

CONTENTS

How to Use This Book and Its Companion Website	ix
Preface to the Sixth Edition	xi
WRITING PROCESSES	I
P1 Getting Started	I
P1.1 Attitude and Voice	1
P1.2 Academic Style	3
P1.3 Audience	4
P1.4 Purpose	7
P1.5 Focus	9
P1.6 Discovery	10
P1.7 Writer's Block	16
P1.8 Research	17
P1.9 Finding Sources	19
P1.10 Evaluating Sources	25
P2 Making Sense	30
P2.1 Argument	30
P2.2 Logic	32
P2.3 Fallacies	38
P2.4 Thesis	43
P2.5 Organization	46
P2.6 Modes of Writing	53
P2.7 Logical Fluency	65
P2.8 Your Arguments, Others' Arguments	69
P2.9 Incorporating Sources through Summary, Paraphrase, and Quotation	72
P2.10 Plagiarism	76
P2.11 Citation	78
P3 Improving Style	80
P3.1 Stylistic Fluency	80
P3.2 Diction	80
P3.3 Syntax	84
P3.4 Rhythm	85
P3.5 Figures of Speech	87
P3.6 Voice	89
P3.7 Tone	91
P3.8 Revision and Proofreading	92
P3.9 Writing by Computer	97

SPECIAL TOPIC	
How to Be Good with Words	105
WRITING MECHANICS	147
M1 Grammar	147
M1.1 Introduction: Right and Wrong in Writing	147
M1.2 Parts of Speech	152
M1.3 Parts of Sentences	163
M1.4 Verb Forms	171
M1.5 Mood and Voice	186
M1.6 Sentence Combining: How to Build Sentences	191
M2 Usage	215
M2.1 Verb Issues	215
M2.2 Preposition Issues	234
M2.3 Noun and Pronoun Issues	247
M2.4 Word Order	261
M2.5 Word Meanings	268
M2.6 Part-of-Speech Conversions	307
M2.7 Slang	318
M2.8 Word Conventions	321
M2.9 Joining Words	333
M2.10 Wordiness	357
M2.11 National Variants	366
M3 Punctuation and Other Conventions	372
M3.1 Punctuation Marks	372
M3.2 Quotations	394
M3.3 Capitalization	404
M3.4 Abbreviations	409
M3.5 Spelling	411
M4 EAL: For Those Whose Native Language Is Not English	423
SPECIAL TOPIC	
Seeing and Meaning	447

WRITING CONTEXTS	475
C1 Writing Across the Disciplines	475
C1.1 Different Subjects, Different Styles	475
C1.2 English Studies	476
C1.3 Humanities	486
C1.4 Natural and Applied Sciences	497
C1.5 Social Sciences	506
C1.6 Business and Commerce	524
C2 Forms and Conventions	527
C2.1 The Meanings of Texts	527
C2.2 Meaning and Form in Literature	535
C2.3 The Text in the Present Tense	542
C2.4 Authors and Speakers	547
C2.5 The Scientific Research Paper	550
C2.6 Scientific Tone	552
C2.7 First Person and Active Voice	555
C2.8 Writing in the Workplace	559
C2.9 Examinations and In-class Essays	571
C3 Style Guides	573
C3.1 MLA Style	573
C3.2 APA Style	639
C3.3 Chicago Style	683
C3.4 CSE Style	700
Appendix 1: Correction Key	713
Appendix 2: Essay Checklist	714
Permissions Acknowledgments	717
Images Reproduced on the Color Dividers	718
Index	719