

Heath Grammar and Composition



*Introductory
Course*

Heath Grammar and Composition

Introductory Course

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Series Titles

Heath Grammar and Composition: Introductory Course
Heath Grammar and Composition: First Course
Heath Grammar and Composition: Second Course
Heath Grammar and Composition: Third Course
Heath Grammar and Composition: Fourth Course
Heath Grammar and Composition: Fifth Course
Heath Grammar and Composition: Complete Course

Supplementary Materials (for each course)

Annotated Teacher's Edition
Teacher's Resource Binder
Workbook
Tests

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To the Student



This book is about communication—the act of expressing yourself. Think of how much of your day is spent speaking with your family, friends, and many others in your school and community. Speaking, however, is only one means of communication. Writing is another. Writing clearly is an important skill. In today's world more and more businesses are using computers to communicate information. The written word—whether displayed on a screen or printed on paper—is the backbone of communication.

The different units in this book have one main goal. That goal is to help you speak and write clearly. The first unit, on grammar, shows the structure of English and gives you choices for your speaking and writing. The next unit, on usage, explains ways to speak and write more clearly. The third unit, on mechanics, shows the importance of punctuation and capitalization in writing. The fourth, fifth, and sixth units show how to find, organize, and communicate your ideas in writing. The seventh unit gives important study tips and other language skills that you will need in school.

The composition units in this book are unique. The chapters include all the help you need to understand and write different kinds of compositions—from single paragraphs through reports. Within chapters you are taken step by step through the four stages of the writing process. In the *prewriting* stage, you choose and limit a subject and organize your ideas. In the *writing* stage, you learn how to write a draft based on your prewriting notes that includes a topic sentence and a concluding sentence. In the *revising* stage, you learn how to improve your work and to look at it from a reader's point of view. Finally, in the *editing* stage, you learn how to polish your work by applying what you have learned in the first three units.

Going through these writing stages is like having someone steady you as you learn to ride a bike. If you are unsure of yourself, there are many helps, including practice exercises, models, and checklists. These will show you exactly what to do, how to do it, and when to do it. Following these stages in the writing process will help you write well in tomorrow's world.

Special Helps

Your teacher will probably go through some of the chapters in this book with you. All of the chapters, however, have been written and organized so that you can refer to them and use them on your own throughout the year. You may find some of the following features of the book particularly helpful.

Keyed Rules All the rules are clearly marked with keyed blue arrows. An index at the back of the book tells you where to find each rule.

Tinted Boxes Throughout the text, important lists, summaries, and writing steps are highlighted in tinted boxes for easy reference.

Application to Writing These sections in the first three units of the book clearly show you how you can use the various grammatical concepts you have learned to improve your writing.

Diagnostic and Mastery Tests You can use the diagnostic and mastery tests to measure your progress. The diagnostic test at the beginning of a chapter will show you what you need to learn; the mastery test at the end will show you how well you learned it.

High-Interest Exercises Many of the exercises throughout the book are based on interesting topics. You will not only practice learning a particular skill, but you will also find the material in these exercises informative and interesting.

Composition Models Clearly marked models in the composition chapters provide interesting examples by professional writers.

Spotlight on Writing Fun activities at the end of each composition chapter give you many writing projects. Some ask you to write about a picture. Some give you information to work with. All of them give you more practice in growing as a writer.

Composition Checklists Almost all the composition chapters end with a checklist that you can follow—step by step—when you are writing a paragraph, an essay, or a report.

Standardized Tests Standardized tests, which follow all seven units, give you practice and build your confidence in taking tests.

Study Skills You will find information on note-taking, using the library, taking tests, and other topics that will help you succeed in school. A special chapter on speaking and listening will sharpen your oral skills.

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