

# Writing and Revising

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A Modern  
College Workbook



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## *A Modern College Workbook*

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# Preface

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This workbook is designed to help you grow in your ability to write. Part I, "Composing the Essay," guides you through the writing process: 1) determining your reasons for writing, 2) envisioning your audience, 3) organizing and clarifying your thoughts, 4) planning your composition, 5) developing paragraphs, and 6) revising your work. You may follow the chapters in any order, working only those that address the processes you need help with, or you may begin with Chapter 1 and work through Chapter 6 as a sequential guide to writing an essay.

Part II, "Structuring Sentences," helps you understand how English sentences work and gives you experience in using the rich and varied resources your grammar offers. Part III, "Writing with Precision and Control," guides you in practicing techniques required for a strong, efficient, clear, and accurate style. Part IV, "Punctuation," outlines the conventions for using punctuation marks, describes the most common errors writers make with each mark, and gives you practice in using the marks correctly and in revising incorrect usage.

The workbook has a separate section on errors in grammar and sentence structure. This organization helps you avoid confusion over what is standard English and what is mistaken usage. For example, the standard options for modifying within a sentence are treated in Part II, Chapters 9–12, and the exercises in these chapters encourage you to see these options as opportunities, as positive resources, but not as pitfalls. You may benefit from these exercises at any point in your study of composition. Common errors in modifying, on the other hand, are treated in Part V, Chapters 40 and 42. You need consult these chapters only if you are having one of the problems they are designed to eliminate. Part V will help you correct errors in pronoun use, subject-verb agreement, verb forms, sentence completeness, and parallel constructions. If spelling gives you trouble, Part VI will help you learn effective study tactics and will give you practice in applying useful spelling rules.

Part VII gives you step by step practice in the skills required to write the research paper: 1) finding resources in the library, 2) developing a researchable topic, 3) mastering bibliographic format, 4) taking notes from sources, 5) organizing a plan for your paper, and 6) writing the paper with your sources properly documented.

*Writing and Revising: A Modern College Workbook* is a companion volume to the *Concise English Handbook*, also published by D. C. Heath and Company. The chapter numbering of the workbook parallels that of the handbook except for Part VII, "Writing for Special Purposes," which is not treated in the workbook.

Part VII in the workbook is parallel with Part VIII in the *Handbook*, "Writing the Research Paper."

All of the text and exercises in the workbook carefully supplement the text and exercises in the *Handbook*. But because the workbook provides numerous exercises on all phases of the writing process, it can also stand as an independent text suitable for basic writing classes, regular composition courses, and writing center programs.

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