

Table of Contents

Composition

1	Introduction to the Writing Process	2
	The Writing Process	3
	Planning, Focusing, and Organizing	3
	Writing the First Draft	13
	Revising	14
	Editing	19
	Publishing	21
2	The Craft of Writing	24
	The Writer’s Craft.	25
	Developing and Deepening Your Ideas.	25
	Organizing Your Writing.	30
	Use of Language	32
	Conventions of Standard English	44
3	Writing Well-Structured Paragraphs	48
	Paragraph Writing	49
	Building Your Paragraph	51
	Developing and Polishing Your Paragraph.	55
4	Writing Effective Compositions	60
	Writing an Effective Composition	61
	Planning and Organizing	63
	Writing the First Draft	66
	Revising and Editing.	69
	Publishing	71

5	Informational Writing	72
	Informational Writing	73
	The Structure of Informational Writing	73
	Planning, Focusing, and Organizing	75
	Writing a First Draft	83
	Revising and Editing	86
	Publishing	89
6	Argumentative Writing	92
	Argumentative Writing	93
	The Elements of Argument	93
	The Rhetoric of Persuasion	97
	Crafting an Argument	102
7	Writing Literary Texts	118
	The Creative Work	119
	Writing a Personal Narrative	125
	Writing a Short Story	130
	Writing a Scene for a Play	139
	Writing a Poem	143
8	Writing About Literary Texts	148
	The Literary Essay	149
	Planning, Focusing, and Organizing	156
	Writing the First Draft	162
	Revising and Editing	164
	Publishing	165

9	Communication in the Digital Age	.166
	The Purposes of Written Communication	.167
	Writing Informal Letters	.167
	Writing Business Letters	.171
	Writing Email	.179
10	Inquiry: Initial Research and Development	.184
	The Process of Inquiry	.185
	Inquiry and Initial Research	.186
	Developing Evidence-Based Claims	.189
11	Inquiry: Composing and Presenting	.202
	Organizing Your Findings	.203
	Writing the First Draft	.207
	Revising and Editing	.213
	Publishing	.215

Grammar

12	The Parts of a Sentence	.220
	The Sentence	.221
	Subjects	.221
	Predicates	.223
	Different Positions of Subjects	.225
	Compound Subjects and Predicates	.226
	Kinds of Sentences	.228

13	Nouns and Pronouns	230
	Nouns	231
	Pronouns.	233
14	Verbs	240
	Verbs	241
15	Adjectives and Adverbs	248
	Adjectives	249
	Adverbs	253
16	Prepositions, Conjunctions, & Interjections	256
	Prepositions.	257
	Conjunctions	260
	Interjections.	263
17	Complements	264
	Kinds of Complements	265
	Direct Objects.	265
	Indirect Objects.	266
	Predicate Nominatives	268
	Predicate Adjectives.	269
18	Phrases.	270
	Prepositional Phrases	271
	Appositives and Appositive Phrases	274
19	Verbals and Verbal Phrases.	276
	Verbals	277
	Participles and Participial Phrases	277
	Gerunds and Gerund Phrases	281
	Infinitives and Infinitive Phrases.	282

20	Clauses	284
	Clauses	285
	Types of Subordinate Clauses	286
	Kinds of Sentence Structure	293
21	Sentence Fragments and Run-Ons	296
	Sentence Fragments	297
	Run-On Sentences	300
	Usage	
22	Using Verbs	302
	Parts of Verbs	303
	Tenses of Verbs	308
	Verb Conjugations	310
	Active and Passive Voice	315
	Mood	316
23	Using Pronouns	318
	The Cases of Personal Pronouns	319
	Pronouns and Their Antecedents	328
24	Subject & Verb Agreement	332
	Agreement of Subjects and Verbs	333
	Common Agreement Problems	335
25	Using Adjectives and Adverbs	344
	Comparison of Adjectives and Adverbs	345
	Problems with Modifiers	348
	A Writer's Glossary of Usage	350

Mechanics

26 Capitalization	360
First Words and the Pronoun I	361
Proper Nouns and Adjectives	362
Titles	370
27 End Marks and Commas	372
End Marks	373
Commas That Separate	376
Commas That Enclose	381
28 Italics and Quotation Marks	384
Italics and Underlining	385
Quotation Marks	387
29 Other Punctuation	392
Apostrophes	393
Semicolons	398
Colons	400
Hyphens	401
Dashes, Ellipses, and Parentheses	403
30 Spelling Strategies	404
Spelling Strategies	405
Spelling Patterns	406
Plurals	409
Prefixes and Suffixes	413
Words to Master	417

Skills for Academic Success

31 Close Reading418
Creating Meaning419
Before You Read	420
As You Read.	428
After You Read	439
32 Word Study	442
Varieties of English Dialects	443
Determining Word Meaning	444
Dictionary Skills451
Words That Communicate Clearly.	456
33 Speaking and Listening Skills	458
Speaking Effectively	459
Listening Actively	462
Writing and Giving an Effective Speech	465
Communicating and Collaborating in Groups472
QuickGuide478
Glossary of Writing & Language	498
Index.	508