## Contents

CHAPTER 1	The Focused Writer	1
	Excellence in Writing	2
	Strategies: The Focus Approach	3
	Format	5
	Organization	5
	Content	5
	Understanding	6
	Style	6
	Evaluation: "My Academic and Professional	
	Achievements"	7
	Assignment: Personal Analytical Essay	11
CHAPTER 2	The Power Writing Process	12
	Strategies	13
	Prepare	13
	Outline	13
	Write	13
	Edit	13
	Rewrite	14
	Discussion: "My Experience with Culture Shock"	14
	Analysis of Structure	19
	Analysis of Style	19
	Evaluation of Style	21
	Assignment: Personal Analytical Essay	22
	Outline Worksheet	22
	Peer Critique: First Draft	25

CHAPTER 3	Writer's Block	26
	Strategies	27
	Freewriting	27
	Timed Writing	29
	Writer's Journal	29
	Response Writing	29
	Task: Freewriting—Time	29
	Task: Response Writing—"Marriage Past and	
	Present"	30
	Task: Response Writing—George Bernard Shaw	
	Quotation	32
CHAPTER 4	Skillful Proofreading and Editing	33
	Strategies	34
	Proofreading Principles	34
	Editing Principles	35
	Readability	35
	Concise Grammar Review	37
	Common Grammar Problems	37
	Concise Punctuation Review: Period, Comma,	
	Semicolon, Colon, Quotation Marks	41
	Period Usage	41
	Comma Usage	41
	Semicolon Usage	41
	Colon Usage	42
	Quotation Marks Usage	42
	Concise Punctuation Review: Comma Splice,	
	Run-on Sentence, Fragment	43
	Comma Splice	43
	Run-on Sentence	44
	Fragment	44
CHAPTER 5	Effective Style	51
	Principles of Style	53
	Clarity	53
	Coherence	53
	Conciseness	54
	Precision	54

	Strategies	54
	Sentence Combining	54
	Paragraph Coherence: "Making Copies"	56
	Tone: Word Choice	57
	Research Report	62
	Suggested Websites	63
	Assignment: Research Report	65
CHAPTER 6	The Cohesive Paragraph	66
	Strategies	67
	Unity	67
	Coherence	67
	Topic Sentence	67
	Supporting Sentences	67
	Concluding Sentence	68
	Length	68
	Evaluation and Editing	6
	Analysis: The Blind Watchmaker	72
	Assignment: Extended Definition—"The Meaning	
	of Freedom"	74
	Assignment: Response Writing	7
CHAPTER 7	The Accurate Summary	77
	Strategies	78
	Active Reading: Preview, Read, Review	78
	Critical Analysis	79
	Verb Tense	8
	Paraphrasing	84
	Evaluation: "Other People's Words"	8
	Assignment: Summary	9
	Peer Critique	9
CHAPTER 8	The Logical Essay	9
	Strategies	94
	Organization	9
	Personal Analytical Essay	9
	······································	
	Research Essay	9

	Conclusion	96
	Citation Style	97
	Analysis: "Part-Time Workers in Japan"	98
	Assignment: Comparison-Contrast Essay	103
	Peer Critique	104
	-	
CHAPTER 9	The Objective Critical Review	105
	Strategies	106
	Thesis	106
	Analytical Reading	107
	Evaluation Criteria	108
	Academic Style	109
	Evaluation: "How I Caused That Story"	112
	Assignment: Critical Review	119
	Assignment: Critical Review	128
	Peer Critique	129
	Assignment: Critique of a Film	130
CHAPTER 10	The Balanced Synthesis	131
	a i	122
	Strategies	132
	Strategies Thesis	132 132
	6	
	Thesis	132
	Thesis Organization Paraphrasing	132 133
	Thesis Organization	132 133 134
	Thesis Organization Paraphrasing Citation Style	132 133 134 135
	Thesis Organization Paraphrasing Citation Style Evaluation of Internet Sources	132 133 134 135
	Thesis Organization Paraphrasing Citation Style Evaluation of Internet Sources Evaluation: "The Crisis of HIV/AIDS" and "Health and Wealth"	132 133 134 135 135
	Thesis Organization Paraphrasing Citation Style Evaluation of Internet Sources Evaluation: "The Crisis of HIV/AIDS" and	132 133 134 135 135 135
CHAPTER 11	Thesis Organization Paraphrasing Citation Style Evaluation of Internet Sources Evaluation: "The Crisis of HIV/AIDS" and "Health and Wealth" Assignment: Synthesis—Alternative Medicine Peer Critique	132 133 134 135 135 135 136 142
CHAPTER 11	Thesis Organization Paraphrasing Citation Style Evaluation of Internet Sources Evaluation: "The Crisis of HIV/AIDS" and "Health and Wealth" Assignment: Synthesis—Alternative Medicine Peer Critique <b>The Persuasive Argument</b>	132 133 134 135 135 135 136 142 143 <b>144</b>
CHAPTER 11	Thesis Organization Paraphrasing Citation Style Evaluation of Internet Sources Evaluation: "The Crisis of HIV/AIDS" and "Health and Wealth" Assignment: Synthesis—Alternative Medicine Peer Critique <b>The Persuasive Argument</b> Strategies	132 133 134 135 135 135 136 142 143 <b>144</b> 145
CHAPTER 11	Thesis Organization Paraphrasing Citation Style Evaluation of Internet Sources Evaluation: "The Crisis of HIV/AIDS" and "Health and Wealth" Assignment: Synthesis—Alternative Medicine Peer Critique <b>The Persuasive Argument</b> Strategies Thesis	132 133 134 135 135 135 136 142 143 <b>144</b> 145 145
CHAPTER 11	Thesis Organization Paraphrasing Citation Style Evaluation of Internet Sources Evaluation: "The Crisis of HIV/AIDS" and "Health and Wealth" Assignment: Synthesis—Alternative Medicine Peer Critique <b>The Persuasive Argument</b> Strategies Thesis Active and Passive Voice	132 133 134 135 135 135 136 142 143 <b>144</b> 145 145 146
CHAPTER 11	Thesis Organization Paraphrasing Citation Style Evaluation of Internet Sources Evaluation: "The Crisis of HIV/AIDS" and "Health and Wealth" Assignment: Synthesis—Alternative Medicine Peer Critique <b>The Persuasive Argument</b> Strategies Thesis Active and Passive Voice Organization	132 133 134 135 135 135 136 142 143 <b>144</b> 145 145 145 146 148
CHAPTER 11	Thesis Organization Paraphrasing Citation Style Evaluation of Internet Sources Evaluation: "The Crisis of HIV/AIDS" and "Health and Wealth" Assignment: Synthesis—Alternative Medicine Peer Critique <b>The Persuasive Argument</b> Strategies Thesis Active and Passive Voice Organization Persuasive Tone	132 133 134 135 135 135 136 142 143 <b>144</b> 145 145 146
CHAPTER 11	Thesis Organization Paraphrasing Citation Style Evaluation of Internet Sources Evaluation: "The Crisis of HIV/AIDS" and "Health and Wealth" Assignment: Synthesis—Alternative Medicine Peer Critique <b>The Persuasive Argument</b> Strategies Thesis Active and Passive Voice Organization	132 133 134 135 135 135 136 142 143 <b>144</b> 145 145 145 146 148

	Refutation of Counter-Argument	151
	Evaluation: "Preserving the Vallegrand Rock Art	
	Sites in Bolivia"	154
	Assignment: Argument—The World Monuments	
	Fund	158
	Assignment: Argument—"Constitutional Topic:	
	Official Language"	159
	Peer Critique	162
CHAPTER 12	The Scholarly Research Paper	163
	Strategies	165
	Step 1: Topic Choice	165
	Step 2: Preliminary Research	165
	Step 3: Bibliography—Evaluating Sources	168
	Step 4: Hypothesis and Thesis	168
	Assignment: Developing a Hypothesis	169
	Step 5: Research Proposal	170
	Step 6: Writing the Paper	173
	Outline and Evaluation: "Turkey's Integration into	
	the European Union (EU)"	178
	Assignment: Research Paper	195
	Components of a Research Paper	195
CHAPTER 13	Your Authentic Voice	197
	Strategies	199
	Experience	199
	Confidence	199
	Evaluation: What Is Plagiarism?	200
	Assignment: Summary—"The Working Poor:	
	We Can Do Better"	202
	Analysis: The Writer's Voice—An American	
	Childhood	204
	Analysis: The Writer's Voice—Looking for Spinoza	206
	Analysis: The Writer's Voice—"A Dream Vacation	
	in Switzerland"	208
	Assignment: Personal Research Essay	211

**xiv** · Contents

Appendix A	Definitions of Writing Terms	213
Appendix B	Examples of Writing Styles	217
Appendix C	Sentence Connectors	221
Appendix D	The Power Writing Process	223
Appendix E	Writing Evaluation Forms	228
Appendix F	Internet Research	236
Appendix G	"My Healthy Lifestyle" Revision (pages 49–50)	239
Bibliography and Suggested Reading		241