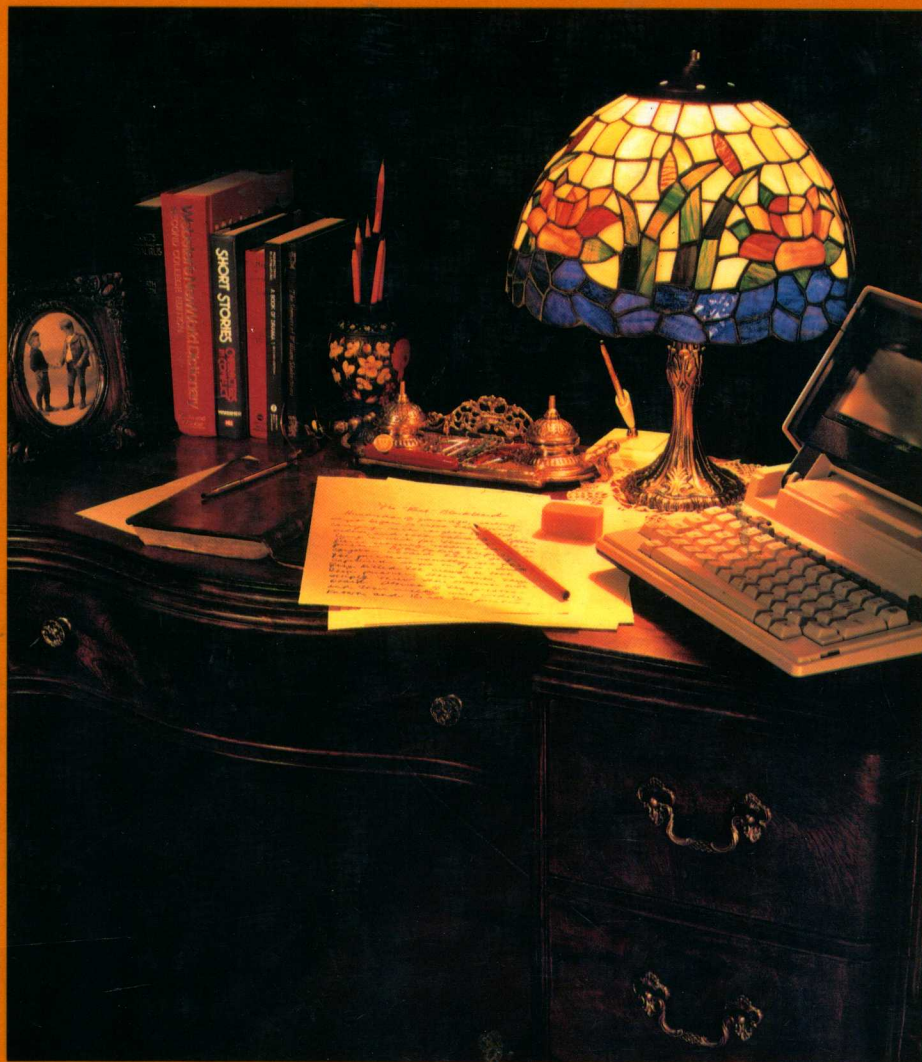


ENGLISH

Composition and Grammar



**SECOND
COURSE**

207372



西文

302095715

English Composition and Grammar

BENCHMARK EDITION

John E. Warriner

作者

英语作文和语法 (语言)



Second Course



Harcourt Brace Jovanovich, Publishers

Orlando

San Diego

Chicago

Dallas

THE SERIES:

English Composition and Grammar: Introductory Course

English Composition and Grammar: First Course

English Composition and Grammar: Second Course

English Composition and Grammar: Third Course

English Composition and Grammar: Fourth Course

English Composition and Grammar: Fifth Course

English Composition and Grammar: Complete Course

Annotated Teacher's Edition and Teacher's Resource Book for each above title.

CORRELATED SERIES:

English Workshop: Introductory Course

English Workshop: First Course

English Workshop: Second Course

English Workshop: Third Course

English Workshop: Fourth Course

English Workshop: Fifth Course

English Workshop: Review Course

Composition: Models and Exercises, First Course

Composition: Models and Exercises, Second Course

Composition: Models and Exercises, Third Course

Composition: Models and Exercises, Fourth Course

Composition: Models and Exercises, Fifth Course

Advanced Composition: A Book of Models for Writing, Complete Course

Vocabulary Workshop: Introductory Course

Vocabulary Workshop: First Course

Vocabulary Workshop: Second Course

Vocabulary Workshop: Third Course

Vocabulary Workshop: Fourth Course

Vocabulary Workshop: Fifth Course

Vocabulary Workshop: Complete Course

John E. Warriner taught English for thirty-two years in junior and senior high schools and in college. He is chief author of the *English Composition and Grammar* series, coauthor of the *English Workshop* series, general editor of the *Composition: Models and Exercises* series, and editor of *Short Stories: Characters in Conflict*. His coauthors have all been active in English education.

Copyright © 1988 by Harcourt Brace Jovanovich, Inc.

All rights reserved. No part of this publication may be reproduced or transmitted in any form or by any means, electronic or mechanical, including photocopy, recording, or any information storage and retrieval system, without permission in writing from the publisher.

Requests for permission to make copies of any part of the work should be mailed to: Permissions, Harcourt Brace Jovanovich, Publishers, Orlando, Florida 32887

Material from earlier editions: copyright © 1986, 1982, 1977, 1973, 1969, 1965, 1963, 1959 by Harcourt Brace Jovanovich, Inc. All rights reserved.

For permission to reprint copyrighted material, grateful acknowledgment is made to the following sources:

Isaac Asimov: From *Asimov on Numbers* by Isaac Asimov. Copyright © 1977 by Isaac Asimov.

Atheneum Publishers, Inc.: From "Attitude" in *Happy to Be Here* by Garrison Keillor. Copyright © 1982 by Garrison Keillor.

Banyan Books, Inc.: From *Florida by Pack and Paddle* by Mike Toner and Pat Toner. Copyright © 1979 by Mike Toner and Pat Toner.

The Curtis Publishing Company: From "How to Make Champions" in *The Saturday Evening Post*. © 1956 by The Curtis Publishing Company.

Benjamin Franklin Literary & Medical Society, Inc.: From "Nature's Medicines: Spearmint" by Lois Wickstrom in *Child Life Magazine*. Copyright © 1981 by Benjamin Franklin Literary & Medical Society, Inc., Indianapolis, IN. From "Magnificent Failure—Or Was He?" by Eleanor Anderson in *Young World Magazine*. Copyright © 1978 by The Saturday Evening Post Company, Indianapolis, IN.

Friends of Animals, Inc.: From "Do You Really Want a Pet?" by Alice Herrington in *Family Circle Magazine*, January 25, 1983.

Harcourt Brace Jovanovich, Inc.: From *Concepts in Science*, Third Edition, Level Purple by Paul Brandwein, et al. From *American History* by John A. Garraty. Copyright © 1982 by Harcourt Brace Jovanovich, Inc. From *American Civics*, Fourth Edition by William H. Hartley and William S. Vincent. Copyright © 1967, 1970, 1974, 1979, 1983 by Harcourt Brace Jovanovich, Inc. From *Strategies in Reading C* by Ethel Grodzins Romm. Copyright © 1984 by Harcourt Brace Jovanovich, Inc. From Tests to accompany *AMERICA: Its People and Values*, Heritage Edition by Leonard C. Wood, Ralph C. Gabriel, and Edward L. Biller. Copyright © 1985 by Harcourt Brace Jovanovich, Inc. Graphics for the letter "M" from *HBJ School Dictionary*. Copyright © 1985 by Harcourt Brace Jovanovich, Inc. Entries "smart," "dexterous," and "lovely" from *The HBJ School Dictionary*. Copyright © 1977 by Harcourt Brace Jovanovich, Inc.

Harper & Row, Publishers, Inc.: Specified excerpt from p. 45 in *Weapons and Hope* by Freeman Dyson. Copyright © 1984 by Freeman J. Dyson. Originally published in *The New Yorker*.

Houghton Mifflin Company: Entries "offensive" and "credit" from the *American Heritage Student Dictionary*. © 1986 by Houghton Mifflin Company.

Jon R. Luoma: From "Troubled Skies, Troubled Waters" by Jon R. Luoma.

The Nature Conservancy News: Adapted from "Remembrances of a Rain Forest" by Paul Colinvaux in *The Nature Conservancy News*, Vol. 29, No. 4, July/August 1979.

The New York Times Company: From "7 Days on the Yangtze" by Barbara Goldsmith in *The New York Times*, March 17, 1985. Copyright © 1985 by The New York Times Company. From "What's New in Laser Technology" by Gordon Graff in *The New York Times*, April 7, 1985. Copyright © 1985 by The New York Times Company. From "Technology: Helping Driver Feel at Home" by John Holusha in *The New York Times*, February 28, 1985. Copyright © 1985 by The New York Times Company.

Outdoor Life Books: From *Bears* by Ben East. Published by Outdoor Life Books.

Prentice-Hall, Inc., Englewood Cliffs, NJ: From *The Amateur Naturalist's Handbook* by Vinson Brown. © 1980 by Prentice-Hall, Inc.

Random House, Inc.: From *Losing Battles* by Eudora Welty. Copyright © 1970 by Eudora Welty.

Russell & Volkening, Inc., as agents for Ann Petry: From *Harriet Tubman* (Titled: "They Called Her Moses") by Ann Petry. Copyright © 1955, renewed 1983 by Ann Petry.

Saturday Review: From "The Great American Barbe-Queue" by Charles Kuralt in *Saturday Review Magazine*, June 26, 1976. © 1976 by Saturday Review Magazine.

Scholastic Inc.: From "How Do They Make Snow?" by Brian McCallen in *Science World Magazine*, November 5, 1982. Copyright © 1982 by Scholastic Inc.

Simon & Schuster, Inc.: Entry for "Franklin Pierce" from *Webster's New World Dictionary of the American Language*, Second College Edition. Copyright 1970, 1972, 1974, 1976, 1978, 1979, 1980 by Simon & Schuster, Inc.

Smithsonian Institution Press: From "An old Africa hand fights to keep his lions wild and free" by Dick Houston in *Smithsonian Magazine*, July 1983.

Sports Illustrated: From "On Sturdy, Light Off-Road Bicycles, Racers Can Handle Tough Terrain" in "On the Scene" by Dan Levin in *Sports Illustrated*, April 29, 1985. © 1985 by Time Inc. From "Grandeur and Torment" by Kenny Moore in *Sports Illustrated*, April 8, 1985. © 1985 by Time Inc. From "On the Road Again and Again and Again" by William Nack in *Sports Illustrated*, April 22, 1985. © 1985 by Time Inc.

Straight Arrow Publishers, Inc.: From "Here Comes the Son" by Elizabeth Kaye in *Rolling Stone*, June 6, 1985. © 1985 by Straight Arrow Publishers, Inc. All rights reserved.

University of Notre Dame Press: From *Barrio Boy* by Ernesto Galarza. Copyright © 1971 by University of Notre Dame Press, Notre Dame, IN 48558.

Viking Penguin Inc.: From "The World's Biggest Membrane" in *The Lives of a Cell, Notes of a Biology Watcher* by Lewis Thomas. Copyright © 1973 by The Massachusetts Medical Society. Originally published in *The New England Journal of Medicine*.

Franklin Watts, Inc.: From *Killer Insects* by Don Causey. Copyright © 1978 by Donald Causey. From *The Lost Colony* by Dan Lacy. Copyright © 1972 by Franklin Watts, Inc.

Western Publishing Company, Inc.: From *Geology* by Frank H. T. Rhodes. © 1972 by Western Publishing Company, Inc.

The H. W. Wilson Company: From *Readers' Guide to Periodical Literature*. Copyright © 1978, 1979 by The H. W. Wilson Company.

World Book, Inc.: From article "Halley's Comet" in *The World Book Encyclopedia*. © 1985 by World Book, Inc.

PHOTO CREDITS

Key: T, Top; B, Bottom

Cover: HBJ Photo

Page 1, Ed Cooper; 2, Ed Cooper; IW1, Richard Howard; IW2, William Thompson; IW4T, HBJ Photo; IW4B, Ann Hagen Griffiths/Omni-Photo Communications; IW5, Clyde H. Smith from F/Stop Pictures; IW6T, Denver Public Library Western Collection; IW6B, William Thompson; IW8, George Ancona/International Stock Photo; IW9, Steve Elmore; IW10, General Biological Supply House, Inc.; IW12T, John R. McCauley/Photri; IW12B, Peter Fronk from Click/Chicago; IW13, John Moran; IW14, Frank Niemeir; IW16, Ed Cooper; 227, W. Metzen/H. Armstrong Roberts, Inc.; 228, Ed Cooper; 263, David Lissy from Click/Chicago; 264, Gianni Tortoli/Photo Researchers; 595, Phil Degginger/H. Armstrong Roberts, Inc.; 596, H. Armstrong Roberts, Inc.; 669, ZEFA/H. Armstrong Roberts, Inc.; 670, J. Smith/Leo De Wys, Inc.

Printed in the United States of America
ISBN 0-15-311732-X

To the Student

A long time ago when education did not have to be so complicated as it must be today, the main subjects in school were referred to as the three R's: reading, 'riting, and 'rithmetic. As a familiar song says, they were "taught to the tune of a hickory stick." The hickory stick, fortunately, is not much used any more, but the three R's remain. Two of them, reading and writing, make up a large part of the school subject called English.

If someone were to ask you the unlikely question, "What do you do in English?" your reply might be something like this: "In English we read stories and poems and stuff like that. We write our own stories and poems and themes. We learn about nouns and verbs and, well, subjects and predicates, I guess. And we give talks in front of the class." This answer is a fairly good account of what you do in English.

A teacher, however, would use different terms in answering the same question. Instead of mentioning just stories and poems, a teacher might say you study *literature*. Writing stories, poems, and themes is practicing written *composition*. Noun, verb, subject, and predicate are terms used in the study of *grammar*. Talks in front of the class are a means of improving your *speech*. The four main areas of English, then, are literature, composition, grammar, and speech.

This book deals mainly with the last three of the four areas, composition, grammar, and speech. To use a language well, you need to know how it works. By studying grammar, you learn how the language works. This knowledge will help you to improve both your writing and your speech.

Although you write much less often than you speak, written composition demands a large amount of English time because writing is hard to learn. Each year in school you will be expected to do more written work in most of your classes, but it is only in English class that you learn how to write.

By writing well, you communicate with others. By speaking (and listening) well, you also communicate with others. Speech skills are a vital part of your education because you spend so much of every day talking with others.

Mastering the three areas in this textbook—composition, grammar, and speech—is not an easy task. However, you can do it if you have sound guidance. Your teacher is your most helpful guide, but your textbook is also an important guide. Study it, follow the rules, do the practice exercises, and whenever you write or speak, put to use what you have learned. You will find your work will improve steadily.

J. W.

CONTENTS

Preface

v

Part One: COMPOSITION: The Writing Process

1. Writing and Thinking

3

THE WRITING PROCESS

THE WRITING PROCESS 3

PREWRITING 5

Identifying Your Purpose 6

Knowing Your Audience 9

Choosing a Subject 11

Starting with Yourself 12

Using Brainstorming 12

Using a Writer's Notebook 14

Using Your Powers of Observation 15

CRITICAL THINKING: Observing and Interpreting Details 15

Considering Your Attitude 16

Limiting the Subject 17

CRITICAL THINKING: Analyzing a Subject 18

Gathering Information 20

Using Brainstorming and Clustering 20

Using the Library 22

Asking the 5 W-How? Questions 22

Asking Point-of-View Questions 23

Organizing Information 25

CRITICAL THINKING: Classifying Information 26

WRITING 29

Writing a First Draft 29

CRITICAL THINKING: Synthesis 30

EVALUATING 31

Evaluating Your Writing 31

CRITICAL THINKING: Evaluation 32

GUIDELINES FOR EVALUATING YOUR WRITING 32

REVISING 34

Revising Your First Draft 34

REVISING A DRAFT 35

PROOFREADING 38

Proofreading Your Writing 38

GUIDELINES FOR PROOFREADING 39

REVISING AND PROOFREADING SYMBOLS 39

MAKING THE FINAL COPY 40

Preparing a Final Copy 40

Using Correct Manuscript Form 40

Using Abbreviations 41

Dividing Words 42

Writing Numbers 42

Chapter 1 Writing Review 42

2. Writing Paragraphs

43

STRUCTURE AND DEVELOPMENT

THE STRUCTURE OF A PARAGRAPH 43

The Main Idea 43

The Topic Sentence 44

Supporting Sentences 45

The Clincher Sentence 47

Unity 48

Coherence 50

Order of Ideas 50

Chronological Order 50

Spatial Order 51

Order of Importance 53

Comparison or Contrast 53

Connections Between Ideas 55

Direct References 55

Transitional Expressions 56

THE DEVELOPMENT OF A PARAGRAPH 58

PREWRITING 58**Choosing and Limiting a Topic 58**

Brainstorming 59

Clustering 60

Asking the 5 *W-How?* Questions 60**Considering Purpose 62****Considering Audience 63****Gathering Information 64****Developing a Working Plan 64**

Writing an Effective Topic Sentence 65

CRITICAL THINKING: Forming a Generalization 67

Choosing Details 68

CRITICAL THINKING: Deciding Which Details

Support a Main Idea 68

WRITING 70**Writing a First Draft 70****EVALUATING 71****Evaluating Your Paragraph 71**

GUIDELINES FOR EVALUATING PARAGRAPHS 72

REVISING 73**Revising Your Paragraph 73**

REVISING PARAGRAPHS 73

PROOFREADING AND MAKING A FINAL COPY 76**Proofreading Your Paragraph and****Making a Final Copy 76****Chapter 2 Writing Review 77****3. Writing Paragraphs****79****FOUR TYPES OF PARAGRAPHS****The Narrative Paragraph 79**

Developing a Narrative Paragraph 80

Using Narrative Details 80

Choosing a Point of View 81

Evaluating and Revising Narrative Paragraphs 83

GUIDELINES FOR EVALUATING

NARRATIVE PARAGRAPHS 83

The Descriptive Paragraph 84

Developing a Descriptive Paragraph 85

Using Precise Language 85

Using Comparisons and Figurative Language	86
Creating a Main Impression	87
Evaluating and Revising Descriptive Paragraphs	88
GUIDELINES FOR EVALUATING DESCRIPTIVE PARAGRAPHS	89
The Expository Paragraph	90
Developing with Facts and Statistics	90
Developing with Examples	92
Developing by Definition	93
Developing with Details of a Process	95
Evaluating and Revising Expository Paragraphs	97
GUIDELINES FOR EVALUATING EXPOSITORY PARAGRAPHS	97
The Persuasive Paragraph	98
Developing a Persuasive Paragraph	98
Distinguishing Fact from Opinion	98
Building an Argument	100
Writing a Clincher Sentence	101
Evaluating and Revising Persuasive Paragraphs	101
GUIDELINES FOR EVALUATING PERSUASIVE PARAGRAPHS	102
Writing a Letter to the Editor	102
Chapter 3 Writing Review	103

4. Writing Stories

104

USING NARRATION AND DESCRIPTION

PREWRITING 104

Choosing a Subject for a Story 104

Limiting Subjects to Manageable Topics 106

Thinking About Purpose and Audience 107

CRITICAL THINKING: Analyzing the Needs and
Interests of an Audience 108

Gathering Information for Your Story 109

Arranging Details and Developing a Story Plan 110

WRITING 113

Choosing Details 113

Using Dialogue 116

Writing Description 118

Writing a First Draft 123

Interesting Start and Beginning Explanation 123

Action and Climax	124
Ending	125
EVALUATING	126
Evaluating a Narrative	126
GUIDELINES FOR EVALUATING NARRATIVES	127
REVISING	128
Revising a Narrative	128
REVISING STORIES	128
PROOFREADING	132
Proofreading Your Story and Making a Final Copy	132
Chapter 4 Writing Review	133

5. Writing Exposition **134**

THE WHOLE COMPOSITION

PREWRITING 134

Searching for Subjects 134

Choosing a Subject 140

Thinking About Your Audience 140

Limiting Your Subject 142

CRITICAL THINKING: Analyzing a Broad
Subject 142

Stating Your Purpose 144

Gathering Information 145

Grouping Ideas and Details 147

Arranging Your Ideas and Details 150

Making an Outline 151

Rules for Outlining 152

WRITING 154

Writing a First Draft 154

Writing the Introduction 155

Writing the Body 155

Using Transitional Words and Phrases 156

Writing the Conclusion 157

Studying a Sample Composition 158

EVALUATING 161

Evaluating Your Draft 161

GUIDELINES FOR EVALUATING

EXPOSITORY COMPOSITIONS 161

REVISING 163

Revising Your Draft 163

REVISING EXPOSITORY COMPOSITIONS 163

PROOFREADING 166

Proofreading Your Expository Composition 166

WRITING THE FINAL VERSION 166

Making the Final Copy 166

Chapter 5 Writing Reviews 167

GUIDELINES FOR WRITING

EXPOSITORY COMPOSITIONS 168

6. Writing Exposition

170

SUMMARIES AND REPORTS

WRITING SUMMARIES 170

PREWRITING 170

Considering Purpose and Audience 170

Gathering Information 172

WRITING 174

Writing the First Draft 174

EVALUATING AND REVISING 176

Evaluating and Revising the Summary 176

GUIDELINES FOR EVALUATING A SUMMARY 176

REVISING SUMMARIES 177

WRITING LONGER REPORTS 178

PREWRITING 179

Developing a Limited Topic 179

Gathering Information 181

Developing a Working Outline 185

Taking Notes 185

Organizing the Report 188

WRITING 189

Writing the First Draft 189

CRITICAL THINKING: Analyzing a Model 190

EVALUATING AND REVISING 193

Evaluating and Revising Your Report 193

GUIDELINES FOR EVALUATING

FACTUAL REPORTS 194

WRITING A BOOK REPORT 195

PREWRITING 195

Prewriting Hints for Writing a Book Report 195

WRITING 196

EVALUATING AND REVISING	199
GUIDELINES FOR EVALUATING	
A BOOK REPORT	199
Chapter 6 Writing Review	200

7. Writing Letters and Completing Forms

201

SOCIAL LETTERS, BUSINESS LETTERS, AND FORMS

SOCIAL LETTERS AND NOTES 201

PREWRITING 201

Deciding What to Say 201

WRITING 203

Writing a Friendly Letter 203

 The Heading 203

 Addressing the Envelope 205

 Folding the Letter 207

Writing Social Notes 207

 The Bread-and-Butter Note 207

 The Thank-You Note 208

EVALUATING AND REVISING 210

Evaluating and Revising Social Letters 210

 GUIDELINES FOR EVALUATING

 SOCIAL LETTERS 210

BUSINESS LETTERS AND FORMS 211

PREWRITING 211

Planning a Business Letter 211

WRITING 212

Writing a Business Letter 212

 The Heading 213

 The Inside Address 213

 The Salutation 214

 The Body 215

 The Closing 215

 The Signature 215

 The Envelope 215

 Folding the Letter 215

 Writing the Order Letter and the

 Request Letter 217

 The Order Letter 217

The Request Letter	218
Completing Forms	220
EVALUATING AND REVISING	221
Evaluating and Revising Business Letters and Forms	221
GUIDELINES FOR EVALUATING BUSINESS LETTERS AND FORMS	221
REVISING SOCIAL LETTERS, BUSINESS LETTERS, AND FORMS	222
Chapter 7 Writing Reviews	223

Picture the Possibilities: IDEAS FOR WRITING **IW1**

Part Two: COMPOSITION: Writing and Revising Sentences

8. Writing Complete Sentences **229**

SENTENCE FRAGMENTS AND
RUN-ON SENTENCES

Fragments 229

Three Kinds of Fragments 231

The Subordinate Clause 231

The Verbal Phrase 233

The Appositive Phrase 234

Run-on Sentences 236

9. Writing Effective Sentences **241**

SENTENCE COMBINING AND REVISING

Correcting a Choppy Style by Combining Sentences 241

Correcting a Monotonous Style 256

Correcting Rambling Sentences 259

Part Three: TOOLS FOR WRITING AND REVISING

GRAMMAR

10. The Sentence 265

SUBJECT AND PREDICATE, KINDS OF SENTENCES

Diagnostic Test 265

The Sentence 267

The Subject 269

The Predicate 271

The Sentence Base 276

Compound Subjects and Compound Verbs 277

Classifying Sentences by Purpose 281

Diagraming the Subject and Verb 283

Chapter 10 Review: Posttests 287, 288

11. The Parts of Speech 290

NOUN, PRONOUN, ADJECTIVE

Diagnostic Test 290

The Noun 291

The Pronoun 294

The Adjective 299

Diagraming Nouns and Adjectives 305

Chapter 11 Review: Posttests 307, 308

12. The Parts of Speech 309

VERB, ADVERB, PREPOSITION, CONJUNCTION,
INTERJECTION

Diagnostic Test 309

The Verb 310

The Adverb 317

Diagraming Verbs and Adverbs 322

The Preposition	323
The Conjunction	327
The Interjection	330
Determining Parts of Speech	330
Chapter 12 Review: Posttests	332, 334
SUMMARY OF PARTS OF SPEECH	334

13. Complements 336

DIRECT AND INDIRECT OBJECTS,
SUBJECT COMPLEMENTS

Diagnostic Test	337
Direct and Indirect Objects	339
Subject Complements	345
Chapter 13 Review: Posttests	350, 351

14. The Phrase 352

PREPOSITIONAL, VERBAL, AND APPOSITIVE
PHRASES

Diagnostic Test	352
The Prepositional Phrase	354
Verbals and Verbal Phrases	362
Appositives and Appositive Phrases	375
Chapter 14 Review: Posttests	378, 379

15. The Clause 381

INDEPENDENT AND SUBORDINATE CLAUSES

Diagnostic Test	381
The Independent Clause	383
The Subordinate Clause	384
The Adjective Clause	386
The Adverb Clause	390
The Noun Clause	393
Chapter 15 Review: Posttests	398, 400

16. The Kinds of Sentence Structure 401

THE FOUR BASIC SENTENCE STRUCTURES

Diagnostic Test	401
-----------------	-----