



**Steps
in**

Composition

seventh edition

**Lynn Quitman Troyka
Jerrold Nudelman**

STEPS IN COMPOSITION

SEVENTH EDITION

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P R E F A C E

This seventh edition of *Steps in Composition* continues to reflect our conviction that writing is a lively, engaging activity that can help students to fulfill their personal and professional goals. Our approach to teaching writing is both practical and pedagogically sound. To encourage student success, we use a number of essential elements:

- Engaging visuals elicit responses as each chapter begins.
- Contemporary, thought-provoking essays on the same theme as the visuals stimulate critical thinking and promote effective reading skills.
- Comprehensive discussions of basic rhetoric, grammar, mechanics, vocabulary building, and spelling provide jargon-free explanations and clear examples.
- Frequent “Try It Out” mini-exercises throughout the instructional material help students to reinforce their learning as they go along.
- Exercises are sequenced from basic practice to participatory applications, a research-based progression that transfers well to actual writing.
- Informative, entertaining exercise content includes news items with universal themes and fascinating facts to keep student interest high.
- Numerous charts help students use the text as an out-of-class reference tool.
- Extensive lists of topics for writing both paragraphs and essays stimulate student writing on a variety of contemporary issues.

To ensure that *Steps in Composition* remains both current and comprehensive, this seventh edition includes several new features:

- “Verb Tense Consistency” in Chapter Five provides clear explanations and many opportunities to practice the skill.
- “The Essay: Explaining a Process, Constructing a Definition, Arguing an Opinion” in Chapter Twelve has been greatly expanded to include more detailed information on persuasive writing and nine model essays that illustrate the three rhetorical modes.
- Four of the twelve essays are new and are accompanied by new *Reading Survey* questions and vocabulary materials.

We retain most features added to our previous revisions. We also continue to use the same chapter organization and instructional framework, one that offers

an integration of writing instruction with reading, vocabulary building, and spelling. All twelve chapters feature:

SPRINGBOARDS TO THINKING: Photographs, cartoons, graphs, advertisements and an art work—with stimulating questions—get students’ thinking started on a contemporary issue that forms each chapter’s theme. In this edition, themes range from abortion to censorship, from societal values to the proliferation of violence.

ESSAY: Lively discussions of thought-provoking topics focus on each chapter’s theme. Several new essays are included together with some of our favorites from the previous edition. Among the authors represented in this seventh edition are Alice Walker, Anna Quindlen, Wally Lamb, Robert J. Samuelson, Jeanne Marie Laskas, and James Earl Hardy.

READING SURVEY: Questions center on main ideas, major details, inferences, and opinions. This sequence is designed to move students toward critical reading skills by leading them from literal meaning to inferential reasoning to evaluative thinking.

VOCABULARY BUILDING: Words from each chapter’s essay are clustered around each chapter’s theme. In this seventh edition, students learn and practice, for example, the vocabulary of cigarette addiction, of today’s adolescent subculture, of women in a traditional culture. Simple, functional definitions are given within a context, and exercises encourage inductive thinking. For supplementary practice or quizzes, our *Instructor’s Resource Manual* offers traditional exercises for all lessons.

SPELLING: Lessons on spelling rules or patterns are accompanied by exercises that force students to focus on the individual letters in a word. An alphabetical list of spelling demons in the Appendix serves as an easy reference for students who want to check the spelling of a troublesome word.

KEY STEPS IN GRAMMAR OR RHETORIC: These sections, the heart of each chapter, cover skill areas central to successful writing. Clear, functional explanations are used while complicated terminology and minor rules are avoided. Spaced throughout are brief “Try It Out” exercises to reinforce learning in smaller steps than the chapter’s culminating exercises permit. To enhance the transfer of learning from an exercise to an actual piece of writing, the exercise sequence provides participatory experiences. That is, never do students merely put checkmarks next to correct answers; instead, students complete, rewrite, create, or otherwise become directly involved with the skill. For use as supplementary practice or quizzes, a collection of additional

exercises on all key grammar and rhetoric topics can be found in our *Instructor's Resource Manual*. The grammatical and rhetorical skills included in this seventh edition are:

- using the writing process and prewriting strategies;
- determining purposes for writing;
- identifying an audience;
- writing effective topic sentences;
- developing paragraphs with full details and in logical order;
- revising a paragraph;
- writing mature, rich sentences rather than sentence fragments, comma splices, or run-ons;
- using correct verb forms;
- using pronouns correctly;
- applying paragraph principles to the expository essay—with special attention to finding a writing topic, drafting a thesis sentence, forming main body ideas, and writing introductory and concluding paragraphs;
- revising an essay;
- using all marks of punctuation correctly;
- writing a unified essay;
- using the right word;
- using parallelism and modifiers correctly;
- writing three of the most frequently assigned types of expository essays: explaining a process, constructing a definition, and arguing an opinion.

The order in this text is flexible. Chapters can be used in whatever sequence suits personal needs and preferences. Material can be omitted, rearranged, or added without interfering with underlying pedagogical principles. The *Instructor's Resource Manual* includes sample syllabi showing how to modify the organization of *Steps in Composition* to fit a variety of course outlines.

REFRESHER: This final exercise of the chapter, derived from the chapter's theme, invites students to apply their learning acquired in this and previous chapters. This exercise appears in handwriting to symbolize the need for correction.

SPRINGBOARDS TO WRITING: This long list of suggested topics for paragraphs and essays is based on each chapter's theme. Presented in the context of the writing process, the topics offer students the opportunity to explore their thinking as well as to practice their skills.

The Supplements

To supplement this seventh edition of *Steps in Composition*, many new materials are available:

- An *Annotated Instructor's Edition* includes all exercise answers; information about using the Reading Survey sections; a collection of recommended teaching techniques and teacher-designed classroom materials; and an extensive list of audio-visual materials that can enliven a composition class.
- The *Instructor's Resource Manual* contains two comprehensive diagnostic tests; additional exercises for all vocabulary, rhetoric, and grammar sections of the text; a collection of transparency masters that are coordinated with the text; sample syllabi; essay reading-level information; study guides for the Florida and Texas state competency exams; "Study Aids" charts; and an individualized study program to help students monitor their progress.
- *Blue Pencil* offers interactive exercises for IBM and Apple microcomputers; these exercises allow students to practice the proofreading and editing skills covered in the text.

For information about any of these supplements, please contact your Prentice Hall representative or send your requests on your school letterhead to the publisher.

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STAN MACK'S TRUE TALES

Evaluating His Values



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C O N T E N T S

C H A P T E R O N E

<i>Springboards to Thinking</i>	1
<i>Essay: “Pursuit of Happiness” by Dymphna Ugwu-Oju</i>	2
<i>Reading Survey</i>	5
<i>Vocabulary Building</i>	5
LESSON ONE: THE VOCABULARY OF WOMEN IN A TRADITIONAL CULTURE	5
LESSON TWO: THE VOCABULARY OF WOMEN IN MAINSTREAM AMERICA	7
<i>Spelling: Methods to Improve Your Spelling</i>	10
<i>The Writing Process</i>	14
<i>Prewriting Techniques</i>	17
<i>Purposes for Writing</i>	23
<i>Audience</i>	31
<i>The Topic Sentence</i>	40
<i>Paragraph Development, Part I</i>	50
<i>Refresher Exercise</i>	56
<i>Springboards to Writing</i>	57

C H A P T E R T W O

<i>Springboards to Thinking</i>	59
<i>Essay: “Fire, Hope and Charity” by Jeanne Marie Laskas</i>	60
<i>Reading Survey</i>	64
<i>Vocabulary Building</i>	65
LESSON ONE: THE VOCABULARY OF A TROUBLED SOCIETY	65
LESSON TWO: THE VOCABULARY OF A HEALTHY SOCIETY	66

<i>Spelling: Sound-Alikes</i>	68
<i>Paragraph Development, Part II</i>	71
<i>Ordering of Details in a Paragraph</i>	75
<i>Revising a Paragraph</i>	79
<i>Refresher Exercise</i>	90
<i>Springboards to Writing</i>	91

CHAPTER THREE

<i>Springboards to Thinking</i>	59
<i>Essay: “My Daughter Smokes” by Alice Walker</i>	94
<i>Reading Survey</i>	97
<i>Vocabulary Building</i>	97
LESSON ONE: THE VOCABULARY OF CIGARETTE ADDICTION, PART I	97
LESSON TWO: THE VOCABULARY OF CIGARETTE ADDICTION, PART II	100
<i>Spelling: Spelling Rule—Changing y to i</i>	102
<i>The Sentence Fragment</i>	104
<i>Comma Splices and Run-on Sentences</i>	114
<i>Refresher Exercise</i>	123
<i>Springboards to Writing</i>	125

CHAPTER FOUR

<i>Springboards to Thinking</i>	127
<i>Essay: “Rapping Nasty” by James Earl Hardy</i>	128
<i>Reading Survey</i>	131
<i>Vocabulary Building</i>	132

LESSON ONE: THE VOCABULARY OF CENSORSHIP, PART I 132

LESSON TWO: THE VOCABULARY OF CENSORSHIP, PART II 133

Spelling: Proofreading 135

Coordination 138

Subordination 143

A Special Case of Subordination 151

Refresher Exercise 160

Springboards to Writing 161

CHAPTER FIVE

Springboards to Thinking 163

Essay: “Teenagers in Dreamland” by Robert J. Samuelson 164

Reading Survey 166

Vocabulary Building 167

LESSON ONE: THE VOCABULARY OF TODAY’S ADOLESCENT SUBCULTURE,
PART I 167

LESSON TWO: THE VOCABULARY OF TODAY’S ADOLESCENT SUBCULTURE,
PART II 169

Spelling: Capitalization 171

The -s Verb Ending 175

Agreement of Subject and Verb 180

Irregular Verbs 188

The -ed Verb Ending 198

Verb Tense Consistency 211

Refresher Exercise 218

Springboards to Writing 219

CHAPTER SIX

Springboards to Thinking 221

Essay: “Born Beautiful: Confessions of a Naturally Gorgeous Girl”
by Ellen Paige 222

Reading Survey 227

Vocabulary Building 227

LESSON ONE: THE VOCABULARY OF PERSONALITY TRAITS, PART I 227

LESSON TWO: THE VOCABULARY OF PERSONALITY TRAITS, PART II 230

Spelling: Commonly Confused Words 232

Pronoun Choice 239

Pronoun Agreement 250

Pronoun Reference and Consistency 256

Refresher Exercise 268

Springboards to Writing 269

CHAPTER SEVEN

Springboards to Thinking 271

Essay: “Money and Freedom” by Marshall Glickman 272

Reading Survey 274

Vocabulary Building 275

LESSON ONE: THE VOCABULARY OF THE FINANCIAL WORLD 275

LESSON TWO: THE VOCABULARY OF AVOIDING BURNOUT 277

Spelling: Spelling Rule—ie and ei 278

From Paragraph Principles to Essay Writing 280

Finding a Writing Topic 282

Drafting a Thesis Statement 287

<i>Forming Main Body Ideas</i>	290
<i>The Introductory Paragraph</i>	304
<i>The Concluding Paragraph</i>	306
<i>Revising an Essay</i>	313
<i>Refresher Exercise</i>	326
<i>Springboards to Writing</i>	327

CHAPTER EIGHT

<i>Springboards to Thinking</i>	329
<i>Essay: "Abortion Is Too Complex to Feel All One Way About"</i> by Anna Quindlen	330
<i>Reading Survey</i>	332
<i>Vocabulary Building</i>	333
LESSON ONE: THE VOCABULARY OF THE PRO-CHOICE MOVEMENT	333
LESSON TWO: THE VOCABULARY OF THE RIGHT-TO-LIFE MOVEMENT	335
<i>Spelling: The Apostrophe</i>	337
<i>The Comma</i>	341
<i>Other Marks of Punctuation</i>	354
<i>Refresher Exercise</i>	364
<i>Springboards to Writing</i>	365

CHAPTER NINE

<i>Springboards to Thinking</i>	367
<i>Essay: "Honesty: Is It Going Out of Style?" by Stacia Robbins</i>	368
<i>Reading Survey</i>	372
<i>Vocabulary Building</i>	372

LESSON ONE: THE VOCABULARY OF DISHONESTY	372
LESSON TWO: THE VOCABULARY OF POLICE WORK	374
<i>Spelling: Plurals</i>	376
<i>The Unified Essay</i>	384
<i>Words of Transition</i>	385
<i>Key Words: Deliberate Repetition</i>	390
<i>Refresher Exercise</i>	398
<i>Springboards to Writing</i>	399

CHAPTER TEN

<i>Springboards to Thinking</i>	401
<i>Essay: “The Shadow of a Stranger” by Wally Lamb</i>	402
<i>Reading Survey</i>	405
<i>Vocabulary Building</i>	405
LESSON ONE: THE VOCABULARY OF A VIOLENT SOCIETY, PART I	405
LESSON TWO: THE VOCABULARY OF A VIOLENT SOCIETY, PART II	407
<i>Spelling: To Split or Not to Split</i>	409
<i>Using the Right Word</i>	413
<i>Informal Language</i>	427
<i>Refresher Exercise</i>	436
<i>Springboards to Writing</i>	437

CHAPTER ELEVEN

<i>Springboards to Thinking</i>	439
<i>Essay: “Old Before Her Time” by Katherine Barrett</i>	440
<i>Reading Survey</i>	446

Vocabulary Building 447

LESSON ONE: THE VOCABULARY OF GROWING OLD, PART I 447

LESSON TWO: THE VOCABULARY OF GROWING OLD, PART II 449

Spelling: Spelling Rule—Dropping the Final e 452**Sentence Logic** 454**Parallelism** 454**Misplaced Modifiers** 461**Dangling Modifiers** 466**Refresher Exercise** 470**Springboards to Writing** 471**T W E L V E****Springboards to Thinking** 473**Essay: “Why People Are Rude” by David A. Wiessler** 474**Reading Survey** 476**Vocabulary Building** 477

LESSON ONE: THE VOCABULARY OF RUDENESS 477

LESSON TWO: THE VOCABULARY OF STRESS 479

Spelling: Spelling Rule—Doubling 480**The Essay: Explaining a Process** 482**Constructing a Definition** 482**Arguing an Opinion** 482**Refresher Exercise** 527**Springboards to Writing** 528**Appendix I: Critical Thinking—Logic** 530

Appendix II: Common Prefixes and Suffixes 536

Appendix III: Spelling Demons 541

Appendix IV: Topics for Writing 543

Index 545