

STRATEGIES

A RHETORIC AND READER
WITH HANDBOOK

FIFTH EDITION

CHARLENE TIBBETTS
ARN TIBBETTS

STRATEGIES

A RHETORIC AND READER
WITH HANDBOOK

FIFTH EDITION

CHARLENE TIBBETTS

ARN TIBBETTS

UNIVERSITY OF ILLINOIS (URBANA-CHAMPAIGN)

 LONGMAN

An imprint of Addison Wesley Longman, Inc.

New York • Reading, Massachusetts • Menlo Park, California • Harlow, England
Don Mills, Ontario • Sydney • Mexico City • Madrid • Amsterdam

Executive Editor: Anne Elizabeth Smith
Project Coordination, Text and Cover Design: Interactive Composition Corporation
Cover Illustration: *Dunan #1*, ©1996 Neal Parks (<http://www.ccnet.com/~nparks>)
commissioned for Jack Menendez
Art Studio: Interactive Composition Corporation
Electronic Production Manager: Eric Jorgensen
Manufacturing Manager: Hilda Koparanian
Electronic Page Makeup: Interactive Composition Corporation
Printer and Binder: RR Donnelley & Sons Company
Cover Printer: The Lehigh Press, Inc.

For permission to use copyrighted material, grateful acknowledgment is made to the copyright holders on pp. 532–534, which are hereby made part of this copyright page.

Library of Congress Cataloging-in-Publication Data

Tibbetts, Charlene.

Strategies : a rhetoric and reader with handbook /
Charlene Tibbetts, Arn Tibbetts. — 5th ed.

p. cm.

Includes bibliographical references and index.

ISBN 0-673-98035-9 (pbk.)

1. English language—Rhetoric. 2. English
language—Grammar—Handbooks, manuals, etc.
3. College readers. I. Tibbetts, A. M.

II. Title.

PE1408.T494 1997

808'.0427-dc20

95-47739

CIP

Copyright © 1997 by Addison-Wesley Educational Publishers Inc.

All rights reserved. No part of this publication may be reproduced, stored in a retrieval system, or transmitted, in any form or by any means, electronic, mechanical, photocopying, recording, or otherwise, without prior written permission of the publisher. Printed in the United States.

0-673-98035-9

345678910-DOC-9998

Preface

With this new edition of *Strategies* we provide a complete text for a college course in writing—Rhetoric, Readings, and Handbook. The Rhetoric covers the major problems and principles of composition, from prewriting to editing and revising. The Readings give a broad sampling of modern prose from which students can learn both writing and reading techniques. The Handbook offers brief answers to typical problems in grammar and usage.

The Theme of this Book: Choice

When we picked the term *strategies* for our first book in 1969, we did so to stress the idea that there are many ways to create a good piece of writing. At every stage, the writer faces options and makes decisions.

So the theme of this book is, simply: *Writers have choices*. At different times and for different purposes, they will make different choices. At the same time, instructors want a textbook that gives them flexibility in organizing the course to meet the needs of students and society. We hope that this new edition provides that flexibility.

The Student's Choices

For the student, the opportunity to choose arises first in the process of finding and limiting an idea. It continues as he or she selects a method for developing and organizing the idea. Choice is ever-present as the student decides which words are most clear and appropriate, as sentences are written and revised, and as the entire paper is revised and edited.

The Instructor's Choices

We have arranged the parts of the book around the elements of composition—stance, organization, paragraphs, sentence structure, and so on. The Rhetoric provides the theory, along with a wealth of exercises and practices. The Readings allow the instructor to apply theory—to show how writers in a real world solve their problems. Sometimes they bend the theory a good bit, sometimes they violate it entirely: a very good thing for students to know! Writing may have rules, but one has to know when and how to apply them.

In addition, the Readings provide ideas for discussion and topics for papers. For instance, if student Jane Smith does not agree with Linda Hasselstrom's idea that she should pack a pistol to defend herself (pages 398–403), then Jane can write an argument detailing her disagreement. Writing (we insist to students) is a free-for-all affair in the realm of ideas. Dive into the Readings, get your intellectual bearings, and surface with a viewpoint. All students have a stake in contemporary debates, and an essay of their own to nail on the classroom door.

What Distinguishes this Edition?

We have added a new chapter on rhetorical ethics. This chapter—"The Question of Ethics in Writing and Reading"—now introduces the book. We hope that this echo of classical rhetoric will be useful to students as they struggle with the difficult problem of making their writing believable as well as effective.

We have rewritten the Argument chapter completely, using new material and examples, along with a new section on fallacies. Chapter 6, "What Words Should You Avoid?" is also new. For foreign speakers, we have added a section on the articles (*a*, *an*, and *the*)—pages 449–452 in the Handbook.

Chapter 7, on basic sentence structure, has been partly rewritten to clarify some elements of what we call the *sentence base system*.

We have continued to use charts and tables in the text, and to revise them where necessary. For example, note the practical tables on documentation systems for the research paper (pages 142–151). These tables allow students to see, *in visual form*, the MLA system as it applies to all parts of documentation in a research paper.

The Reader, based on the Fourth Edition of our HarperCollins reader *Strategies: A Rhetoric and Reader* (1992), has nine new readings (Don Holt, "Leaving the Farm"; Oliver Sacks, "The Man Who Mistook His Wife for a Hat"; William Oscar Johnson, "Sports and Beer—There's Trouble Brewing"; Lars Eighner, "On Dumpster Diving"; Joshua Janoff, "A Gen-X Rip Van Winkle"; Kay S. Hymowitz, "'American Cool' is Killing Love"; Alex Kozinski, "Ten Reasons Skiing is Dead"; Robert Hughes, "Take This Revolution. . ."; and Linda Hasselstrom, "Why One Peaceful Woman Carries a Pistol"), along with new exercises and examples.

Here and there in the Rhetoric, we have replaced older professional and student examples of writing with new ones.

Like its predecessors, this edition of *Strategies* owes much to many people. In particular, we would like to thank the following reviewers: Cynthia Becerra, Humphreys College; Herb Smith, Southern College of Technology; Tahita Fulkerson, Tarrant County Junior College, NW; Anne C. Armstrong, Walters State Community College; Linda Rollins, Motlow State Community College; and Kirk Adams, Tarrant County Junior College, NW.

And hosannas to our editors!

Charlene and Arn Tibbetts

Brief Contents

Contents	v
Preface	xv
PART ONE The Rhetoric	1
1 The Question of Ethics in Writing and Reading	3
2 Finding Subjects—An Introduction	10
3 The Writer's Stance	22
4 Making a Point—Your Thesis	39
5 Shaping and Outlining Ideas	50
6 What Words Should You Avoid?	67
7 Effective Sentence Structure	76
8 Organizing Clear Paragraphs and Essays	101
9 The Research Paper	122
PART TWO The Reader	167
10 Mixed Strategies	169
11 Description	185
12 Narration	201
13 Process	220
14 Cause and Effect (Causation)	240
15 Classification	268
16 Illustration	289
17 Definition	310
18 Comparison and Contrast	330
19 Analogy	352
20 Argument	369
PART THREE The Handbook	417
Grammatical Analysis	422
Forms of Grammar	432
Sentence Structure	453
Editing Sentences	475
Punctuation	482
Mechanics	499
Using the Dictionary	503
Glossary	507
Acknowledgments	532
Index	535

Contents

<i>Preface</i>	xv
PART ONE	
<i>The Rhetoric</i>	1
1 The Question of Ethics in Writing and Reading	3
<i>Questions for Discussion</i>	4
<i>Ethical Proof: Good Character in Prose</i>	5
<i>Three Examples of How Writers Create Ethical Proof</i>	5
<i>Postscript</i>	8
<i>A Checklist for Considering Ethical Proof</i>	8
2 Finding Subjects—An Introduction	10
<i>Finding Subjects</i>	11
Brainstorming	11
Freewriting	12
Keep a Journal	13
Look around You	14
Surprise Yourself	15
Other Options for Finding Subjects	15
Hooking an Idea	17
<i>Avoiding Writer's Block</i>	19
<i>Practices</i>	16, 18, 21
3 The Writer's Stance	22
<i>An Example</i>	22
<i>Applying the Principles of Stance</i>	24
The Role	26
The Thesis	26
The Reader	27
A Completed Stance	27
<i>Avoiding the You Stance</i>	29
<i>The Writer's Stance and You</i>	31
Your Role and Your Reader	32
Guidelines for Identifying "The Reader"	32
Your Thesis	34
<i>Practices</i>	30, 35
4 Making a Point—Your Thesis	39
<i>The Assignment and the Thesis</i>	40
<i>The Thesis Journal</i>	41

The Thesis as Answer to a Question	44
<i>Improving Your Thesis</i>	45
<i>Practices</i>	39, 47
5 Shaping and Outlining Ideas	50
<i>Give Your Paper a Shape of Its Own</i>	51
<i>Shaping a Sample Paper</i>	52
Advantages and Disadvantages of the Paper “Shape”	54
<i>Support Diagrams</i>	55
<i>The Formal Outline</i>	56
The Relationship Between “Shapes” and Outline	58
<i>Topic Outline</i>	58
The Form of Outlines	60
<i>Four Typical Questions about Outlines</i>	61
<i>The Hook and the Outline</i>	62
<i>How to Check an Outline</i>	63
<i>Practice</i>	64
6 What Words Should You Avoid?	67
<i>Avoid Formal Expressions If They Are Pretentious or Abstract</i>	68
<i>Use Slang Sparingly</i>	68
<i>Keep Your Wording Idiomatic</i>	69
<i>Avoid Jargon and Gobbledygook</i>	70
<i>Avoid Clichés If They Are a Substitute for Clear Thinking</i>	70
<i>Avoid Vogue Words</i>	71
<i>Use Euphemisms Only Where Necessary</i>	72
<i>Practices</i>	67, 72
7 Effective Sentence Structure	76
<i>The Sentence Base</i>	77
<i>The Free Units of the Sentence</i>	80
The Free Unit as Opener	81
The Free Unit as Interrupter	81
The Free Unit as Closer	82
<i>Punctuating Base and Free Units</i>	84
<i>The Rhetoric of Sentence Units</i>	85
Using Openers	85
Using Interrupters	87
Using Closers	88
<i>Sentence “Pointers”</i>	88
Classes of Pointers	89
<i>Variations on the Typical Sentence</i>	94
Try Different Beginnings	94
Employ Inversion	95
Try a Periodic Sentence	95
Use Qualifying and Balancing Devices	96

Let Meaning Determine Your Structure	96
Practices	78, 82, 90, 97
8 Organizing Clear Paragraphs and Essays	101
<i>The Promise Pattern</i>	101
<i>Writing Successful Paragraphs</i>	104
Support Your Paper's Promise	104
Try Different Organizational Patterns	107
<i>How to Arrange Your Ideas: Lead Your Reader by the Hand</i>	110
Start with a Simple or Familiar Idea	111
Use a Graded Order of Ideas	112
Use Signposts	113
Organize by Repeating Key Words	115
<i>Introductions And Conclusions</i>	117
Practices	104, 109, 113, 116, 120
9 The Research Paper	122
<i>Follow Four Research Steps</i>	122
<i>Step 1: Choose Your Subject, Ask a Question, and Write a Narrative</i>	123
Choose Your Subject	123
Ask a Series of Questions That You Hope to Answer	124
Write a Narrative Describing Your Research	125
<i>Step 2: Use Library and Information Sources</i>	125
Search Catalogs	125
Search Indexes	127
Search General Encyclopedias	129
Search Other Electronic Databases	130
<i>Step 3: Make a Working Bibliography</i>	130
<i>Step 4: Read, Take Notes, and Evaluate the Evidence</i>	131
Taking Notes	131
Accurate Paraphrasing	133
Plagiarism	134
Proper Techniques for Quoting	134
<i>Follow Four Writing Steps</i>	136
<i>Step 1: Classify Your Evidence: Develop a Preliminary Plan and Thesis</i>	136
<i>Step 2: Study Documentation, Make a List of Works Cited, and Write a Rough Draft</i>	137
<i>Step 3: Revise the Rough Draft</i>	138
Checklist for the Rough Draft	138
<i>Step 4: Write and Proofread the Final Draft</i>	140
Research Paper without a Title Page	140
Research Paper with a Title Page	140
Modern Language Association (MLA) Forms	141
The List of <i>Works Cited</i> (Bibliography)	141
Parenthetical Documentation	141
Exceptions in Parenthetical Documentation	150

Content (or Explanatory) Notes	150
Bibliographic Notes	150
Endnote and Footnote Forms	151
Sample Research Paper	151
Practices	127, 129, 136, 164

PART TWO

<i>The Reader</i>	167
10 Mixed Strategies	169
Introduction—Strategies of Development	169
Mixed Strategies	173
Student Essay 1	
STICKING TO BUMPERS	175
Student Essay 2	
POP SINGERS AND THE NATIONAL ANTHEM	178
Professional Essay	
MY FAT PROBLEM AND THEIRS, Sharon Portnoy	180
Practices	177, 179, 183
11 Description	185
Description	185
Sensory Images	185
Point of View	187
Writing	188
Suggestions for Writing Description	188
Writing and Revising Description (An Example)	189
Mark Twain — THE CAT	191
“Being fond of cats, and acquainted with their ways,” the narrator closely chronicles a cat as she brings her surroundings under control.	
Carol Treasure — THE MIDNIGHT SHIFT DOES MURDER SLEEP	193
Working at night does more to you than just make you lose sleep.	
The New Yorker — MY FATHER	196
With a red, flat carpenter’s pencil, feet propped on a sunny windowsill, and a houseful of disputed furniture, a young woman sketches her father’s portrait.	
Practices	187, 191, 192, 195, 199
12 Narration	201
Narration	201
Dialogue in Narration	203
Suggestions for Writing Narration	205
Planning and Writing a Narrative	206
Ron Hoff — TO LIVE IS TO RAGE AGAINST THE DARK	208
An abusive blind woman shows a writer how to face life—and death.	

Don Holt — LEAVING THE FARM 210
The Dean of a College of Agriculture, who had to sell the family farm, tells us that farming is a "risky and dangerous game."

Harry Crews — A CHILDHOOD 215
A bizarre farm accident results in a childhood memory of horror, pain, and love.

Practices 204, 207, 209, 214, 218

13 Process 220

Process 220

Suggestions for Writing Process Papers 222

Artificial Process 222

Natural Process 223

Planning and Writing a Process (An Example) 225

Peter Elbow — FREEWRITING EXERCISES 228
Do writing teachers care only about grammar and spelling? Here is one with an assignment for which mere squiggles, stuttering repetitions, and outright incoherence are perfectly acceptable.

Patrick McManus — THE PURIST 230
In which are revealed the Mystic Rituals of "the purest form of sports fisherman known to man"—the twelve-year-old.

Roger Welsch — SHELTERS ON THE PLAINS 234
To some of our forefathers, the open plain was like a storm-tossed ocean, and they survived in it by building island shelters.

Practices 221, 223, 227, 229, 233, 239

14 Cause and Effect (Causation) 240

Recognizing the Signs of Causation 240

Suggestions for Writing Cause-and-Effect Papers 243

Planning and Revising Cause and Effect (An Example) 245

Claudia Dowling — THE RELATIVE EXPLOSION 250
Today's nuclear family, like the bomb of the same name, has been exploded, and the fallout from that explosion is radically changing our society.

Oliver Sacks — THE MAN WHO MISTOOK HIS WIFE FOR A HAT 254
Who is more tragic—the man who knows he has lost his faculties and fights to regain them or the man who does not know he has lost them?

William Oscar Johnson — SPORTS AND BEER—THERE'S TROUBLE BREWING 262
"Cynical, ironic, immoral, hypocritical as it may seem, the juxtaposition of beer and sports is often simply a matter of cold business pragmatism."

Practices 247, 252, 261, 266

15 Classification 268

Classification 268

The Ruling Principle in Classification 268

Suggestions for Writing a Classification Paper 269

Writing and Revising a Classification Paper (An Example) 271

Lars Eighner — ON DUMPSTER DIVING	277
<i>The Dumpster Diver claims to “avoid trying to draw conclusions about the people who dump in the dumpsters I frequent.”</i>	
James T. Baker — HOW DO WE FIND THE STUDENT IN A WORLD OF ACADEMIC GYMNASTS AND WORKER ANTS?	280
<i>In the welter of ambition and turmoil we see in typical undergraduates, there must be, somewhere, that rare animal who is governed by one strange, unnatural desire—just to learn for the sake of learning.</i>	
James H. Austin — CHANCE	283
<i>“How an understanding of the structure of chance can improve your percentage of ‘luck’!”</i>	
Practices	274, 279, 282, 287
16 Illustration	289
Illustration	289
Using Specific Examples and Details	289
The Representative Example	292
Suggestions for Using Illustration	292
Writing and Revising Illustration (An Example)	293
John Leo — A POX ON ALL OUR HOUSES	296
<i>For years, society has been knocking down stigmas against all sorts of things. Is it time that we created some new stigmas?</i>	
Joshua Janoff — A GEN-X RIP VAN WINKLE	299
<i>Returning from Desert Storm, a navy veteran finds his experience similar to Rip Van Winkle’s awakening after a twenty-year sleep.</i>	
Jan Harold Brunvand — URBAN LEGENDS	302
<i>Monstrous alligators roam the sewers of New York, flushed as babies down the toilets of bored pet owners and now thirsting for reptilian revenge.</i>	
Practices	295, 298, 301, 308
17 Definition	310
Definition	310
Techniques of Defining	311
Avoiding Errors in Defining	313
Some Final Suggestions for Defining	314
Writing and Revising a Definition Paper (An Example)	315
Pico Iyer — IN PRAISE OF THE HUMBLE COMMA	319
<i>“Only a lover notices the small things: the way the afternoon light catches the nape of a neck, or how a strand of hair slips out from behind an ear,”—or how this sentence uses commas.</i>	
Barbara Lyles — WHAT TO CALL PEOPLE OF COLOR	322
<i>It might be a good idea just to call them human.</i>	
Kay S. Hymowitz — “AMERICAN COOL” IS KILLING LOVE	325
<i>“In the past, love has had the virtue not only of satisfying our longing for profound connection but of lifting us out of mundane life into enchantment.”</i>	
Practices	317, 321, 324, 328

18 Comparison and Contrast	330
<i>Comparison and Contrast</i>	330
<i>Planning a Comparison and Contrast</i>	330
<i>Organizing Comparison and Contrast</i>	332
<i>Writing and Revising a Comparison and Contrast (An Example)</i>	336
Alex Kozinski — TEN REASONS SKIING IS DEAD	339
<i>“Skiers have learned to endure a lot of risks and inconveniences, but it all seems so pointless once you’ve streaked down the mountain on your Burton. . . .”</i>	
E. B. White — ONCE MORE TO THE LAKE	342
<i>A nostalgic trip to the lake in Maine turns back the years and, in a fearful moment, turns them ahead.</i>	
Perri Klass — A WORLD WHERE TOO MANY CHILDREN DON’T GROW UP	347
<i>An American medical student learns that, despite her intelligence and good intentions, some differences between cultures cannot be bridged.</i>	
<i>Practices</i>	338, 341, 346, 350
19 Analogy	352
<i>Analogy</i>	352
<i>Writing and Revising an Analogy (An Example)</i>	356
Sydney J. Harris — WHAT TRUE EDUCATION SHOULD DO?	362
<i>True education is not stuffing students like so many sausage casings.</i>	
Ann H. Zwinger — BECOMING MOM TO AN INFANT WORD PROCESSOR	364
<i>The writer, contemplating her computer, decides that, besides a user’s manual and software documentation, she needs a copy of Dr. Spock.</i>	
A. M. Rosenthal — LEGALIZING ADDICTIVE DRUGS LIKE BRINGING BACK SLAVERY	366
<i>Those who would legalize drugs, the author says, “are not dealing with reality in America.”</i>	
<i>Practices</i>	358, 361, 363, 365, 368
20 Argument	369
<i>The Fact Structure: An Argument that Deals with the Past or Present</i>	369
Two Sample Papers Written Using the Fact Structure	371
<i>The Action Structure: An Argument That Deals With The Future</i>	374
Example of an Action Structure	374
<i>The Refutation Structure</i>	376
An Example of Refutation Structure	377
<i>Deception in Argument—How to Avoid Fallacies</i>	380
<i>Fallacies Listed and Defined</i>	381
Ad Hominem	381
Begging the Question	382
Either-Or	382
Equivocation	383
False Analogy	383
Faulty Causation	384
Faulty Generalization	385

Faulty Sampling	385
Ignoring the Question	386
Non Sequitur	386
Christine Davidson — WORKING TIME AND A HALF	389
<i>“Well,” says the working mother, “I’ve ‘had it all’ since my kids were in diapers, and I have finally had it.”</i>	
John Russo — “REEL” VS. REAL VIOLENCE	392
<i>You thought that Jason and Freddy and all those other cinematic serial slashers were evil? No, says coproducer of Night of the Living Dead, they are just reflections of society.</i>	
Robert Hughes — TAKE THIS REVOLUTION	395
<i>Hughes tells us that the information highway is “lined with entrepreneurs and flacks, who will be its main beneficiaries.”</i>	
Linda Hasselstrom — WHY ONE PEACEFUL WOMAN CARRIES A PISTOL	398
<i>A woman who lives on a South Dakota ranch decides to carry a pistol “to make women and men equal.”</i>	
Martin Luther King, Jr. — LETTER FROM BIRMINGHAM JAIL	404
<i>While under arrest for participating in a lunchroom sit-in in Birmingham, Alabama, the civil rights leader answers the criticism of a group of white clergy.</i>	
Practices	372, 373, 375, 378, 387, 391, 394, 397, 403, 415

PART THREE

The Handbook	417
<i>A Point of View on Grammar and Usage</i>	419
<i>Premises</i>	420
<i>Alternative Solutions</i>	420
<i>Books to Consult</i>	421
GA Grammatical Analysis	422
GA1 Learn the Parts of Speech	422
GA2 Learn to Identify Clauses	425
GA3 Learn to Identify Phrases	429
Practices	425, 427, 429, 431
G Forms of Grammar	432
G1 Possessive with <i>Gerunds</i> and <i>Inanimate Objects</i>	432
G2 Vague or Ambiguous Pronoun Reference	434
G3 Wrong Form of Pronoun	436
G4 Appropriate Verb Tense	438
G5 Faulty Principal Part of the Verb	440
G6 Incomplete or Faulty Verbs	440
G7 Proper Use of the Subjunctive	442
G8 Piling Up Verbs	442
G9 Confusion of Adjectives and Adverbs	443
G10 Degrees of Comparison for Adjectives and Adverbs	443

G11 Misuse of Noun as Adjective	444
G12 Faulty Verb Agreement	445
G13 Faulty Pronoun Agreement	448
G14 Confusing the Articles—A, An, and The (For Foreign Speakers)	449
G14a Definitions of Terms Used	449
G14b Distinguish Between the Articles A and An	449
G14c The Article <i>A (An)</i> Usually Signals a Count Noun on Its “First Mention”	450
G14d Uses of the Article <i>The</i>	450
G14d1 Use <i>The</i> When Both the Speaker and Listener Can Be Thinking about the Same (Specific) Thing	450
G14d2 Use <i>The</i> the Second Time You Mention a Noun	450
G14e When Not to Use an Article	451
G14e1 Articles Are Not Generally Used with Proper Nouns	451
G14e2 <i>The</i> is Not Ordinarily Used with Plural or Mass Nouns in Generalizations	451
G14e3 <i>A</i> and <i>An</i> Are Not Used with Plural Nouns, or (Ordinarily) with Mass Nouns	451
G14e4 Articles Are Not Ordinarily Used with Other Noun Markers	451
<i>Practices</i>	433, 435, 438, 439, 440, 441, 442, 444, 447, 448, 452

S Sentence Structure 453

S1 Unnecessary Shifts	453
S2 Omissions and Incomplete Constructions	455
S3 Faulty Comparison	456
S4 Split or “Separated” Constructions	457
S5 Misplaced Modifiers	458
S6 Squinting Modifiers	459
S7 Dangling Modifiers	460
S8 Faulty Parallelism	461
S9 Proper Subordination	463
S10 Faulty Subordination	464
S11 Faulty Coordination	465
S12 Faulty Complements	466
S13 Sentence Fragments	467
S14 Comma Splices	468
S15 Fused Sentences	470
S16 Run-on Sentences	471
S17 Weak Passive	472
<i>Practices</i>	454, 456, 457, 458, 459, 460, 461, 462, 463, 464, 465, 466, 468, 469, 470, 471, 473

E Editing Sentences 475

<i>Suggestions for Revising and Editing</i>	475
<i>A Final Note on Editing</i>	479
<i>Practice</i>	480

P Punctuation	482
<i>Spacing and Placing Punctuation Marks</i>	482
Spacing Punctuation Marks	483
Placing Punctuation Marks When	484
<i>Punctuation and Sentence Units</i>	485
P1 Use a Period When	486
P2 Use a Question Mark When	486
P3 Use an Exclamation Mark When	486
P4 Use a Comma When	486
P5 Use a Semicolon When	488
P6 Use a Colon When	490
P7 Use a Parentheses When	490
P8 Use a Dash When	491
P9 Use an Apostrophe When	491
P10 Use a Hyphen When	492
P11 Use Quotation Marks When	492
P12 Use Italics (Underlining) When	493
P13 Rhetoric of Punctuation	496
<i>Practices</i>	488, 494, 497
 M Mechanics	 499
M1 Abbreviations	499
M2 Capitalization	499
M3 Manuscript Form	500
M4 Numbers	501
M5 Syllabication	502
 Dy Using the Dictionary	 503
<i>Practice</i>	505
 GL Glossary	 507
 The Masculine Generic Pronoun (he, his, him)	 530
 Acknowledgments	 532
 Index	 535


**PART
ONE**


The Rhetoric

- 1 The Question of Ethics in Writing and Reading*
- 2 Finding Subjects—An Introduction*
- 3 The Writer's Stance*
- 4 Making a Point—Your Thesis*
- 5 Shaping and Outlining Ideas*
- 6 What Words Should You Avoid?*
- 7 Effective Sentence Structure*
- 8 Organizing Clear Paragraphs and Essays*
- 9 The Research Paper*