

Reasoning & Writing Well

A Rhetoric,
Research Guide,
Reader, and
Handbook

SECOND EDITION

Betty Mattix Dietsch





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Reader, and Handbook

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Marion Technical College

Marion, Ohio



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To my former students, with thanks.

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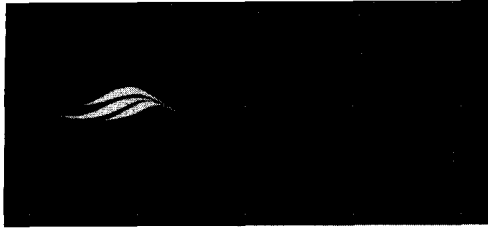
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A Note to Instructors

Today's students tend to have a practical mind-set. More and more, they ask, "How is this course related to my future?" Yet not all students realize that the ability to think critically and write well can affect their future employment as well as their grades. In response to this trend, *Reasoning and Writing Well* emphasizes the practical value of critical thinking and effective writing. Six years of research on communication in the workplace, including nearly a hundred interviews with employers and employees from dozens of different businesses, have influenced this approach. Although academic writing has top priority, the importance of writing well in the workplace undergirds this book. Thus the primary goals of *Reasoning and Writing Well* are to enable students to

- Write with a purpose or aim that considers the rhetorical situation
- Write clearly, concisely, and accurately
- Use language appropriately and correctly
- Develop an awareness of the voice of the writer
- Research a topic using a variety of print and electronic sources, including the Internet
- Document sources correctly
- Read and think critically
- Analyze and evaluate logically and objectively
- Write with confidence
- Appreciate the value of effective writing.

What kind of book is *Reasoning and Writing Well*? It is a practical and comprehensive process-based rhetoric that demystifies the art of writing. It not only emphasizes accuracy and ethics but also offers an abundance of helpful models, engaging readings, and productive activities.

FEATURES

Reasoning and Writing Well provides unparalleled coverage, pedagogy, and resources for instructors:

In-depth treatment of rhetorical strategies. Each major strategy, allotted a full chapter, progresses from prewriting to proofreading, and from less to more complex examples of the strategies.

Critical thinking and argument. Three full chapters cover different aspects of critical thinking and argument. Chapter 18 is devoted exclusively to logical and emotional fallacies. Chapter 19 explains Dewey's method of problem solving and applies it to report writing and research papers. Chapter 20 includes the classic appeals of logos, ethos, and pathos—showing how these appeals form the basis for effective argument. Logic, problem solving, critical reading, and evaluation also receive extensive attention in other chapters.

Revision. Five chapters present each stage of revision in detail along with numerous examples, both professional and student.

Integrated computers-and-writing and Internet research coverage. Tips and precautions throughout the text give students “insider” information and alert them to possible pitfalls. Numerous Web sites are listed in various chapters to provide quick access to a wide range of information on the Internet. Included, too, are protocols for e-mail and Internet postings (chapter 30).

Comprehensive, up-to-date research and documentation guide. Presented in five chapters, this guide includes step-by-step directions, sample student papers, and separate sections for the MLA and APA guidelines and models. This coverage reflects the latest guidelines from the Fifth Edition of the *MLA Handbook* and the current APA Web site.

Plentiful student models. Exemplary but realistic models of student writing appear throughout the book. Examples of introductions, conclusions, and complete papers illustrate various rhetorical strategies.

Exceptional learning resources and study aids. The book includes many activities, writing topics, and guides to generating topic ideas. Role plays, case problems, peer review, and small-group discussions provide opportunities to strengthen understanding, analyze situations, explore other points of view, and learn collaboratively. Nearly 600 writing suggestions and helps for generating topics will assist students so that they can start writing quickly. Chapter summaries, checklists, tables, guidelines, and “Test Yourself” exercises will deepen students' understanding while strengthening their skills.

Case studies. Twelve intriguing case studies, based on actual incidents, offer topics for writing as they provide students with glimpses of the workplace and work-related writing situations.

Writing about literature. Focusing on essays, short stories, drama, and poetry, three chapters explain the elements of each genre and common literary devices,

as well as taking and defending a position on a literary work. Students learn how to read critically and write papers analyzing and responding to literature.

Writing for employment. Students learn how to analyze the needs of employers and to represent themselves appropriately. Chapter 30 covers not only up-to-date options for print, scannable, and electronic résumés but also a variety of business letters.

A full Reader, organized by rhetorical mode. This Reader offers forty-four engaging selections, representing diverse authorship and points of view. Charles Kuralt, Eudora Welty, C. S. Lewis, Elisabeth Kübler-Ross, Lewis Thomas, Amy Tan, Meg Greenfield, and Barbara Jordan are among the authors. The Reader includes a new section with short stories.

Easy-to-use Handbook. This concise Handbook supplies quick answers to common questions about grammar, punctuation, mechanics, spelling, and usage. Grammar worksheets in *The Idea Book* supplement the Handbook.

Flexible organization. The organization of the entire book is straightforward; its parts and chapters are free-standing. Instructors can quickly select what they need and adapt it to a wide variety of teaching and learning situations.

Readability. The friendly and encouraging tone, sprinkled with humor, sets the scene for enjoyable and thoughtful reading of the Rhetoric. Clear explanations that do not talk down to the reader make the text suitable for students with a wide range of abilities.

The Idea Book. This comprehensive instructor's manual provides abundant and varied resources for instructors with different levels of experience. A more detailed description is listed under "Expanded ancillary package."

Instructor's CD-ROM. A unique resource, the instructor's CD-ROM that accompanies *Reasoning and Writing Well*, Second Edition, includes, along with several other elements, *The Idea Book* in electronic format.

NEW TO THE SECOND EDITION

The second edition of *Reasoning and Writing Well* offers several notable improvements and features. Highlights include the following:

Even better organization. The Rhetoric now contains thirty chapters, divided into seven parts. Part 1 gives an overview of the writing process, which is followed by revision in part 2. The rhetorical modes compose part 3; critical thinking and argument, part 4; the research writing guide, part 5; and writing about literature, part 6. Part 7 is a reference, containing a chapter on writing essay exams and another on employment writing.

A Revision Workshop (part 2). The five chapters that cover revision—accuracy, audience, paragraphs, sentences, and word choice—have now been placed

in a new part 2, A Revision Workshop, which highlights the importance of each stage of revision.

Comprehensive research and documentation guide (part 5). This five-chapter guide contains a new chapter on primary research that covers observation, interviews, and surveys. This addition reflects the increasing importance of primary sources in student writing. Chapter 23 has been expanded and updated to encompass not only using the library but also the Internet. Chapter 24 offers up-to-date coverage of documentation, with more than two dozen models for documenting Internet sources according to current MLA and APA guidelines. Chapter 25 explains and shows how to use sources to write a research paper.

New chapter on essay exam preparation. Chapter 29 focuses on studying for and writing essay exams. Included are related issues, such as time management and study techniques.

Streamlined and updated coverage of writing for employment. Chapter 30 has been condensed, revised, and updated. It includes models and information on various résumé styles, including electronic résumés and e-mail letters. Styles for business letters and cover, appreciation, acceptance, and refusal letters are also included.

A completely revised Reader. Twenty of the 40 essays are new to this edition; four short stories have been added.

Expanded ancillary package. The package that accompanies *Reasoning and Writing Well*, Second Edition, has been expanded. Newly revised, the *Idea Book* provides a wealth of resources for coordinators, instructors, and adjunct faculty. It contains lesson plans, teaching objectives, activities, answers to textbook exercises, grammar worksheets, transparency masters, and more. New features include Responses to Readings, a bank of quizzes, sample syllabi, five activity worksheets, two handouts to aid in preparing a paper for oral presentation, and a thematic table of contents for the Reader. The thematic table of contents will aid instructors in grouping readings according to theme. In the rhetorical table of contents, selections are arranged according to difficulty.

An **Instructor's CD-ROM** contains the complete *Idea Book* as well as interactive student exercises, transparency masters, PowerPoint slides, quizzes, diagnostics, and a gradebook.

A **Student's CD-ROM** contains more than 200 interactive grammar exercises.

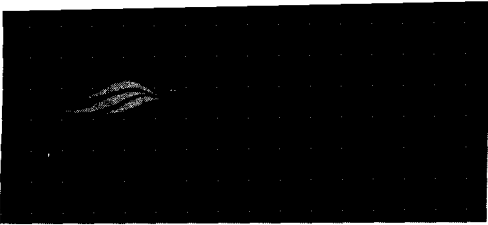
The *Reasoning and Writing Well* Web site contains resources for the instructor, including a syllabus builder and links to key Web sites; and for students, it contains a Web tutorial and grammar exercises.

The philosophy of *Reasoning and Writing Well*, Second Edition, has been shaped by experience in the workplace; education at Ohio State University; twenty years of teaching and writing curriculum at Marion Technical College; research; professional writing; conducting seminars; and participating in Toastmasters International for fifteen years. The content has also been influenced by students, employers, editors, and reviewers.

A NOTE OF APPRECIATION

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