

THE **BRIEF** HOLT HANDBOOK

revised second edition



INCLUDES 1998 MLA STYLE
MANUAL UPDATES

KIRSZNER & MANDELL

THE BRIEF HOLT HANDBOOK

revised second edition

LAURIE G. KIRSZNER

PHILADELPHIA COLLEGE OF PHARMACY AND SCIENCE

STEPHEN R. MANDELL

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PREFACE

We would like to introduce you to the second edition of *The Brief Holt Handbook*, a compact reference guide for college students. This handbook offers concise yet comprehensive coverage of the writing process, sentence grammar, sentence style, word choice, punctuation and mechanics, research, and documentation—in other words, all the topics instructors and students expect to find in such a text. Unlike most other shorter handbooks, however, *The Brief Holt Handbook* is more than just a quick reference; it can also serve as a two-semester classroom text and as a guide to writing that can be used throughout college and beyond.

The Brief Holt Handbook at a Glance

Part 1, Writing Essays and Paragraphs, includes complete coverage of the writing process accompanied by examples of a student's work-in-progress at various stages (brainstorming, clustering, making a topic tree, and so on). In the second edition, we integrate discussions of the use of computers into every stage of the writing process. In addition to a complete final draft, two new drafts—one illustrating the student writer's editing and the other with instructor's comments—have been included. New annotations have been added to the final draft to emphasize its structure and the relationship between thesis statement and supporting details, an important concept that we stress throughout **Part 1**.

Part 2, Critical Thinking and Argumentation, new to this edition, draws together in a single section material found at various points in the previous edition. This section now consists of two updated chapters, **Thinking Critically** and **Writing Argumentative Essays**, and includes a new source-based student paper accompanied by annotations that identify the key elements of an argumentative essay.

Part 3, Writing Grammatical Sentences, and **Part 4, Writing Effective Sentences**, contain twelve chapters focusing on sentence grammar and style. **Part 3** now includes helpful checklists for recognizing fragments, comma splices, and fused sentences. **Part 5, Using Words Effectively**, includes advice on avoiding biased language and also covers word choice and dictionary use. This section concludes with a complete **Glossary of Usage**.

Parts 6 and 7 consist of twelve chapters that take a practical, problem-solving approach to conventions of **Punctuation, Spelling, and Mechanics**.

Part 8, Researching and Writing with Sources, now consists of four chapters. **Chapter 32, Locating Sources for Research**, offers in-depth coverage of library and non-library sources—including electronic sources. A new **Chapter 33, Using the Internet for Research** has been added, and advice for using the Internet as a resource has been incorporated throughout the text. **Chapter 34, The Research Process**, now includes advice for using computers and electronic sources in every phase of research. **Chapter 35, Integrating Sources and Avoiding Plagiarism**, now includes a new section on synthesizing information from electronic and print sources as well as comprehensive advice on avoiding plagiarism.

Documentation formats appear in **Parts 9 and 10**. **Part 9** contains coverage of current Modern Language Association (MLA) style, including new, easy-to-use directories of in-text citations and Works Cited entries as well as extensive examples of new formats for citing electronic sources. It also includes a complete annotated student research paper, “Athletic Scholarships: Who Wins?” **Part 10** explains and illustrates current documentation styles recommended by the American Psychological Association (APA) and the Council of Biology Editors (CBE). Also new to this edition are helpful directories for APA and CBE formats.

Part 11, Academic and Professional Survival Skills, covers a variety of topics seldom found in concise handbooks. This part of the handbook begins with **Chapter 38**, a brief overview of the reading process, which offers advice on how to preview, highlight, and annotate a text. **Chapter 39** presents the basic principles of writing essay examinations, and **Chapter 40, Writing about Literature**, contains two new checklists, Reading Literature and Writing about Literature. **Chapter 41, Document Design and Manuscript Format**, now covers the use of headings and lists, as well as tables, graphs, diagrams, and photographs. The chapter also presents manuscript guidelines for both MLA and APA formats. **Chapter 42**, newly retitled **Writing for the Workplace**, now discusses the conventions of communicating by fax and e-mail as well as by letter, memo, and résumé. Models have been updated to reflect changes in format and conventions.

The book concludes with three appendices. **Appendix A** and **Appendix B** are, respectively, concise reviews of parts of speech and sentence types; **Appendix C** (formerly Chapter 30), **Language Issues for**

International Students, presents useful information for non-native speakers of English.

A book of exercises by Scott Douglass, Peggy Jolly, and Judy Pearce is available from Harcourt Brace to accompany this book. Answers to the exercises are available in a separate booklet.

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Pamela Kennedy-Cross, Stockton State College
Anne Maxham-Kastrinos, Washington State University
J. L. McClure, Kirkwood Community College
Peter Mortensen, University of Kentucky
Kathleen Parrish, Niagara County Community College
Judy Pearce, Montgomery College
Robbie Pinter, Belmont University
John Pennington, St. Norbert College
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