

Contents

Getting Started; the Paragraph SECTIONS 1-3

1

THE TOPIC; THE MAIN IDEA, page 3

1. An "idea for a theme," 4. 2. Limiting the topic, 4. 3. A main idea, 7. 4. Stating the main idea, 8. 5. Ideas for writing; a journal, 10. 6. Main idea and unity, 10. 7. Devices for unity, 11.

1 Top; MI

a. The topic, 13. b. The main idea, 14. Exercise 1, 16.

2

UNITY AND THE STANDARD PARAGRAPH, page 20

1. The standard expository paragraph, 20. 2. Simple paragraph structure, 21. 3. More complicated paragraphs, 25. 4. The topic sentence, 27. 5. Characteristics of a topic sentence, 29.

2 U; ¶

a. Unity under a topic, 32. b. Adequate topic sentence, 33. c. Choppy paragraphing, 35. d. Dialogue paragraphs, 36. Exercise 2, 37.

3

COHERENCE AND THE PARAGRAPH, page 44

1. Revealing the plan of the paragraph, 45. 2. Words of transition, 47. 3. Repetition of words and ideas, 47. 4. Continuity and word order, 49.

3 Coh

a. Revealing the plan of the paragraph, 50. b. Coherence through words and constructions, 51. Exercise 3, 54.

Developing and Controlling an Idea SECTIONS 4-7

4

DEFINITION, page 63

1. Definition and development, 63. 2. Methods of definition, 66.

4 Def

Exercise 4, 70.

5

ADEQUATE DEVELOPMENT, page 74

1. Distinguishing fact and judgment, 74. 2. General and specific, 75. 3. Disciplining generalizations and details, 75. 4. Citing particulars, 77. 5. Examples or instances, 77. 6. Incident, 78. 7. Analogy, 79.

5 Dev

Exercise 5, 83.

6

EVIDENCE: INDUCTIVE REASONING, page 88

1. Induction, 88. 2. Types of induction; generalization, hypothesis, 89. 3. Induction in writing, 90. 4. Tests of evidence, 91.

6 Ev; Rel

a. Evidence, 93. b. Causation, 96. c. Analogy, 97. Exercise 6, 98.

7

LOGIC: DEDUCTIVE REASONING, page 104

1. Induction and deduction, 104. 2. Deduction, 105. 3. Controlling the middle term, 108. 4. Using deductive reasoning, 109. 5. Development by deduction, 110. 6. Assumptions; major premises, 111.

7 Log

a. Assumptions; tenable premises, 113. b. Distributing and stabilizing the middle term, 114. c. Consistency, 117. d. Arguing in a circle, 117. e. Including steps in the argument, 118. Exercise 7, 118.

Organization and Style SECTIONS 8-11

8

ANALYSIS AND CLASSIFICATION, page 125

1. Scientific and literary analysis, 126. 2. Logical analysis, 127. 3. The basis of classification, 128. 4. Co-ordination and subordination in classification, 129. 5. Analysis and classification in planning a composition, 129.

8 An; Class

Exercise 8, 133.

9

ORGANIZATION; THE OUTLINE, page 136

1. Chronological organization, 136. 2. Spatial organization, 137. 3. Logical organization, 138. 4. The outline, 139. 5. Classification, co-ordination, and subordination in the outline, 140. 6. The complete outline, 144. 7. The sentence outline, 145. 8. Utilizing the outline to check logic, 146.

9 Org

- a. Clear planning, 147. b. Proportion, 149. c. Individual items in the outline, 150. Exercise 9, 153.

10

TRANSITIONS, INTRODUCTIONS, CONCLUSIONS, page 157

1. Revealing the main outline, 158. 2. Topic sentences as transitions, 159. 3. Transitional paragraphs, 160. 4. Uses of the introduction, 161. 5. Types of introductions, 162. 6. Uses of the conclusion, 164. 7. Types of conclusions, 165.

10 Trans; Intro; Conc

- a. Transitions, 166. b. Introduction that introduces, 167. c. The adequate conclusion, 169. d. Proportion in introduction or conclusion, 170. e. Apologetic introduction or conclusion, 171. Exercise 10, 171.

11

STYLE AND TONE, page 176

1. Characteristics of style, 177. 2. Style as mind, 178. 3. Reading, imitation, originality, 179. 4. Tone—attitude toward material and audience, 180. 5. Varieties of tone, 181. 6. Appropriateness of style and tone, 184.

11 St

- a. Appropriateness in style, 189. b. Consistency in style, 191. Exercise 11, 191.

English Sentence Patterns SECTIONS **12-17**

12

THE COMPLETE SENTENCE; THE FRAGMENT, page 205

1. Distribution replaces inflection in English, 205. 2. Patterns in English, 206. 3. The basic sentence pattern in English, 207. 4. The subject, 208. 5. Verbs and complements, 209. 6. Developing basic patterns, 211. 7. The basic sentence pattern in minor constructions: clauses, 213. 8. The incomplete sentence, 213.

12 Frag

Exercise 12, 218.

13

PREDICATION; CONTROLLING THE BASIC PATTERN, page 221

1. Making the parts fit, 221. 2. Choosing subjects, 222. 3. The predicate—verbs and complements, 224. 4. Predication with *to be*, 225.

13 Pred

a. Fitting subject to verb to complement, 226. b. Equations with verb *to be*, 228. c. *Is-because, is-where, is-when* patterns, 229. d. Shifts in structure, 231. Exercise 13, 222.

14

CO-ORDINATION AND PARALLELISM, page 236

1. Co-ordination for development, 236. 2. Co-ordination of clauses, 237. 3. Co-ordinating lesser sentence elements, 239. 4. Co-ordination and parallel structure, 240.

14 Paral

a. Parallelism in co-ordination, 243. b. Misleading parallelism, 244. Exercise 14, 245.

15

SUBORDINATION; MODIFICATION, page 247

1. Patterns of subordination, 248. 2. Word order of modifiers, 249. 3. Fixed modifiers, 250. 4. Sentence and clause modifiers, 252.

15 Sub; Mod

- a. Adequate subordination, 255. b. Position of modifiers, 259. c. "Dangling" modifiers, 262. d. "Split" constructions, 265. Exercise 15, 267.

16

CONTROLLING SECONDARY PATTERNS; INCOMPLETE PATTERNS, page 274

1. Fixed and reducible sentence patterns, 274. 2. Patterns of comparison, 276

16 Inc; Comp

- a. Completing secondary patterns, 277. b. Patterns in comparison, 278. Exercise 16, 280.

17

EMPHASIS: USING THE PATTERNS OF ENGLISH, page 284

1. The postponed subject, 285. 2. The substitute subject with linking verb, 286. 3. The passive, 286. 4. Emphasis by position; the periodic sentence, 289. 5. Subordination and emphasis, 291. 6. Emphasis by repetition of word-order patterns, 292.

17 Em

- a. Postponed subjects, 294. b. Substitute subjects with linking verb, 295. c. Passive sentences, 296. d. Inverted sentences, 297. e. Emphasis through verbs, 297. f. Minor words in emphatic positions, 298. g. Rhetorical questions, 299. Exercise 17, 299.

Parts of Speech SECTIONS **18-23**

18

NOUNS AND PRONOUNS, page 309

1. Types of substantives, 309. 2. Forms of substantives, 311.

18 Pron

- a. Personal pronoun subjects, 315. b. Personal pronouns after linking verbs, 316. c. Objective form of personal pronouns, 316. d. Relative or interrogative pronoun, 317. e. Reflexive pronouns used for personal pronouns, 318. Exercise 18, 319.

19

REFERENCE, page 321

1. Pronouns and reference, 322. 2. Patterns of reference, 323.

19 Ref

- a. General reference, 324. b. Reference and position of antecedents, 326. c. Word reference, 327. Exercise 19, 330.

20

VERBS, page 336

1. Types of English verbs, 336. 2. Composition of verb forms, 340. 3. Principal parts of verbs, 341. 4. Present tense, 343. 5. Past tense, 344. 6. Future tense, 345. 7. Verbals, 346.

20 Vb

- a. Choice of verbs, 347. b. *Shall* and *will*, 349. c. Tense, 350. d. Principal parts of verbs, 354. Exercise 20, 355.

21

AGREEMENT OR CONCORD, page 359

21 Agr

- a. Agreement with indefinite or collective subjects, 361.
- b. Agreement with compound and alternative subjects, 363.
- c. Agreement when subject follows verb, 364. d. Consistency in pronouns, 365. e. Agreement in dependent clauses, 365.
- f. Agreement with modified or separated subjects, 366. g. Agreement of nouns in number, 367. Exercise 21, 367.

22

FORMS OF MODIFIERS, page 369

- 1. Adjective and adverb, 369. 2. Verbal modifiers, 370. 3. Other types of modifiers, 371. 4. Comparison of adverbs and adjectives, 371.

22 Adj; Adv

- a. Adjectives and adverbs, 373. b. Comparative and superlative, 374. c. Possessives before gerunds, 376. Exercise 22, 376.

23

FUNCTION WORDS, page 379

- 1. Function words and content words, 380. 2. Variety of function words, 381. 3. Classes of function words, 382. 4. Conjunctions, 383. 5. Conjunctive adverbs, 384. 6. Prepositions, 385. 7. Articles, 385.

23 FW

- a. Co-ordinating conjunctions, 386. b. Subordinating conjunctions, 387. c. *Like* and *as*, 388. d. Correlative conjunctions, 389. e. Prepositions, 389. f. Conjunctive adverbs, 390. g. Articles and demonstrative adjectives, 390. Exercise 23, 391.

Words SECTIONS 24-26

24

LANGUAGE, THE MEANS OF BEING HUMAN, page 395

1. The miracle of language, 395. 2. The growth of language, 396. 3. The ancestry of English, 397. 4. Indo-European and its descendants, 400. 5. The growth of English, 401. 6. Semantic change, 407. 7. Indo-European bases and modern cognates, 409. Exercise 24, 411.

25

VOCABULARY, MEANING, WORD CHOICE, page 413

1. Word hoards and dictionaries, 414. 2. Using a dictionary, 414. 3. Increasing a writing vocabulary, 415. 4. The meaning of meaning, 416. 5. Symbols and word choice, 418. 6. Abstract and concrete, 420. 7. Denotation and connotation; slanting, 421. 8. Figurative language; metaphor, 423. 9. Words in their contexts, 424. 10. Precision and vigor in word choice, 425.

25 W

a. "Direction" in words, 428. b. Concrete and abstract words, 429. c. Colored, "slanted," or prejudicial words, 430. d. Metaphorical writing, 431. Exercise 25, 433.

26

USAGE AND ECONOMY IN WORDS, page 442

1. Correctness and usage in word choice, 442. 2. Dialects, idiom, and usage, 444. 3. Usage variations, 446. 4. Standard English, 448. 5. Economy in words, 449. 6. Word economy and adequacy, 450.

26 Usage

a. Slang, 452. b. Idiom, 453. c. Trite or hackneyed expressions; d. Jargon, journalese, pompousness, 454. e. Wordiness, 456. f. Repetition and redundancy, 457. g. Wordiness and humor, 458. Exercise 26, 458.

Mechanics SECTIONS **27-29**

27

PUNCTUATION, page 465

1. Styles in punctuation, 466. 2. Punctuation and the sentence pattern, 467. 3. Marks of punctuation, 468.

27 P

a. End punctuation; period fault, 469. b. Independent clauses; fused or run-together sentence; comma fault or splice, 471. c. Independent clauses with co-ordinating conjunctions, 473. d. Punctuation in a series, 474. e. Punctuation of nonrestrictive modifiers, 477. f. Punctuating parenthetical material, 480. g. Punctuation after introductory modifiers, 481. h. Punctuation with geographical, temporal, and metrical material, 482. i. Comma to clarify or emphasize, 483. j. Punctuation with quotations, 483. k. The colon, 486. l. Dash, 487. m. Parentheses and brackets, 490. n. Inappropriate or excessive punctuation, 491. Exercise 27, 492.

28

THE MANUSCRIPT, page 497

28 M

a. Capitalization, 498. b. Abbreviation, 501. c. Numbers, 503. d. Division of words, 504. e. Titles, 504. f. Italics, 505. Exercise 28, 506.

29

SPELLING, page 508

1. Written English and spelling, 508. 2. Analyzing spelling problems, 510. 3. Habitual misspelling, 511. 4. Carelessness, 512. 5. Phonetics and spelling, 512. 6. Indication of vowel sounds, 513. 7. Special problems in spelling, 514.

29 Sp

a. The apostrophe, 518. b. Compounding; hyphenation, 521. c. Plurals, 524. d. Spelling and sound, 526. e. Combinations of *i* and *e*, 526. f. Combinations of *y* with endings, 527. g. Double consonants, double vowels, final silent *e*, 527. Exercise 29, 528.

The Research Paper SECTIONS **30-32**

30

THE PRÉCIS AND SUMMARY; TAKING NOTES; PLAGIARISM, page 537

1. The précis and summary, 537. 2. Taking and preserving notes, 540. 3. Recording material in notes, 542. 4. Plagiarism and intellectual maturity, 545. Exercise 30, 548.

31

COLLECTING MATERIAL, page 552

1. Choosing a subject, 552. 2. Locating material, 554. 3. Classification of books; catalogues and bibliographies, 555. 4. Printed catalogues and bibliographies, 556. 5. Periodical and newspaper indexes, 557. 6. Bulletins and pamphlets, 559. 7. Reference books, 560. 8. The trial bibliography, 562. 9. Bibliography cards, 563. 10. Bibliographical form, 565. 11. Footnote form, 567. Exercise 31, 573.

32

WRITING A RESEARCH REPORT, page 576

1. Style in the investigative paper, 576. 2. Documentation, 582. 3. Conventions of the research paper, 583. 4. Samples of research or investigative reports, 584.

Appendix: Ready Aids To Revision SECTIONS **33-34**

33

REVISING AND CORRECTING THE THEME, page 601

1. Check chart for revision, 601. 2. Correcting the theme, 603. 3. Record of themes and recommendations for revision, 606.

34

GLOSSARY OF USAGE, page 608

34 Gloss

INDEX, page 631