the form of summary, reaction, or response. High-interest, distinctive readings are integrated throughout the Sixth Edition for analysis and as models of good writing. Clear, explicit writing prompts support each reading and focus on reading-based, cross-curricular, career-related, and general topics. In addition, the photo/art program promotes critical thinking, lively discussion, and analytical writing. Flexibility of instruction permits instructors to emphasize the paragraph or the essay, or to mix units.

### **KEY FEATURES**

- More than 40 percent of the 52 readings are new to this edition, including an abundance of third-person essays.
- Career-related readings explore topics and themes that directly apply to the world of work.
- "Transitional Words" boxes in Chapters 18–24 help students to develop their writing in each of the major patterns, for sentences, paragraphs, and short essays.
- Contextualized grammar exercises help students master sentence writing essentials.
- Comprehensive coverage of the basics teaches beginning writers how to write strong sentences, paragraphs, and short essays that are both grammatically correct and well developed.
- Writing Process Worksheets guide students in the stages of writing.

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- 16. The Writing Process: Stage Three: Writing/ Revising/Editing
- 17. Paragraphs and Essays

# PART IV: WRITING PARAGRAPHS AND ESSAYS: INSTRUCTION, WITH INTEGRATED READING SELECTIONS

- 18. Descriptive Narration: Moving Through Space and Time
- 19. Exemplification: Using Examples
- 20. Analysis by Division: Examining the Parts
- 21. Process Analysis: Writing about Doing
- 22. Cause and Effect: Determining Reasons and Outcomes
- 23. Comparison and Contrast: Showing Similarities and Differences
- 24. Argument: Writing to Persuade

# **Sentences and Paragraphs**



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### Sentence-Combining Workbook, International Edition, 3rd Edition

Pam Altman | San Francisco State University Mari Caro | San Francisco State University Lisa Metge-Egan Leslie Roberts

This workbook uses sentence-combining techniques to help students develop confidence in their writing at the sentence level and practice communicating their ideas in clear sentence structures. Each unit in this text focuses on a specific sentence-level technique followed by a set of sentence-combining exercises involving a narrative story or factual topic. Through this innovative story-telling approach, students practice viewing individual sentences as part of a larger context and develop their sentence expansion skills.

### **KEY FEATURES**

- Sentence-joining and sentence-modifying activities teach students to produce specific, concise, fluent sentences.
- Exercises at the end of each unit use a story-telling approach to show students how individual sentences operate in a larger context.
- Review exercises are grouped around a factual topic and guide students through a sequence of sentencecombining prompts that illustrate logical relationships between sentences.

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- 7. Showing Logical Relationships with Transition Words

- 8. Joining Parallel Structures
- 9. Modifying Nouns with Adjectives
- 10. Modifying Nouns with Prepositional Phrases
- 11. Modifying Nouns with Appositives
- 12. Modifying Nouns with Adjective Clauses
- 13. Modifying Sentences with Verbal Phrases
- 14. Final Review Exercises



# Inside Writing A WRITER'S WORKBOOK WITH READINGS William Salomone | Stephen McDonald

# Inside Writing: A Writer's Workbook, Form A, International Edition, 7th Edition

William Salomone | Palomar College Stephen McDonald | Palomar College

456 pages | Spiralbound | 8 x 10 | 2-color | ©2011 | 978-0-495-89894-8 (International Ed)

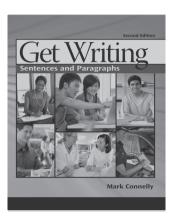
The first text to effectively integrate grammar instruction with writing practice, *Inside Writing* continues to provide students with extensive writing exercises specifically designed to support and reinforce the rules of grammar, usage, and mechanics. Using engaging allusions and humorous examples and exercises throughout the text, ranging in topics from Karl Marx to The Simpsons, *Inside Writing* encourages students to look beyond the simple mechanics of writing as they learn to communicate their thoughts clearly and effectively.

### Inside Writing: A Writer's Workbook, Form B, 6th Edition

William Salomone | Palomar College Stephen McDonald | Palomar College

552 pages | Paperbound | 8-1/2 x 11 | 2-color | ©2009 | 978-1-428-23143-6 (US Edition)

Effectively integrating grammar instruction with writing practice, *Inside Writing: A Writer's Workbook with Readings, Form B* combines a thorough introduction to essential writing concepts with abundant examples and exercises to help students become more effective writers. *Inside Writing* uses a clear and consistent structure to break down complex material into manageable segments and to facilitate student learning. In every chapter, dedicated sections cover the major principles of basic grammar, sentence construction, and paragraph writing.



528 pages | Paperbound 8-1/2 x 11 | 4-color ©2010 978-1-413-03350-2 (US Edition)

### **Get Writing: Sentences and Paragraphs, 2nd Edition**

Mark Connelly | Milwaukee Area Technical College

**Get Writing: Sentences and Paragraphs** is a flexible textbook that meets the needs of a variety of developmental writers including recent high school graduates, working adults, and those for whom English is a second language.

**Get Writing** gives students the opportunity to acquire skills and develop confidence through their own writing. It motivates and shows relevance by having students write for various purposes and write about their own goals, families, jobs, college-life, personal interests, and the world around them. Throughout the book students have the opportunity to express themselves on a range of issues and then to examine and improve their words, sentences, and paragraphs. Above all, **Get Writing** asks students to think critically and sharpen their editing skills by asking them two basic questions: "What are you trying to say?" and "What have you written?"

### **KEY FEATURES**

- Visual writing prompts: Images that depict jobs, family, school life, popular culture, and social issues are
  used to encourage students to analyze and question what they see. Photos are shown in pairs to encourage
  students to examine similar or contrasting concepts.
- **Critical thinking assignments**: Students are motivated by exercises that invite them to write about relevant everyday experiences and to express their opinions on issues ranging from national security to their favorite television show.
- Writing and editing exercises: Students develop their own sentences and paragraphs and then look for ways
  to correct and improve their writing. To meet a range of student interests, exercises cover diverse topics,
  including popular culture, recent events, academic concerns, and professional issues. Sequenced exercises
  give students the opportunity to identify and repair individual sentences and errors in context. Progressive
  exercises combine errors from previous chapters to provide students a chance to master their editing skills.
- **Brief handbook section**: A special section summarizes grammar and mechanics for easy reference, eliminating the need for a separate handbook.

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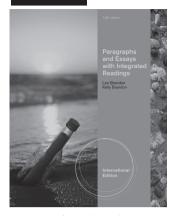
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# **Paragraphs and Essays**

### **NEW!**



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# Paragraphs and Essays: With Integrated Readings, International Edition, 12th Edition

Lee Brandon | Mt. San Antonio College Kelly Brandon | Santa Ana College

Predicated on the idea that reading and writing are linked, and that good writing is the product of thoughtful and systematic revision, *Paragraphs and Essays* continues to motivate students with its hallmark tell-showengage instruction. Comprehensive, flexible, and relevant, this text includes ample demonstrations of good professional and student writing, and an abundance of reading-based, high-interest general, cross-curricular, and career-related topics and prompts. Reading-based writing provides experience in critical thinking that enables students to write with insightful substance across the disciplines and transition smoothly to the next level of the English program.

In the twelfth edition of this best-seller, the Brandons' long-term commitment to relentless revision and rigorous editing is further expanded by the launching of the **Brandon Guide for Revising and Editing**, an acronym-centered method that students can use as they first write and then apply for quality control before submitting assignments. The **Brandon Guide**, in turn, is supported by the also-new **Top 25 Editing Errors**, a unit dedicated to eradicating, or at least minimizing, repeated problems in mechanics that bedevil students and appropriate too much time from instructors who are evaluating assignments.

### **NEW TO THIS EDITION**

- The Brandon Guide for Revising and Editing shows students how to write recursively as they revise with CLUESS ("clues")—Coherence, Language, Unity, Emphasis, Support, and Sentences—and edit with CGPS—Capitalization, Grammar, Punctuation and Spelling. By the end of the semester, what the students did initially by applying the ten elements of these acronyms will be done intuitively for a comprehensive strategy. Used mainly for helping students first while they write and then as a quality control device just before submitting assignments, the Brandon Guide can also be utilized—with slight modification—for different purposes: peer reviewing, collaborative writing, conducting student-instructor conferences, and reinforcing department objectives and exit testing standards. Each of Chapters 7-15 concludes with a mode-specific, paragraph-long exercise covering all elements of CLUESS and CGPS.
- The **Top 25 Editing Errors** explains the most commonly marked errors, reinforces correct writing, and supports the Brandon Guide through nine error-targeted exercises in the **Handbook**, providing a systematic approach for identifying and eradicating the 25 most commonly marked errors in CGPS: Capitalization, Grammar, Punctuation, and Spelling.
- Charts for recording student needs and progress in working with the elements of CLUESS and CGPS
  evaluated assignments are located just inside the front cover of the textbook, with printable copies in the
  Student Companion Site, Instructor Companion Site, and Instructor Resource Manual.
- The expanded **Writing Process Worksheet**—an overarching, flexible organizational plan—helps students explore and focus topics, organize support, and write assignments with thorough, comprehensive revising and editing. The textbook presents student examples of the worksheet in each of twelve chapters, showing how a paragraph or an essay evolves with all stages of writing. The **Brandon Guide for Revising and Editing** and the **Top 25 Editing Errors** are integrated into the plan. A blank printable form appears in the textbook and on the Student and Instructor Companion Sites. Stapled to the final draft of an assignment, the worksheet becomes a document that tracks work from idea to its complete expression.
- Of the 63 readings, 20 are new, including "How Facebook Ruins Friendships," "Dreaming on the Day of the Dead," "Loving People Who Love Themselves," "An American in Mexico," and "Pro/Con: Should the Legal Age for Drinking Be Lowered to 18?"
- An extensive number and variety of writing prompts and writing topics, many new to this edition, are
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# MARK CONNELLY GET WRITING Paragraphs & Essays THIRD EDITION

752 pages | Paperbound 8 1/2 x 11 | 4-color | ©2013 Available March 2012 978-1-111-82721-2 (US Edition)

### Get Writing: Paragraphs and Essays, 3rd Edition

Mark Connelly | Milwaukee Area Technical College

**Get Writing: Paragraphs and Essays** helps developmental students learn to think and plan before they write and evaluate their own and others' writing through features called *Critical Thinking: What Are You Trying to Say?* and *Revision: What Have You Written?* The text helps those who are struggling with writing requirements, including recent high school graduates, returning students, or those for whom English is a second language. Integrated exercises enable them to practice what they have just learned, and student papers in annotated first and revised drafts provide realistic models. Sample professional writing demonstrates how writers understand the context of their writing, utilize writing strategies, and make language choices. Writing prompts and collaborative writing projects teach students how to write personal, academic, or work-related papers, and how to evaluate their own and others' writing.

### **NEW TO THIS EDITION**

- New "Ten Minute Writing" practice prompts students to practice writing with a time limit.
- New photographs provide contemporary images to be used as thinking and writing prompts, such as a photograph of a protester in Egypt carrying a Facebook sign.
- Material has been added to The College Writing Context, including the need to think critically and evaluate sources in Chapter 1, Why Write?
- "Avoiding Plagiarism" is now addressed in Chapter 1, as well as in later chapters, to ensure that students understand how to obtain, incorporate, and document sources.
- Sample student papers are annotated to show how to incorporate and appropriately acknowledge sources using MLA style.

### **KEY FEATURES**

- Strategies and Steps for Writing boxes provide numbered lists to guide students in planning, writing, and revising their work.
- Writing at Work documents and professional essays illustrate how writers use patterns of development in the workplace.
- *Top Twenty* icons, identified by a national survey of developmental writing instructors, alert students to the most common writing problems.
- Exercises following each major topic enable students to practice what they have just learned, by writing or revising sentences, paragraphs, and short essays.
- Get Writing prompts provide suggested writing topics; within every writing chapter, one Get Writing prompt focuses on a contemporary image to encourage students to evaluate and write about what they see.
- Get Thinking and Writing assignments provide challenging topics from everyday situations at work or school;
   Working Together features encourage students to work together to analyze, revise, or respond to essays or writing topics.
- Sample student essays from a variety of disciplines are followed by questions that prompt students to analyze the writing, evaluate the writer's strategy, and determine how specific language choices inform the writing.
- A brief *Handbook* at the end of the text provides basic instruction on sentence structure, common sentence errors, and rules and strategies for correct grammar, mechanics, and spelling.

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FIRST EDITION



224 pages | Paperbound 5 1/2 x 8 1/2 | 1-color | ©2013 Available January 2012 978-1-133-30815-7 (International Ed)

### **Building Better Paragraphs, International Edition**

Gina Hogan | Citrus College

The *Building Better* series developed out of a need to help more students succeed in learning to write effectively. This technique of "building writing" makes the writing process a manageable one because it allows students to practice each concept or block separately, to see how it shapes subsequent blocks, and to increase their understanding and confidence along the way. Many writing books present content too complexly without enough opportunities for practice, or present so many topics that simply overwhelm the student. The *Building Better* series evolved with developmental students in mind; the textbooks are designed to be flexible enough that all college students or writing instructors can use them as a quick reference guides. Economically priced, this offers comprehensive coverage of the paragraph and is part of the Advantage Series.

### **KEY FEATURES**

- Building Block Organization. Using the "building" theme, the author breaks patterns of writing into two building units. The first unit addresses formal or prescriptive paragraph structures, and the second covers informal or loose paragraph structures with each chapter building on the skills discussed in previous chapters.
- Varied Writing Practice. Students participate in real, structured, writing exercises throughout every chapter of the book. The *Building Skills* exercises have students use increased levels of effort and independence to immediately practice newly learned skills, transitioning from identifying successful sentence writing in practice sets to producing their own effective sentences.
- A Focus on Collaboration. Building Skills Together promotes collaborative work essential to writing and engagement, and Peer Feedback Worksheets facilitate effective collaboration.
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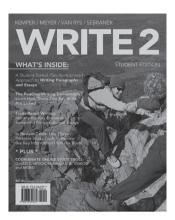
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### 11. Writing an Essay

The Three Parts of an Essay. Introduction. Body. Conclusion. Example Paragraph to Essay.



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### Write 2: Paragraphs and Essays

Dave Kemper | University of Wisconsin, Milwaukee John Van Rys | Redeemer University Patrick Sebranek | University of Wisconsin, LaCrosse Verne Meyer | Dordt College

Created by a "student-tested, faculty-approved" review process, *WRITE 2: Paragraphs and Essays* is the second book in a two-book series devoted to helping students succeed as writers in college and in the workplace. The series is built on the premise that today's students must develop effective communication skills in order to thrive in our information-driven world. *WRITE 2* includes extensive coverage of writing, speaking, collaborating, and thinking critically, all at a value price. Each chapter of *WRITE 2* clearly defines the chapter's learning outcomes and begins with a visual prompt to encourage critical thinking. Student-tested and faculty-approved "In Review" cards accompany each part and can be torn out of the text for easy review and study. An anthology with varied and diverse readings is included in the back of the text, engaging students with perspectives from around the globe while reinforcing important writing strategies. For your class preparation, *WRITE 2* offers Instructor Prep cards with teaching tips, key terms and definitions, and a list of corresponding resources.

### **KEY FEATURES**

- The text provides students with accessible and exemplary models of sentences, paragraphs, and essays. Before they begin to write, they read and respond both verbally and on the page. As they write, they will read and respond to other students' works.
- Numerous activities throughout WRITE 2 support the reading-writing and speaking-listening connections, and all of Part I is devoted to teaching the inextricable link between reading and writing.
- Shorter chapters in a contemporary design present content in an engaging and accessible format without minimizing coverage.
- A full suite of unique learning tools that appeal to different learning styles is available to students.

### **TABLE OF CONTENTS**

### PART 1: WRITING AND READING FOR SUCCESS

- 1. Writing and Learning
- 2. Reading and Learning
- 3. Making the Writing-Reading Connection

# PART 2: THE WRITING PROCESS AND THE TRAITS OF WRITING

- 4. Using the Writing Process and the Traits
- 5. Prewriting
- 6. Drafting
- 7. Revising
- 8. Editing

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- 9. Description and Narration
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- 13. Argument and Problem-Solution

### **PART 4: DEVELOPING ESSAYS**

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- 15. Classification Essay
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### **PART 5: SENTENCE WORKSHOPS**

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- 21. Simple, Compound, and Complex Sentences
- 22. Sentence Style
- 23. Agreement
- 24. Sentence Fragments
- 25. Comma Splices, Run-Ons, and Ramblers
- 26. Additional Sentence Problems

### **PART 6: WORD WORKSHOPS**

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- 28. Pronoun
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- 37. Process Essays
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- 40. Argument Essays





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### At a Glance: Paragraphs, International Edition, 5th Edition

Lee Brandon | Mt. San Antonio Collegee

The Fifth Edition of *At a Glance: Paragraph*s guides students through the process of prewriting and writing paragraphs and optional short essays in specific and combined rhetorical modes. This text features forty integrated reading selections with accompanying quizzes on the Student Companion Site, optional reading-based writing instruction (summary, reaction, and two-part response), a chapter introducing the short essay, a chapter that includes basic documentation with the 2009 MLA Update, and a brief handbook supported by exercises and quizzes on the Student Companion Site.

### **KEY FEATURES**

- An expanded scope focuses on writing the paragraph but offers the option for instructors to assign the short essay either occasionally or frequently.
- Additional instruction, writing topics, and writing prompts on reading-based writing as the summary, reaction, and two-part response have been added.
- The Fifth Edition includes eight new reading selections with more third-person, objective perspectives.
- New examples of documented student writing appear in the modes chapters.

### **TABLE OF CONTENTS**

- 1. The Paragraph and Prewriting
- 2. Writing, Revising, and Editing the Paragraph
- 3. From Reading to Writing
- 4. Paragraphs and Essays
- 5. Narration: Moving through Time
- 6. Description: Moving through Space and Time
- 7. Exemplification: Writing with Examples
- 8. Analysis by Division: Examining the Parts

- 9. Process Analysis: Writing about Doing
- Cause and Effect: Determining Reasons and Outcomes
- 11. Comparison and Contrast: Showing Similarities and Differences
- 12. Definition: Clarifying Terms
- 13. Argument: Writing to Influence
- 14. Handbook



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# **Evergreen: A Guide to Writing with Readings, International Edition, 9th Edition**

**Susan Fawcett** 

**Evergreen: A Guide to Writing with Readings** combines carefully crafted instruction, high-interest readings and student models, and plentiful practice exercises to provide the most effective paragraph-to-essay-level developmental writing text on the market. The Ninth Edition includes expanded and revised coverage of writing essays, including an additional essay chapter and numerous additional student models. The new sections follow author Susan Fawcett's MAP (model-analysis-practice) format, which provides an example of a concept followed by clear description and analysis, and then the opportunity for immediate hands-on practice. Photographs and a colorful design, as well as high-interest readings by diverse authors, engage and motivate students and have special appeal to the visual learner.

### **KEY FEATURES**

- Expanded coverage of essay writing includes a new chapter on "Types of Essays"; additional student models for each writing pattern; and graphic organizer diagrams that lead students through the process of writing an essay.
- Additional content for the visual learner includes 20 new photographs to challenge and engage students, a color-coded essay template, and a colorful design that draws attention to main points and key features.
- New student models throughout the text and in the "Writer's Workshops" at the ends of each unit provide realistic models for students' own writing.
- New "Learning Styles" annotations in the Annotated Instructor's Edition point out how information about a student's learning style can be used to facilitate learning.
- Seven new reading selections in Unit 8 feature diverse topics and authors, with high-interest selections.
- Superior ESL coverage includes integrated practice opportunities for grammar and spelling, an ESL Appendix that focuses on particular ESL stumbling blocks, ESL Tip annotations in the AIE, and a separate Guide to Teaching Evergreen with ESL Students.

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### **UNIT 1: GETTING STARTED**

- 1. Exploring the Writing Process
- 2. Prewriting to Generate Ideas

### **UNIT 2: DISCOVERING THE PARAGRAPH**

- 3. The Process of Writing Paragraphs
- 4. Achieving Coherence

### **UNIT 3: DEVELOPING THE PARAGRAPHS**

- 5. Illustration
- 6. Narration
- 7. Description
- 8. Process
- 9. Definition
- 10. Comparison and Contrast
- 11. Classification
- 12. Cause and Effect
- 13. Persuasion

### **UNIT 4: WRITING THE ESSAY**

- 14. The Process of Writing an Essay
- 15. The Introduction, the Conclusion, and the Title
- 16. Types of Essays I
- 17. Types of Essays II
- 18. Summarizing, Quoting, and Avoiding Plagiarism
- 19. Strengthening an Essay with Research
- 20. Writing Under Pressure: The Essay Examination

### **UNIT 5: IMPROVING YOUR WRITING**

- 21. Revising for Consistency and Parallelism
- 22. Revising for Sentence Variety
- 23. Revising for Language Awareness
- 24. Putting Your Revision Skills to Work

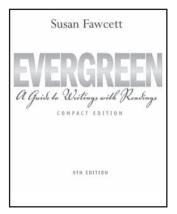
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- 38. Putting Your Proofreading Skills to Work

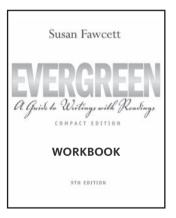
### **UNIT 7: STRENGTHENING YOUR SPELLING**

- 39. Spelling
- 40. Look-Alikes/Sound-Alikes

### **UNIT 8: READING SELECTIONS**



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### **Evergreen: A Guide to Writing with Readings, Compact 9th Edition**

# Workbook for Fawcett's Evergreen: A Guide to Writing with Readings, Compact 9th Edition

Susan Fawcett

**Evergreen** combines carefully crafted instruction, high-interest readings, and student models with numerous sequenced practices. This two-volume **Evergreen Compact** provides a convenient and portable alternative for instructors who prefer smaller-trim books for their students. The **Evergreen Compact** instruction book contains all instruction, writing assignments, art, and readings in the regular **Evergreen** Ninth Edition, but the practices have been moved to the **Evergreen Compact Edition Workbook**. The workbook contains all practice exercises and visual images that relate to the practices. Each book has its own Annotated Instructor's Edition that provides and marginal notations, Teaching Tips, ESL Tips, and Learning Styles Tips.

### **KEY FEATURES**

- In the two-volume *Evergreen Compact* set, the exercises appear in the companion *Compact Edition Workbook*, which can be bundled with the *Evergreen Compact* textbook.
- Expanded coverage of essay writing includes a new chapter on types of essays, additional student models for each writing pattern, and graphic organizer diagrams that lead students through the process of writing an essay.
- Additional content for the visual learner includes color photographs to challenge and engage students, a color-coded essay template, and a colorful design that draws attention to main points and key features.
- New student models appear throughout the text and in the *Writer's Workshop* exercises in the companion workbook.
- Seven new reading selections in Unit 8 feature diverse topics and authors, with high-interest selections such as Jessica Bennett's "The Flip Side of Internet Fame," Wang Ping's "Book War," and Andrew Sullivan's "Why the M Word Matters to Me."

### **TABLE OF CONTENTS**

### **UNIT I: GETTING STARTED**

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- 24. Putting Your Revision Skills to Work

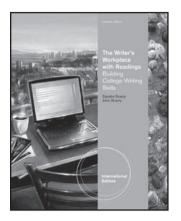
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- 38. Putting Your Proofreading Skills to Work

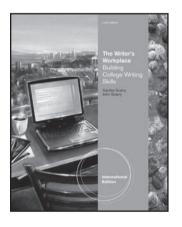
### **UNIT VII: STRENGTHENING YOUR SPELLING**

- 39. Spelling
- 40. Look-Alikes/Sound-Alikes

UNIT VIII: READING SELECTIONS



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# The Writer's Workplace with Readings: Building College Writing Skills, International Edition, 7th Edition

# The Writer's Workplace: Building College Writing Skills, International Edition, 9th Edition

Sandra Scarry | Formerly with the Office of Academic Affairs, City University of New York John Scarry | Hostos Community College, City University of New York

For more than 20 years, *The Writer's Workplace* has helped more than half a million two- and four-year students work their way toward rewarding careers in a variety of fields. Presented in a clear and visually appealing fashion, this text breaks down the difficult writing concepts into easy-to-read, step-by-step explanations. All elements of writing, from grammar through the writing process, are covered in this approachable style, making it the most comprehensive yet most engaging text available for the beginning writing student. Writing examples and exercises new to the Seventh Edition cover topics of high interest and relevance to today's students.

### **KEY FEATURES**

- A wealth of new practices and exercises provide fresh content for this edition, most notably the inclusion of current topics such as student credit card debt, serious head injuries among young people playing sports, childhood obesity, global warming, and the need for more fuel-efficient cars.
- Many new model paragraphs include fine writing from such well-known names as E. B. White, Colin Powell, and Deborah Tannen.
- All grammar concepts are presented with careful explanation and numerous illustrative examples, easing students into the material in a respectful and reassuring manner.
- Mastery Tests at the end of each of the grammar and mechanics chapters reinforce all of the concepts taught in the chapter, while the editing tests offer a cumulative review.

### **TABLE OF CONTENTS**

Both books follow the same Table of Contents through Chapter 33; Part VI appears in **The Writer's Workplace with Readings**, 7th Edition only.

### PART I: AN INVITATION TO WRITING

- 1. Gathering Ideas for Writing
- 2. Recognizing the Elements of Good Writing

### **PART II: CREATING EFFECTIVE SENTENCES**

- 3. Finding Subjects and Verbs in Simple Sentences
- 4. Making Subjects and Verbs Agree
- 5. Understanding Fragments and Phrases
- Combining Sentences Using Three Options for Coordination
- 7. Combining Sentences Using Subordination
- 8. Correcting Fragments and Run-Ons
- 9. Choosing Correct Pronouns
- Working with Adjectives, Adverbs, and Parallel Structure
- 11. Practicing Irregular Verbs
- 12. Mastering Verb Tenses
- 13. Using Correct Capitalization and Punctuation

# PART III: UNDERSTANDING THE POWER OF WORDS

- 14. Choosing Words That Work
- 15. Paying Attention to Look-Alikes and Sound-Alikes.

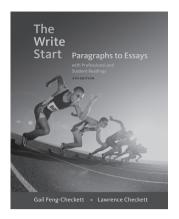
### PART IV: CREATING EFFECTIVE PARAGRAPHS

- 16. Working with Paragraphs: Topic Sentences and Controlling Ideas
- 17. Working with Paragraphs: Supporting Details
- 18. Developing Paragraphs: Illustration
- 19. Developing Paragraphs: Narration
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- 31. Writing an Essay Using Comparison/Contrast
- 32. Writing an Essay Using Persuasion
- 33. Other College Writing: The Research Paper and the Essay Exam

# PART VI: FURTHER READINGS FOR THE COLLEGE WRITER



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# The Write Start: Paragraphs to Essays with Professional and Student Readings, 4th Edition

Gayle Feng-Checkett | St. Charles Community College Lawrence Checkett | St. Charles Community College

**The Write Start: Paragraphs to Essays** introduces the developing writer to the basic elements necessary for writing effective essays in the academic environment. The Fourth Edition focuses first on writing paragraphs that express thoughts about a topic, then on expanding the topic to the longer essay format. These skills will help students communicate more effectively and prepare them for the rigors of their first college-level composition course. Extended material for teachers who have ESL students alongside native speakers in the developmental classroom includes highlighted material in the instructional chapters as well as extensive grammar practice in the "Writer's Resources" section.

### **KEY FEATURES**

- End-of-chapter writing assignments reinforce learning and help students apply what they have read.
- Reading Comprehension Questions in every chapter help students think about writing by understanding what they have read.
- Three-Item Essay Map presents a five-paragraph essay structure with three body paragraphs to help students understand, incorporate, and master the writing process.

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- 1. To the Student
- 2. Critical Thinking: The Connection between Reading and Writing

### PART I: GETTING STARTED: THE FUNDAMENTALS

- 3. The Writing Process
- 4. The Introductory Paragraph
- 5. The Body Paragraphs
- 6. The Concluding Paragraph

# PART II: MOVING FORWARD: STRATEGIES FOR DEVELOPING ESSAYS

- 7. The Descriptive Essay
- 8. The Narrative Essay
- 9. The Example Essay
- 10. The Classification Essay
- 11. The Process Essay
- 12. The Comparison or Contrast Essay
- 13. The Definition Essay
- 14. The Cause or Effect Essay
- 15. The Persuasive Essay

### **PART III: SPECIAL WRITING SITUATIONS**

- 16. The Research Paper
- 17. The Essay Exam

### PART IV: THE WRITER'S RESOURCES

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- 19. Verbs and Verbals
- 20. Adjectives and Adverbs
- 21. Basics of Sentence Structure
- 22. Phrases
- 23. Additional Practice with Prepositions
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- 25. Correcting Common Errors
- 26. Sentence Combining Practice
- 27. Punctuation and Other Rules of Style
- 28. Capitalization and Numbers
- 29. Words and Meaning
- 30. Words That Sound Alike
- 31. Contractions That Sound Like Other Words
- 32. Words That Sound or Look Almost Alike
- 33. Confusing Verbs That Sound Alike
- 34. Two- and Three-Word Verb Phrases
- 35. Editing Practice for Appropriate Word Choice

### **Additional Readings**



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### **Building Better Essays, International Edition**

### Gina Hogan | Citrus College

Teaching writing as part of a building activity provides students with an easy-to-remember image that helps them understand and apply good writing construction. This building process helps them see how each writing block sets the foundation for the next block; as a result, their confidence in writing skills grows. The first foundational block is writing correct sentences, the second, writing effective paragraphs, and finally writing effective essays. Just as actual foundations require raw materials, so does each writing building block require specific elements. For example, in grammar, to build a correct sentence, you need nouns, verbs, prepositions, conjunctions, and other grammatical elements.

As the third book of the *Building Better* series, *Building Better Essays* builds on students' knowledge of effective paragraph construction, (covered in *Building Better Paragraphs*) to get them to the next step of putting paragraphs together successfully in coherent essays. Many writing books present content in too complex a manner without enough opportunities for practice, or present so many topics tthat students are simply overwhelmed. The *Building Better* series evolved to be flexible enough that the books can also be used as quick reference guides by all college students or writing instructors. Any student who needs help writing concise and clear essays can benefit from the pedagogy of *Building Better Essays*. Instructors looking for a rich focus on essay construction, simple and brief explanations that are easy to remember, and variety of practice exercises will find it in this book. Economically priced, this book is part of the Advantage Series.

### **KEY FEATURES**

- **Building Block Organization**. Using the "building" theme, the author breaks patterns of writing into two building units. The first unit addresses formal or prescriptive essay structures, and the second covers informal or loose essay structures with each chapter building on the skills discussed in previous chapters.
- Value Price. As part of the Advantage Series, Building Better Essays is affordably priced.
- Varied Opportunities for Practice. Students participate in real, structured, writing exercises throughout every chapter of the book. The chapters encourage students to apply grammar skills to editing fiction and nonfiction texts and to writing on different topics in preparation for academic writing. The *Building Skills* exercises have students use increased levels of effort and independence to practice newly learned skills, transitioning from identifying successful sentence writing in practice sets to producing their own effective writing.
- A Focus on Collaboration. Building Skills Together promotes collaborative work essential to writing and engagement, and Peer Feedback Worksheets facilitate effective collaboration.
- Review. Chapter Skills Review provides comprehensive, cumulative practice for each grammar concept.

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### 2. Writing Essays

Drafting an Essay. Introduction Paragraph. The Hook. Thesis Statement. Body: Supporting Paragraphs. Conclusion Paragraph. Title. Example of an Essay.

### 3. Rewriting Essays

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### **UNIT II: BUILDING TIGHTLY STRUCTURED ESSAYS**

### 4. Illustration: Building Essays with Examples

Writing an Illustration Essay. Introduction Paragraph. Thesis Statement. Supporting Paragraphs. Development Sentences. Conclusion Paragraph. Example of an Illustration Essay.

# 5. Cause and Effect: Building Essays with Reasons and Results

Writing a Cause and Effect Essay. Introduction Paragraph. Thesis Statement. Supporting Paragraphs. Development Sentences. Conclusion Paragraph. Example of a Cause and Effect Essay.

### 6. Analysis by Division: Building Essays with Parts

Writing an Analysis by Division Essay. Introduction Paragraph. Thesis Statement. Supporting Paragraphs. Development Sentences. Conclusion Paragraph. Example of an Analysis by Division Essay.

# 7. Comparison and Contrast: Building Essays with Similarities or Differences

Writing a Comparison and Contrast Essay. Introduction Paragraph. Thesis Statement. Supporting Paragraphs. Development Sentences. Conclusion Paragraph. Example of a Comparison and Contrast Essay.

### **UNIT III: BUILDING LOOSELY STRUCTURED ESSAYS**

### 8. Description: Building Essays with Imagery

Writing a Description Essay. Introduction Paragraph. Thesis Statement. Supporting Paragraphs. Conclusion Paragraph. Example of a Description Essay.

### 9. Narration: Building Essays with Stories

Writing a Narration Essay. Introduction Paragraph. Thesis Statement. Supporting Paragraphs. Conclusion Paragraph. Example of a Narration Essay.

### 10. Definition: Building Essays with Clarifications

Writing a Definition Essay. Introduction Paragraph. Thesis Statement. Supporting Paragraphs. Conclusion Paragraph. Example of a Definition Essay.

### 11. Literary Analysis: Building Essays about Literature

Writing a Literary Analysis Essay. Introduction Paragraph. Thesis Statement. Supporting Paragraphs. Development Sentences. Conclusion Paragraph. Title. Example of a Literary Analysis Essay.

### UNIT IV: BUILDING ESSAYS WITH RESEARCH

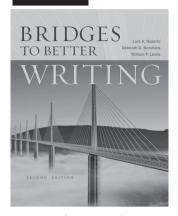
### 12. Argumentation: Building Essays with Research

Understanding the Research Process. Step 1: Find Your Topic and Position. Step 2: Document Your Sources. Evaluating Sources. Taking Notes. Bibliography and Works Cited Page. Writing an Argumentation Essay. Using Persuasive Appeals. Introduction Paragraph. Thesis Statement. Supporting Paragraphs. Development Sentences. Refutation Paragraph. Conclusion Paragraph. Title. Bibliography and Works Cited. Rules for In-Text Citations or Parenthetical Notations. Rules for the Works Cited List. Example of an Argumentation Essay.

### **APPENDICES**

Appendix A: Common Sentence Errors. Appendix B: Commonly Used Transitions. Appendix C: Quotations Protocol. How to Integrate Quotations. MLA Conventions for Quoting Prose.

### NEW!



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### **Bridges to Better Writing, 2nd Edition**

Luis Nazario | Pueblo Community College Deborah Borchers | Pueblo Community College William Lewis | Pueblo Community College

**Bridges to Better Writing, 2nd Edition**, makes the writing process less daunting to students by guiding them through each step, giving them only what they need to know for a specific writing task. Throughout the text, the authors incorporate the writing process, grammar, and professional writing models into their discussion of the methods of development so that students can connect the skills all at once. With writing samples from each method that illustrate how writing is relevant to students' academic, personal, and future professional lives, **Bridges to Better Writing** motivates students to take control of their futures by developing better writing skills.

### **NEW TO THIS EDITION**

- The Second Edition has been significantly restructured to emphasize the reading and writing connection. Professional writing examples and associated reading comprehension and vocabulary activities are now integrated into the core writing chapters of the book.
- Reading selections are now incorporated into the writing chapters in order to make a more natural connection between the two skills.

### **KEY FEATURES**

- Throughout Part I, the authors integrate information about the writing process with methods of development and grammar coverage, showing students how these subjects combine to create successful writing without overwhelming them with too much detail. Writing samples drawn from academic, career, and everyday life show students how writing skills can improve every facet of their adult lives.
- While reviewing the basics of style, word choice, and punctuation, the text's in-depth grammar coverage exposes the top 10 common grammatical errors that students make. Grammar practice has been moved to the online English *CourseMate* component for the text.
- The text begins with an excellent introduction to the writing process that discusses myths about writing and offers prewriting techniques designed to get students excited about becoming better writers.

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### 2. Writing Your Descriptive Paragraphs

Previewing Your Task. Writing for College. Writing in Your Profession. Writing in Everyday Life. Understanding Description. Using Sensory Details. Using Figurative Language. Deciding on the Dominant Impression. Ordering Your Descriptive Details. Connecting Reading to Writing. Preparing to read. Increasing Your Vocabulary. Reading Selection: "On Being Cripple" by Nancy Mairs. Reading Connection. Understanding the Reading. Understanding the Structure, Style, and Tone. Making a Personal Connection. Writing Your Descriptive Paragraph. Prewriting. Discovering and Limiting Your Topic. Prewriting Strategy: Listing and

Freewriting. Topics to Consider. Identifying Your Audience. Establishing Your Purpose. Setting Your Tone. Stating Your Dominant Impression. Outlining Your Ideas. Drafting. Coherence: Using Transitions. Revising. Style Tip: Using a Variety of Sentence Lengths. Problem-Solution. Proofreading. Common Error #1: Sentence Fragments. Reflecting.

### 3. Writing Your Descriptive Narrative Essay

Previewing Your Task. Writing for College. Writing in Your Profession. Writing in Everyday Life. Understanding Narrative. Using the Elements of Plot. The Beginning. The Middle. The End. Supporting Your Narrative. Using Descriptive Language. Using Words to Describe Emotions. Using Verbs Effectively. Using Dialogue. Connecting Reading to Writing. Preparing to read. Increasing Your Vocabulary. Reading Selection: "The Struggle to be an All-American Girl" by Elizabeth Wong. Reading Connection. Understanding the Reading. Understanding the Structure, Style, and Tone. Making a Personal Connection. Writing Your Descriptive Narrative. Prewriting. Discovering and Limiting Your Topic. Prewriting Strategy: Listing, Freewriting,



and Questioning. Topics to Consider. Identifying Your Audience. Establishing Your Purpose. Setting Your Tone. Formulating Your Thesis. Outlining Your Ideas. Drafting. Paragraphing. Writing Your Beginning. Writing Your Middle. Writing Your End. Coherence: Using Transitions. Revising. Style Tip: Varying Sentence Structure. Problem-Solution. Proofreading. Common Error #2: Editing for Shifts in Verb Tense. Applying Previous Knowledge. Reflecting.

### 4. Writing Your Expository Paragraphs

Previewing Your Task. Writing for College. Writing in Your Profession. Writing in Everyday Life. Understanding the Expository Paragraph. Expository Paragraph Structure. The Topic Sentence. The Topic and the Controlling Idea. Limiting Your Topic. Placement of the Topic Sentence. The Support: Major and Minor. Levels of Generality. Developing Your Paragraph with Facts and Details. Unity. The Conclusion. Connecting Reading to Writing. Preparing to read. Increasing Your Vocabulary. Reading Selection: "The Fine Art of Letting Go" by Barbara Kantrowitz. Reading Connection. Understanding the Reading. Understanding the Structure, Style, and Tone. Making a Personal Connection. Writing Your Expository Paragraph. Prewriting. Discovering and Limiting Your Topic. Prewriting Strategy: Freewriting and Questioning. Topics to Consider. Identifying Your Audience and Establishing Your Purpose. Setting Your Tone. Formulating Your Topic Sentence. Outlining Your Ideas. Drafting. Writing Your Major and Minor Supports. Coherence: Using Transitions. Writing Your Conclusion. Revising. Style Tip: Subordinating Ideas. Problem-Solution. Proofreading. Common Error #3: Fused Sentences. Common Error #4: Comma Splices. Applying Previous Knowledge. Reflecting.

### 5. Developing Your Essay Through Illustration

Previewing Your Task. Writing for College. Writing in Your Profession. Writing in Everyday Life. Understanding Illustration. Using Examples for support. Connecting Reading to Writing. Preparing to read. Increasing Your Vocabulary. Reading Selection: "When Reality TV Gets Too Real" by Jeremy W. Peters. Reading Connection. Understanding the Reading. Understanding the Structure, Style, and Tone. Making a Personal Connection. Writing Your Illustration Essay. Prewriting. Discovering and Limiting Your Topic. Prewriting Strategy: Clustering. Topics to Consider. Identifying Your Audience. Establishing Your Purpose. Setting Your Tone. Formulating Your Thesis. Characteristics of an Effective Thesis. Using an Essay Map with Your Thesis. Outlining Your Ideas. Drafting. Writing Your Introduction. Writing Your Body Paragraphs. Coherence: Using Transitions. Writing Your Conclusion. Revising. Style Tip: Using Coordination to Combine Sentences. Problem-Solution. Proofreading. Common Error #5: Punctuating Introductory Elements. Applying Previous Knowledge. Reflecting.

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by Jo Goodwin Parker. Reading Connection. Understanding the Reading. Understanding the Structure, Style, and Tone. Making a Personal Connection. Writing Your Definition Essay. Prewriting. Discovering and Limiting Your Topic. Prewriting Strategy: Cubing. Topics to Consider. Identifying Your Audience and Establishing Your Purpose. Setting Your Tone. Formulating Your Thesis. Outlining Your Ideas. Drafting. Writing Your Introduction. Writing Your Body Paragraphs. Coherence: Using Transitions. Writing Your Conclusion. Revising. Style Tip: Use Parallel Constructions Correctly. Problem-Solution. Proofreading. Common Error #11: Missing or Misplaced Apostrophe. Applying Previous Knowledge. Reflecting.

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### **HANDBOOK**

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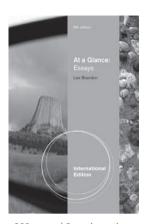
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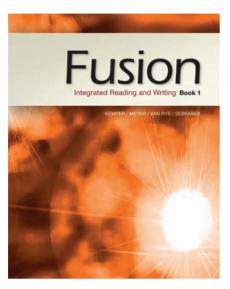
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