

CONTENTS

SECTION 1. THE WRITING PROCESS	1
A. Overview of the Writing Process	2
Thinking about Your Composing Process	2
Exercise 1.1: Thinking about Composing	2
Exercise 1.2: Reflecting on the Composing Process	3
Stages of the Writing Process	3
<i>Understanding the Assignment</i>	4
<i>Thinking about Audience</i>	4
<i>Generating Ideas</i>	5
<i>Organizing and Outlining Ideas</i>	5
<i>Drafting</i>	6
<i>Revising</i>	6
<i>Editing</i>	6
B. Understanding Writing Assignments	7
Key Words in Assignments	7
Exercise 1.3: Identifying Key Words in Writing Assignments	10
C. Thinking about Audience	11
Content	11
Style	12
D. Generating and Organizing Ideas	12
Idea-Generating Techniques: Points to Consider	12
Exercise 1.4: Generating Ideas	16
Outlining	18
Determining Order of Information	20
E. Drafting	22
Paragraphs	22
Essays	22
F. Revising and Editing	25
G. A 10-Step Guide to the Writing Process	26

SECTION 2. GRAMMAR AND STYLE	29
AT WORD LEVEL	30
A. Word Form	30
Exercise 2.1: Recognizing Word Form Errors	30
B. Articles	31
Count and Non-Count Nouns	32
Nouns with General Reference	32
Nouns with Definite Reference	33
Nouns Using Zero (No) Article	34
Exercise 2.2: Using Articles	35
C. Prepositions	36
Exercise 2.3: Using Appropriate Prepositions	37
D. Word Choice in Formal Writing Style	38
Exercise 2.4: Using More Specific Words	39
Exercise 2.5: Using More Formal Words	39
E. Reference Words: Pronouns and Synonyms	40
Using Pronouns to Avoid Repeating Nouns	40
Using Demonstrative Pronouns to Avoid Repeating an Entire Phrase	41
Using Synonyms for Reference	41
Exercise 2.6: Using Reference Words to Avoid Repetition	42
F. Reducing Wordiness	43
Exercise 2.7: Reducing Wordiness	44
AT SENTENCE LEVEL	46
G. Parts of a Sentence	46
Clauses	46
Exercise 2.8: Identifying Independent and Dependent Clauses	47
Phrases	48
H. Subject-Verb Agreement	49
Exercise 2.9: Practicing Subject-Verb Agreement	51

I. Run-On Sentences and Sentence Fragments	52
Run-On Sentences	52
Sentence Fragments	53
Exercise 2.10: Correcting Run-On Sentences	54
Exercise 2.11: Correcting Sentence Fragments	54
J. Comma Splice	55
Exercise 2.12: Recognizing Comma Splices	56
K. Adjective Clauses	57
Identifying Adjective Clauses	57
Non-Identifying Adjective Clauses	58
Exercise 2.13: Comma Use in Adjective Clauses	59
L. Parallel Structure	60
Exercise 2.14: Creating Parallel Structures	61
M. Sentence Combining	62
Exercise 2.15: Combining Sentences with Subordinators	65
N. Sentence Variety	67
Varying the Positions of Modifiers	67
Changing Emphasis with a Divided Sentence	68
Example Paragraph and Revision	69
SECTION 3. PUNCTUATION	71
<hr/>	
A. Period	72
End of Sentence	72
Exercise 3.1: Period at End of Sentence	73
Decimals	73
Exercise 3.2: Period with Decimals	73
B. Question Mark	74
Exercise 3.3: Question Mark and Period	74
C. Exclamation Point	75
Exercise 3.4: Exclamation Point	75

D. Comma	76
After Introductory or Transitional Words or Phrases	76
Exercise 3.5: Comma with Introductory or Transitional Words or Phrases	76
After Introductory Clauses	77
Exercise 3.6: Comma after Introductory Clauses	77
Before Conjunctions	78
Exercise 3.7: Comma before Conjunctions	78
In Lists of Words, Phrases, or Clauses	79
Exercise 3.8: Comma with Lists of Words, Phrases, or Clauses	79
With Coordinate Adjectives	80
Exercise 3.9: Comma with Coordinate Adjectives	80
With Quotations	81
Exercise 3.10: Comma with Quotations	81
With Some Abbreviations	82
Exercise 3.11: Comma with Abbreviations	83
With Interrupting Expressions	83
Exercise 3.12: Comma with Contrasting or Interrupting Elements or Those Needing Separation for Clarity	85
E. Semicolon	86
With Independent Clauses	86
Exercise 3.13: Semicolon with Independent Clauses	86
When Separating Elements with Internal Commas	86
Exercise 3.14: Semicolon Separating Elements with Internal Commas	87
F. Colon	88
Before a Series	88
Before Long Quotations	88
Before Short Quotations	88
Before the Second Part of Sentence	89
With a Salutation	89
In Bibliographic References	89
In Time Expressions	89
In Ratios	89
Exercise 3.15: Colon	90

G. Hyphen	91
With Compound Nouns	91
With Compound Adjectives	91
With Prefixes	91
With Fractions	92
With Syllable Division	92
H. Dash	92
With Strong Interrupting Element	92
With Change in Flow of Ideas	93
With Introductory Series	93
Before Items Listed in a Category	93
I. Double Quotation Marks	93
With Direct Quotations	93
With Long Direct Quotations	94
For Reference to Language Use	95
For Special Meaning	95
J. Single Quotation Marks	96
With Direct Quotations	96
K. Parentheses	96
With Interrupting Expressions	96
With Numbers	96
With Dates	97
With Citations	97
L. Brackets	97
To Show Added Words	97
To Show Errors in Quoted Passage	97
To Show Omitted Words	98
M. Apostrophe	98
With Contractions	98
To Show Possession	98
N. Ellipsis	99
To Show Omitted Words	99

O. Capital Letters	99
At the Beginning of a Sentence	99
As Part of Spelling	100
P. Indentation of Paragraphs and Quotations	101
First Line of Paragraphs	101
Block Indentation of Long Quotations	102
Q. Abbreviation Period	103
SECTION 4. QUICK REFERENCE	105
<hr/>	
A. Connections between Ideas	106
Examples of Appropriate Expressions for Connecting Ideas	106
<i>Time</i>	106
<i>Space</i>	106
<i>Means</i>	106
<i>Comparison/Contrast</i>	106
<i>Concession</i>	107
<i>Cause/Reason</i>	107
<i>Condition</i>	107
<i>Elaboration/Analysis</i>	107
<i>Referring to a Specific Point in the Text</i>	107
B. Words Often Confused	111
C. Active and Passive Voice	115
D. Verb Tenses	117
Simple Present	118
Simple Past	118
Present Continuous	118
Past Continuous	119
Present Perfect	119
Past Perfect	119
Present Perfect Continuous	119
Past Perfect Continuous	120
Future	120
Future Continuous	120
Future Perfect	120
Future Perfect Continuous	120

E. Irregular Verb Forms	121
F. Gerunds and Infinitives	123
Gerund Functioning as a Noun	123
Infinitive Functioning as a Noun	123
Common Verbs Followed by the Gerund	124
Common Verbs Followed by the Infinitive	124
Common Verbs Followed by the Gerund or the Infinitive	124
Common Adjectives (Usually Followed by the Infinitive)	124
G. Using Prepositions	125
Phrasal Verbs	125
Verb + Preposition Combinations	126
Adjective + Preposition Combinations	126
Common Preposition + Noun Phrases	126
SECTION 5. CITATION STYLE GUIDES	127
A. APA Style: References and Format	129
Exercise 5.1: APA References: Correcting Errors	131
APA Format for Student Research Paper	133
B. MLA Style: Works Cited and Format	134
Exercise 5.2: MLA Works Cited: Correcting Errors	137
What's New in MLA, 8th Edition?	139
MLA Format for Student Research Paper	140
Common Correction Symbols for Editing	141
Glossary	143
Appendix: Using the Workbook with the Condensed Handbook	147
Answer Key	149