THE

MACMILLAN

COLLEGE

HANDBOOK

Gerald Levin

Second

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PREFACE

The Macmillan College Handbook, Second Edition, has been designed to serve as an accessible and comprehensive reference guide and as an effective teaching text. The handbook includes a thorough and practical discussion of rhetoric, grammar, and the logic of the essay. The handbook offers full explanation of *how* to write, and provides unusually detailed discussion of choices open to the writer. Thus students can use this handbook to increase their understanding of various aspects of writing rather than merely to acquire a set of rules and principles. In this second edition, we retained the features that have successfully set this handbook apart—the comprehensive coverage of rhetoric and grammar and the extensive treatment of sound reasoning. But we have also made some substantial revisions to enhance the overall content and accessibility of the handbook for you and your students.

The changes in the second edition include:

- **Expanded discussion of the writing process** with more extensive coverage of planning, drafting, revising, and editing.
- **Two new chapters on writing in several fields,** including writing in the humanities, social sciences, natural sciences, and applied sciences—with sample student papers.

- Discussion of ways to **avoid sexist language.**
- **Five full chapters on writing the research paper,** including coverage of **MLA and APA documentation styles,** new coverage of **CBE documentation style,** and a **newly annotated MLA sample research paper.**
- New and useful in-chapter screened **checklists** that provide a quick review of crucial information.
- A **new chapter on writing with a word processor** that stresses the value of the word processor in drafting and revising.
- A new chapter on vocabulary enrichment.

The second edition also retains unique end-of-chapter **summaries** that act as a **"handbook-within-a-handbook"** by providing students with the opportunity to review the main points of each chapter.

Approach

The Macmillan College Handbook **treats writing as a continuous act of planning, drafting, revising, and editing.** The steps of the writing process are explored in Chapters 1–4; however, the handbook does not treat the topic in a reductive or prescriptive manner. Instead, this handbook encourages student writers to make *choices* based on appropriateness to the writing situation; thus the writing process is shown to be a recursive series of writing acts that vary with the type of writing the student does. Few if any practiced writers proceed in the same way in every writing situation. Some writers use the traditional topic or sentence outline in preparing to write the essay or later in revising it; others benefit from freewriting and the other techniques of invention described in Chapter 2, sometimes drawing on these in successive drafts of the paper. Some writers revise extensively and edit in the course of writing the first and later drafts; others revise and edit only after producing a full draft. *The Macmillan College Handbook* thus does not insist on a single approach or suggest that all successful writers follow identical procedures.

The Macmillan College Handbook also seeks to increase the student's skill in writing paragraphs and widen the student's repertory of styles and inventive skills. To achieve this aim, the book teaches by example, illustrating the styles of standard written English through numerous sentences and paragraphs from contemporary writers in various fields and several student essays typical of those written in college courses. This book assumes that we do not learn to write effective sentences,

paragraphs, and essays only by experimentation and constant writing, though these activities are essential. We learn to write as we learn to speak—by hearing and reading sentences—and we discover ways of improving our writing in the same way. Both the unpracticed and the practiced writer need models of effective sentences, paragraphs, and essays. Writing models, indeed, are indispensable. **This handbook includes numerous professional models from a wide range of contemporary writers,** many of whom have influenced contemporary prose style. It also includes **seven samples of successful student essays.** Admittedly, a handbook alone cannot turn the student into an active reader or a better one. But it should encourage the student to make reading and writing integral activities, as in fact they must be in most academic work.

As a basic grammar and correction guide, this handbook emphasizes effective writing. It includes a review of parts of speech and their function in the sentence; the parts of the sentence; full instruction on difficult matters of sentence construction; and rules and current conventions of punctuation in standard written English. But unlike handbooks that merely state rules and principles, *The Macmillan College Handbook* does more: grammar problems that prove most troubling to students (fused sentences, fragments, comma splices, etc.) receive full attention, but the book does not restrict itself to these problems. It discusses *why* sentences are effective or ineffective and gives a full explanation of *how* to build sentences and correct them.

The elements of reasoning have an important role in student writing. **This text devotes an entire part—four full chapters—to sound reasoning.** The handbook contains a full discussion of inductive and deductive reasoning, persuasive argument, and logical fallacies. The discussion of persuasive writing draws on traditional methods of analysis as well as on Toulmin's distinctions between warrants, claims, and backing. Toulminian argumentation is presented, not as a substitute for traditional deductive procedures, but as a highly useful way of stating and defending premises. A student's persuasive essay is included to illustrate the concepts covered here.

The Plan of the Handbook

The Macmillan College Handbook is organized into eleven parts and two glossaries. Although chapters may be assigned

in any order that suits your needs, they can be assigned and discussed sequentially.

Part One discusses the writing of the whole paper, including ways of finding and analyzing a subject—illustrated through the development of one student's expressive essay from the initial choice of subject through successive revisions and final editing. Part Two shows how to organize and develop paragraphs. Part Three contains a description of the sentence and its parts, followed by a systematic description of the traditional parts of speech and a thorough discussion of agreement and pronoun case and reference. In this way, matters of grammar are presented as knowledge necessary in writing effective sentences—the subject of Part Four.

By demonstrating ways to vary sentences, make them clear and concise, and give ideas proper emphasis, Part Four prepares for the discussion of sentence correction in Part Five. Topics covered in Part Five include sentence fragments, comma splices, fused sentences, mixed constructions, misplaced modifiers, and shifts and omissions. Part Six opens with chapters on punctuation—the uses of the comma, the semicolon, the colon, the apostrophe, and other punctuation marks. The concluding chapters discuss capitalization, abbreviations, numbers, and the rules of spelling. Like the earlier chapters on sentence effectiveness, these chapters stress choices in punctuation open to the writer.

Turning in Part Seven to matters of diction, the handbook discusses standard English as a dialect; abstract and concrete, general and specific words, slang, and jargon; uses of the dictionary; and uses of figurative language. Part Seven also includes a new chapter on building a vocabulary. Part Eight returns to the whole essay: four chapters are devoted to the forms of argument, the persuasive essay, and the reasoning it employs and should avoid. The four chapters of Part Nine describe in detail research techniques and the writing of the documented paper—finding and interpreting evidence, organizing and documenting the research paper according to the new MLA citation method, the use of footnotes and endnotes, and APA and CBE documentation styles. Part Ten discusses writing in special fields, including the humanities, social sciences, and natural sciences. Later chapters in this part provide specific instruction on writing course notes, examination answers, business letters, resumes, and memorandums. The chapters in Part Eleven summarize the formatting of student papers and

discuss the uses of the word processor in writing papers. The text concludes with glossaries of usage and grammatical terms that provide additional help with diction and grammar. Charts on the inside front and back covers of the book provide a plan of the book, revision symbols, and a guide to topics of major concern in revising and editing papers.

Accompanying Materials

A newly expanded, complete package of supplements for instructors and students accompanies *The Macmillan College Handbook*.

- A new and uniquely comprehensive **Instructor's Annotated Edition** contains suggestions for teaching with the handbook, references to articles and books on particular topics, alternate writing assignments, and suggested answers to most of the exercises.
- **The Macmillan Guide for Teachers of Writing** by Maggy Smith, director of English Education, University of Texas at El Paso, contains useful material for teaching assistants, including detailed discussions of composition theory and teaching methods.
- **The Macmillan College Workbook**, Second Edition, by Alice MacDonald, University of Akron, offers students an opportunity to increase mastery of basic skills through varied and interesting exercises and self-tests. Although the workbook parallels the organization of the handbook and uses its definitions, it is a self-contained text appropriate for use independent of the handbook. An *Answer Key* accompanies *The Macmillan College Workbook*.
- By special arrangement with Conduit Educational Software, **Writer's Helper: Prewriting and Revising Software** by William Wresch, University of Wisconsin, Stevens Point, is available with *The Macmillan College Handbook* in student and instructor versions for the IBM and Macintosh. Further information on this award-winning software and other supplements may be obtained from your Macmillan representative.
- The **Test Bank** contains two parallel sets of diagnostic tests keyed to specific sections of the handbook, and is available in a printed form and as *Microtest® Test Preparation System* software for IBM and Macintosh computers.
- **Transparency Masters** consisting of writing samples and revisions, charts, and other valuable information draw from and supplement the handbook for classroom use.
- An **Instructor's Correction Chart** replicates the front and back inside covers of the handbook—with revision symbols—for convenient reference.

- ***Study Guides*** have been prepared for the **CLAST** exam in Florida and the **TASP** exam in Texas.

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Cohen, Morris R., and Ernest Nagel. *An Introduction to Logic and Scientific Method*. New York: Harcourt, 1934.

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Using This Handbook

Once you are familiar with the plan of this book, you will develop your own ways of using it. Note that many of the topics discussed in separate chapters are closely related. Thus, knowing how to use the comma depends on knowing how to use the semicolon and colon; knowing how to place clauses to prevent misreading depends on knowing how to place words and phrases in the most effective order in the sentence. You will find it useful to consult both discussions. Extensive cross-references direct you to related topics. You also may want to keep a log of sections you consult often, and a list of ideas and examples you turn to frequently. These are but a few ways you can utilize this handbook to serve your needs as a writer. Also, be aware of the following features, which will enable you to locate information quickly:

- Top of page **tabs** contain section numbers and symbols that correspond to the material under discussion on specific pages.
- The **brief contents** on the inside back cover, the detailed table of contents at the start of the handbook, and the detailed index are excellent means of locating topics.

- **End-of-chapter summaries** act as chapters in miniature and offer you the opportunity to review an entire chapter's contents at a glance.
- In-chapter **checklists** on important topics offer you quick summaries. These checklists are screened in blue and are easy to spot. They are also listed in the table of contents.
- The inside front cover contains a listing of **"Sections Consulted Often"** for your reference and **"Revision Symbols"** that your instructor may use in correcting your papers.

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