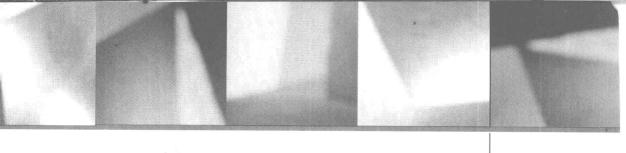
Axelrod & Cooper's

CONCISE GUIDE TO WRITING

RISE B. AXELROD CHARLES R. COOPER

Third Edition



THIRD EDITION

Axelrod & Cooper's CONCISE GUIDE TO WRITING

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To the Instructor

Axelrod & Cooper's Concise Guide to Writing, Third Edition, aims to show students how writing works and how written texts are shaped by the writing situations in which they arise. Through six essay assignment chapters, students experience four fundamentally different writing situations: reflecting on past events, presenting firsthand observations, explaining information, and arguing—taking a position, proposing a solution, or justifying an evaluation. Students see how the kinds of thinking and writing required by these situations are important for them as college students, workers, and citizens. We also aim to show students that reading like a writer, planning essays systematically, getting and giving critical comments on rough drafts, revising thoughtfully, and thinking critically about their learning can improve their writing and confidence as writers. The Concise Guide challenges students, setting high standards for them with each essay they attempt and providing the scaffolding they need to achieve more than they imagined they could.

Although this third edition will look and feel different to those who are familiar with the second edition, you will find that it retains all the features you have come to rely on. Part One remains structured around our Guides to Writing, and Part Two still supplies essential support for critical reading, writing, and research. Almost all of the readings, however, are new, and the critical apparatus supporting each essay now focuses on only one or two of the genre's basic features exemplified in that particular reading. You will find, moreover, that our research coverage has been thoroughly updated to help students navigate their electronic research environment. Students will learn not only to evaluate and document electronic sources but also to effectively integrate them with more traditional sources in their research papers.

An Overview of the Book

The *Concise Guide to Writing* has two sections, preceded by an introductory chapter. Chapter 1 explains how writing works and what it contributes to thinking and learning. The chapter also introduces students to the writing activities in Part One.

Part One, Writing Activities, presents six different essay assignments, all reflecting actual writing situations that students may encounter both in and out of college, genres of writing that they should learn to read critically and to write intelligently. The

genres included are autobiography, profile, explanation, arguing a position, proposing a solution, and justifying an evaluation.

You may choose among these chapters and teach them in any sequence you wish, though they are sequenced here to move students from writing based on personal experience and firsthand observation to writing calling for the analysis and synthesis of ideas and information derived from a variety of sources.

Each chapter follows the same organizational plan:

- Six brief scenarios identify the genre covered in the chapter and suggest the range of occasions when such writing is done—in other courses, in the community, and in the workplace.
- A collaborative activity gets students working with the genre taught in that chapter.
- Three readings, including at least one student essay, are each accompanied by critical apparatus designed to help students explore connections to their culture and experience and to analyze writing strategies used in this genre.
- Summaries of the purpose and audience and the basic features of this genre help students make connections between what they have read and their own writing.
- A flexible guide to writing, tailored to the particular genre, gives the chapter's writing assignment and helps students learn the kinds of questions they need to ask themselves as they develop their ideas.
- A critical reading guide for peer review of drafts helps students work collaboratively and learn to read with a critical eye both their own and other's drafts.
- Editing and proofreading guidelines remind students to check for sentence-level problems.
- A Reflecting on Your Writing activity encourages students to explore what they have learned while writing the essay.

Part Two, Strategies for Writing and Research, looks at a variety of strategies that will help students at all stages of their writing and research. Writing strategies such as invention and cueing the reader are discussed in the assignment chapters and reinforced in Chapters 8 and 9. Chapter 10 focuses on a variety of critical reading strategies. Chapter 11 is devoted to such elements of argumentation as asserting a thesis, giving reasons and support, counterarguing, and understanding logical fallacies. In Chapter 12, students are introduced to the field research skills of observing and interviewing—coverage new to this edition of the Concise Guide. The final two chapters of the book present comprehensive guidelines for doing research both in the library and on the Internet and for using and acknowledging sources.

Noteworthy Features

The Concise Guide to Writing contains several special features that contribute to the book's effectiveness. Chief among these are the practical Guides to Writing, the inte-

gration of reading and writing, clear coverage of strategies for writing and critical reading, comprehensive chapters on research, and activities to promote group discussion and inquiry.

Practical Guides to Writing. We do not merely talk about writing; we also offer practical, flexible guides that escort students through the major stages of composing, from invention through revision and self-evaluation. Thus, this book is more than just a rhetoric that students will refer to occasionally. It is a guidebook that will help them write and develop as critical thinkers. Commonsensical and easy to follow, these writing guides teach students to assess a rhetorical situation, identify the kinds of information they will need, ask probing questions and find answers, and organize their writing to achieve their purpose.

Systematic Integration of Reading and Writing. Because we see a close relationship between the ability to read critically and the ability to write intelligently, the Concise Guide combines reading instruction with writing instruction. Each chapter in Part One introduces a specific genre that students are led to consider both as readers and as writers. Each reading is accompanied by carefully focused apparatus. First is a response activity, Connecting to Culture and Experience, that relates a central theme of the reading to the students' cultural knowledge and personal experience. Questions are designed to stimulate small-group discussion that helps students explore the essay's relevance to their lives as well as its broader social implications. The two sections following, Analyzing Writing Strategies and a brief Commentary, examine how each writer applies basic genre features and strategies to a particular rhetorical situation. Taken together, these analytical activities and commentaries prepare students to write an essay of their own in the genre. Finally, in Considering Topics for Your Own Essay, students are challenged to apply this new knowledge to their own writing by imagining what they could write about and how they might address their prospective readers.

Clear Coverage of Strategies for Writing and Critical Reading. In Chapter 8, students learn how to use strategies for cueing readers, such as orienting statements, paragraphing, cohesive devices, transitions, and headings. In Chapter 9, they learn various mapping and writing strategies to discover and develop ideas. Chapter 10 catalogs important strategies for reading critically, including outlining, paraphrasing, summarizing, and evaluating the logic of an argument. These reading strategies, which students can use in their other courses as well, complement the attention given to critical reading in the writing assignment chapters.

Comprehensive Chapters on Research. In Chapter 12, students are introduced to the field research skills of observing and interviewing, coverage new to this edition of the *Concise Guide*. The final two chapters of the book present comprehensive guidelines for doing research both in the library and on the Internet and for using and

acknowledging sources. Together, these three chapters present strategies for field research, library and Internet research, and using, evaluating, and acknowledging sources that will help students address all aspects of writing research papers.

Activities to Promote Group Discussion and Inquiry. The Concise Guide offers multiple opportunities for group work throughout each Part One chapter. At the start of each chapter is a collaborative activity that invites students to try out some of the thinking and planning they will be doing for the kind of writing covered in that chapter. The Connecting to Culture and Experience section that follows each reading is designed to provoke thoughtful responses about the social and political implications of the reading. The Guide to Writing contains another collaborative activity that gets students to discuss their work in progress with one another, along with a Critical Reading Guide, which keeps students focused on the genre's basic features as they read and comment on each other's drafts. Finally, a discussion activity invites students to explore the social dimensions of the genre they have been learning to write. All of these materials include questions and prompts to guide students to work productively together.

New to This Edition

More Genres to Choose from. The third edition of the *Concise Guide* includes six assignment chapters for six genres—one more than in the last edition. In response to our reviewers' preferences, we have included a chapter on writing profiles, as we did in the first edition.

Many New Readings. Of the eighteen essays in the *Concise Guide*, fifteen are new and half are by women writers. Several of the new essays illustrate how visual elements such as diagrams, cartoons, and screen shots can be used effectively in a particular genre.

More Content Connected to Students' Lives. To help students connect writing to their own lives, each of the assignment chapters now begins with scenarios about "Writing in the Community" and "Writing in the Workplace" in addition to "Writing in Your Other Courses." Community and workplace connections are emphasized in the apparatus accompanying the readings and in lists that help students generate writing topics.

Up-to-Date Coverage of Electronic Research and Documentation. Current information on evaluating and documenting Internet sources makes it easier than ever to integrate online research into the composition course—without supplanting more traditional information sources. In addition to the three research chapters toward the end of the book, the *Concise Guide to Writing* includes three student essays reflecting MLA style and one reflecting APA style. One of the MLA papers evaluates a Web site.

A Completely New Look. The Concise Guide has been completely redesigned so that key sections and features are easier to find and use—for instance, the basic fea-

tures in each genre are now clearly distinguished from the surrounding text, and the pages in each Guide to Writing have a screened border. In addition, each Guide to Writing opens with a one-page "menu" that serves as an overview of that section.

Ancillaries for the Concise Guide

Bedford/St. Martin's offers two ancillaries especially tailored for use with the Concise Guide. The Instructor's Resource Manual contains information that will benefit novice and experienced instructors alike. The first section is devoted to teaching and evaluation practices, and the second section supplies suggested course plans, strategies for teaching the major assignments, and detailed chapter plans. Even if you have taught with previous editions of the Concise Guide, you will find much that is new in Part Two of the Instructor's Resource Manual. As in the past, the manual includes a selected bibliography in composition studies. Sticks and Stones, Fourth Edition, is a collection of essays written by students across the nation using our Guides to Writing. For each chapter in the Concise Guide, there is a corresponding chapter in Sticks and Stones.

To order either of these ancillaries, contact your local Bedford/St. Martin's sales representative or e-mail <sales_support@bfwpub.com>.

In addition, you may wish to visit the book companion site at <www.bedford stmartins.com/conciseguide> to take advantage of links to many additional resources from Bedford/St. Martin's, including Exercise Central, an online database with editing exercises that test a wide variety of skills and provide immediate feedback on students' progress.

Contributing to the Next Edition of the Concise Guide

We always are looking for new student essays for the *Concise Guide* along with *The St. Martin's Guide to Writing* and the accompanying collection of student writing. Please consider encouraging your students to send us contributions for potential publication. All you need to do is fill out copies of the agreement forms (found both at the back of this student edition and in the *Instructor's Resource Manual*) and send them to *Concise Guide*, Bedford/St. Martin's, 33 Irving Place, New York, NY 10003.

In addition, we would be delighted to receive comments and suggestions for the Concise Guide.

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Our debt grows year by year to those teachers and students who have used *The St. Martin's Guide to Writing*, on which the *Concise Guide* is based, and who have so generously encouraged and advised us.

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We wish to thank many people at Bedford/St. Martin's, including developmental editors Diana Puglisi and Judy Voss and senior production editor Harold Chester. Above all, we wish to express our appreciation to Nancy Perry, editor in chief, for helping us launch *The St. Martin's Guide* successfully so many years ago and continuing to stand by us, to Chuck Christensen and Joan Feinberg for their adroit leadership of Bedford/St. Martin's, and to marketing managers Karen Melton and Brian Wheel—along with their extraordinarily talented and hardworking sales staff—for their tireless efforts on behalf of our books.

Charles acknowledges the inspiration and advice of the other writing member of his family, his daughter Susanna, associate editor for the McClachy Newspaper Corporation and member of the editorial board at the *Sacramento Bee*. Susanna is an exemplary writer-in-the-world—informed, persistent, collaborative, personally courageous, and master of her genres. Rise wishes to dedicate this edition with love to her mother, Edna Borenstein, who always told her just to do the best she could—and had faith that she would.

Rise Axelrod Charles Cooper

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