Barbara Fine Clouse

JUMPSTART!

A
Workbook
for
Writers

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A WORKBOOK FOR WRITERS

BARBARA FINE CLOUSE

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A Workbook for Writers

This book is printed on acid-free paper.

ABOUT THE AUTHOR

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Barbara appreciates getting comments and suggestions from instructors and students who use her texts, so feel free to write to her:

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PREFACE

Aimed at helping basic writers achieve the proficiency necessary for success in their college courses, *Jumpstart! A Workbook for Writers* focuses on both sentence-level concerns and whole discourse. Its primary focus, however, is on the sentence-level problems most frequently encountered in basic writing classes.

THE FOCUS ON SENTENCE-LEVEL CONCERNS

Chapters 3 through 29 treat the grammar, usage, and stylistic concerns important to basic writers. Because basic writers learn more by doing than by reading, *Jumpstart!* includes an abundance of activities and a minimum of explanation. Furthermore, both the explanations and activities respect the age, gender, race, and ethnic diversity represented on today's college campuses.

In general, Chapters 3 through 29 share these features:

- Chapter goals are listed at the beginning of the chapter so students can preview the material.

- Clear, concise explanations are written in jargon-free, accessible prose. The amount of uninterrupted reading is minimal.

- Exercises are abundant and strategically placed after the discussion of each new point to provide constant reinforcement and to provide frequent opportunities for practice.

- "Be Careful" annotations point out pitfalls to avoid.

- Tips for non-native users appear under the heading "If English Is Your Second Language."

- Chapters are self-contained, so instructors can use them in any order.

THE FOCUS ON WHOLE DISCOURSE

Because basic writing students benefit from writing immediately and continuously throughout the term, *Jumpstart!* focuses on whole discourse in the following ways:

- Chapter 1, "Managing Your Writing Tasks," offers students tips for approaching their writing projects in an organized fashion. The chapter also provides an overview of the writing process and descriptions of procedures for finding a topic, discovering ideas to develop the topic, drafting, revising, editing, and proofreading. Exercises are provided, along with information on using a word processor.

- Chapter 2, "Writing a Paragraph," focuses on both process and product. In addition to explaining and illustrating the qualities of an effective paragraph, the chapter includes a Process Chart to help students work through the process of writing a paragraph. This chapter is self-contained, so instructors can use it anytime during the term.

- Chapters 3 through 29, which address sentence-level concerns, include a writing activity to be assigned as a paragraph or multiparagraph composition at the instructor's discretion. To reinforce the chapter's grammar, usage, or stylistic point and to help students apply the point to their own writing, the activity includes a strategy or reminder for revising or editing for the point covered in the chapter.

- Appendix 1, "Keeping a Journal," describes and illustrates journal writing and offers 25 ideas for journal entries. As a self-contained unit, this appendix can be used anytime during the term.

- Appendix 2 includes a list of 20 additional writing topics students can refer to when they need a topic.

THE EXERCISES

To give students as much practice as possible, the exercises in *Jumpstart!* are abundant. To hold students' interest, the exercises are varied. In addition to traditional exercises (which are not error based), the following appear in Chapters 3 through 29:

- Review activities at strategic intervals

- Group activities for collaborative learning experiences

- Sentence combining exercises, where appropriate

- Comprehension checks that require answers to questions about the points covered in a chapter

- Chapter review activities that require students to work with whole discourse, usually to revise or edit a paragraph for the points covered in the chapter

- Continuous discourse exercises in the form of paragraphs and in the form of sequenced sentences that develop a single topic

COMPREHENSIVE SUPPLEMENTS PACKAGE

Students and instructors alike will benefit from *Jumpstart!*'s comprehensive teaching package. The supplements include an Annotated Instructor's Edition, and a useful, hands-on instructor's resource manual rich in teaching strategies. Also available is a rigorously developed test bank including alternate tests for every chapter, as well as diagnostic, mastery, and unit review tests.

In addition, McGraw-Hill's state-of-the-art interactive CD-ROM and software program, ALL WRITE!, is an exceptional supplement designed to improve student writing. Using a self-paced tutorial program, ALL WRITE! explains basic grammar, punctuation, and spelling in context. It also covers a full range of rhetorical and research topics and techniques. The program includes comprehensive pre- and post-tests, extensive practice sessions in over 80 areas, diverse exercises and activities, and high-interest animation and graphics which engage students' interest. ALL WRITE! will be available in IBM, Macintosh, and CD-ROM formats.

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