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THE College Writer's Reference

Second Edition



Toby Fulwiler

and R. Hayakawa

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THE COLLEGE WRITER'S REFERENCE

SECOND EDITION

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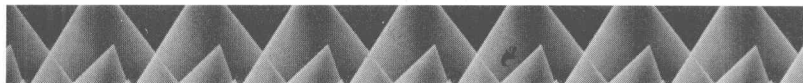
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PREFACE

The second edition of *The College Writer's Reference* remains portable, accessible, and easy to understand. It continues to explain and illustrate the qualities of good writing as well as the logic behind the traditional conventions of grammar and usage. And it continues to insist that good writing is a mix of inventive composing, judicious revising, and rigorous editing rather than the mechanical following of formulaic prescriptions. At the same time, the new edition features an expanded discussion of Internet research and documentation conventions, fresh samples of student writing, more complete information on publishing student writing, and (we hope) more clarity and grace throughout!

Pedagogical features

As a progressive alternative to traditional brief handbooks, this revised edition of *The College Writer's Reference* has several important features that will continue to make this book as easy for instructors to teach from as it is for students to use on their own.

Useful organization

The College Writer's Reference offers concise yet thorough coverage of all handbook concerns, uniquely organized according to the logic of the writing process: in the opening section, we urge writers to think about planning and drafting; in the later sections, we ask them to think hard about revision and editing. Traditional topics of style, grammar, punctuation, and mechanics are thus presented as “editing” choices writers make in the final stage of the writing process.

Teachable treatment of the whole writing process

The opening chapters of *The College Writer's Reference* examine the creative but frustrating messiness of the writing process, offering plenty of ideas and strategies to help writers shape, organize, and give voice to their work. This fully teachable treatment of the writing process discusses inventing, composing, revising, and keeping journals. Detailed chapters cover four common purposes for writing—recounting experiences, explaining things, interpreting texts, and arguing positions. For the second edition, each chapter includes a fresh and authentic sample of student writing to illustrate each kind of writing.

Publishing portfolios, class books, and Web pages. This edition of *The College Writer's Reference* adds a new chapter (11) explaining how students may publish their work, including guidelines for different types of writing portfolios and for organizing class editors to publish class books.

Peer editing. The new edition also provides practical advice on specific editing strategies and defines more clearly the concept of effective writing. In addition, we offer more specific ideas for peer editing from both writer's and responder's points of view.

Emphasis on effectiveness

The middle chapters focus on editing for effectiveness, for grammar, for usage, for punctuation, and for mechanics—fundamentals that also depend upon the writer's purpose, audience, and situation. Hand-edited examples illustrate at a glance how writers revise and edit, showing students proven strategies for focusing loose paragraphs, strengthening weak sentences, and finding the most precise and suitable words. Throughout the editing sections, we updated samples from the first edition, replacing ones that seemed dated and providing wherever we could ones that illustrated concepts and editing choices more clearly. For example, the discussion of recognizing and fixing fragments is much simpler and uses fewer technical grammatical terms.

Emphasis on conventions, not rules

The second edition of *The College Writer's Reference* continues to explain conventions of standard, written English as ways to facilitate efficient communication, not as arbitrary rules to be memorized and followed by rote. The text spends less time instructing students in grammatical terminology and more time showing students how to identify, analyze, and solve problems that can confuse readers.

Full coverage of electronic research writing and documentation methods

This edition of *The College Writer's Reference* now includes the most up-to-date strategies of using the Internet for research and documenting Internet sources correctly according to newly revised MLA and APA conventions. The chapters devoted to research guide writers through the many stages of the whole process, which is viewed here as yet another matter of making choices: from keeping a project log and learning how to find sources (including the proliferation of electronic choices), to conducting field research, to using and documenting sources. These chapters offer strategies for planning, organizing, and writing major research papers.

Help for those who speak English as a second language

The College Writer's Reference pays careful attention to the needs of second-language students. Graphically distinct boxes throughout the text provide information on everything from grammar, word idioms, and usage, to the how and why of rhetorical conventions.

Tips for writing with computers

The College Writer's Reference integrates up-to-date information on the role of computers in writing, insofar as any information on computers can be up-to-date. Word-processing tips offer students strategies for composing, revising, and editing on computer. This edition includes new ideas for gathering research information from the Internet and for testing the value and validity of the sources found there.

Unique design that facilitates quick reference

The four-color design of the book helps students locate information quickly, as they learn to identify the parts of the book, such as "grammar" and "mechanics," with their corresponding color bands. Thus, navigating the text becomes a visual as well as mental activity. The spiral binding allows the book to lie flat and fold back on itself for ease of use next to a computer.

Supplements

The following supplements accompany *The College Writer's Reference* to aid in teaching and learning:

- ◆ *Teaching Writing: A Resource for Instructors Using The College Writer's Reference* guides instructors on how to help students use the text to full advantage when writing and editing their papers, whether in class or on their own. This handy resource also includes teaching tips for the composition classroom, classroom activities, and writing assignments. (This resource is also available on disk and for downloading from America Online.)
- ◆ *Editing Activities to Accompany The College Writer's Reference* provides opportunities for students to apply and practice the editing strategies discussed in the text. (An answer key is available.)
- ◆ *Distance Education* illustrates the dynamics of writing instruction in the distance learning environment, explores professional opportunities

enhanced by getting involved in distance education and distance learning techniques, and offers guidance on how to use the techniques described.

- ◆ *Classroom Strategies* shares classroom strategies that have worked for teachers of writing and encourages instructors to adapt the information to their individual classroom contexts and needs.
- ◆ *Portfolios* elaborates on the potential benefits and drawbacks of portfolio use and includes candid advice for teachers, administrators, and other educators who are weighing the possibility of using portfolios across classes, departments, or institutions.
- ◆ *Journals* offers advice on teaching students about journals—how they work and how students can use them to become more effective writers and capable thinkers.
- ◆ *Collaborative Learning* discusses how collaborative learning classrooms differ from traditional classrooms, how a collaborative learning environment can be encouraged and maintained, and how to use collaborative learning in the teaching of writing.
- ◆ *English as Second Language* considers how the adjustments made to help second-language learners can lead to effective teaching and learning for everyone in the classroom and addresses various strategies that can be employed in the teaching of English to non-native speakers.
- ◆ *Writing across the Curriculum* is written for college teachers in all disciplines and provides useful advice on writing across the curriculum—on teaching, on using writing as a tool for learning the subject being studied and as a strategy for improving the confidence and the ability of students to communicate effectively.
- ◆ *Windows V4.0 Writer's Helper* is based on the notion that software tools can contribute to sound, imaginative, and well-organized writing. It offers a collection of unique prewriting activities and revising tools to help students work through the writing process. Available in Windows® and Macintosh® versions, it includes 19 different *Prewriting Activities* and 18 different *Revising Tools*. NOTE: Each package contains the program disk and user's manual. Separate *Instructor's Manuals* are available for each version. Discount shrinkwrap packages are available to students when ordered with this text.
- ◆ *Webster's New World™ Dictionary, Third College edition*, or *Webster's New World™ Compact School and Office Dictionary* may be shrinkwrapped at a discounted price.

- ◆ *The Prentice Hall/Simon & Schuster Transparencies for Writers* is a set of 100 two- and four-color transparencies featuring exercises, examples, and suggestions for student writers that focus on all aspects of the writing process—from generating ideas and shaping an outline to preparing a final draft and revising, editing, and documenting the final paper. These transparencies also cover grammar, punctuation, and mechanics via overlays that show how sentence and paragraph errors can be corrected most effectively. These transparencies are free to adopters of this text when certain quantities of the text are purchased.
- ◆ *ABC News/Prentice Hall Video Library: Composition, Volume 2*. Through an exclusive agreement between ABC News and Prentice Hall, you can keep your classroom discussions lively and current with thematically arranged video clips from ABC News programs. Updated periodically, these clips serve as springboards for discussion, critical thinking, and writing. This video is free to adopters of this text when certain quantities of the text are purchased.
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- ◆ *The Prentice Hall Critical Thinking Audio Study Cassette* helps students develop critical thinking skills in 60 minutes—from asking the right questions to helpful tips on how to study, take effective notes, and become a more effective learner. This cassette is free to adopters of this text and can be shrinkwrapped to the qualifying text at a discount price.

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Toby Fulwiler
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