NEW CONCISE HANDBOOK

SECOND EDITION

HANS P. GUTH

NEW Concise Handbook

Second Edition

Hans P. Guth

San Jose State University

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PREFACE: TO THE INSTRUCTOR

New Concise Handbook, Second Edition, is a compact guide to written composition. It is realistically focused on the needs of today's classrooms and provides

- balanced treatment of the larger elements of composition (purpose, audience, content, organization) and the standards of written English
- graphic demonstration of how prewriting, organizing, and revision techniques pay off in better student writing
- an exceptionally accessible writer's grammar with the plain-English explanations and concrete clues students need to grasp essential grammatical concepts
- a treatment of punctuation that stresses the functions punctuation marks serve in a sentence
- an exceptionally clear and comprehensive guide to the mysteries of documentation (MLA and APA), with an MLA Directory giving both the Works Cited entry and parenthetical documentation for over forty citations
- a word processing section with instructions and exercises for the beginner

Special Features of the Second Edition

MINIMUM PROFICIENCIES Each chapter starts with a quick rundown of minimum proficiencies, focusing on basic "survival skills" for the student while making it clear that there is more to good writing than meeting minimum standards.



WRITING WORKSHOPS Writing workshops show students how to work at their writing while interacting in class work or working in small groups.

DISCOURSE EXERCISES Lively and informative discourse exercises illustrate principles of grammar or punctuation by placing exercise sentences in the context of mini-compositions.

PEER EDITOR EXERCISES A second major exercise strand presents realistic student-written sentences for individual editing or peer review.

Additional Support for the Instructor

- More than a routine more-of-same workbook, *New Concise Workbook*, Second Edition, provides backup explanations and follow-up exercises for students with inadequate preparation or special needs. Worksheets are formatted for quick scoring by the instructor or peer-marking by members of the class.
- The *Wadsworth English Proficiency Test* (Forms A and B) is a 100-item multiple choice test that stresses simplicity of format and can be administered during one conventional class period. It includes instructions for a writing sample.
- New Concise Manual, Second Edition, provides a complete answer key for the handbook as well as teaching hints for new and experienced faculty.

A WORD OF THANKS For assistance in preparing this second edition, I would like to thank the following reviewers: Toni-Lee Capossela, Boston University; Peggy Jolly, University of Alabama; Philip Korth, Michigan State University; Roy Lambert, University of Florida; Peter F. Neumeyer, San Diego State University; and Robert C. Peterson, Middle Tennessee State University.

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His articles on Spenser, Kafka, and other literary subjects have appeared in PMLA, Anglia, and Symposium; his articles on rhetoric and composition include "The Politics of Rhetoric" (1972), "Composition Then and Now" (Rhetoric Quarterly, 1980), and "How I Write: Five Ways of Looking at the Blackbird" in Tom Waldrep's Writers on Writing (1985). Guth's writing texts and professional books include Words and Ideas, English Today and Tomorrow, English for a New Generation, The Writer's Agenda, and Essay: Reading with the Writer's Eye.

Guth is co-director and program chair of the Young Rhetoricians' Conference sponsored by San Jose State University, which each year brings together composition teachers from around the country for a lively festival of the art of rhetoric.



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