



Paragraphs and Essays

A WORKTEXT
WITH READINGS

Lee Brandon

EIGHTH EDITION

Paragraphs and Essays

A Worktext with Readings

Eighth Edition

Lee Brandon

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To Sharon

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As part of Houghton Mifflin's ongoing
commitment to the environment, this text
has been printed on recycled paper.

Preface

Paragraphs and Essays, Eighth Edition, contains thorough writing coverage, abundant readings, and a handbook designed for use in either developmental or freshman composition writing courses. This new edition continues this book's tradition as a total resource for students and instructors, presenting comprehensive, flexible, relevant, and stimulating instructional material.

Writing Instruction

Writing instruction includes explanations, examples, and exercises at the sentence, paragraph, and essay levels. Instruction for the paragraph and the essay is presented separately in Chapters 4 and 5. Thereafter, it pertains to both through ten chapters of forms of discourse, with occasional separate and specific annotations or instructions. Forms of discourse are exemplified by both paragraph and essay reading selections. This arrangement allows instructors to choose an emphasis of either the paragraph or the essay, or a combined approach, perhaps beginning with paragraphs and culminating with essays. It even permits the instructor teaching students with disparate writing abilities to mix lengths and complexities of assignments within a class, without giving separate reading assignments or using different schedules.

Topic suggestions at the ends of chapters include reading-related, career-related, and general lists so instructors can specify one type or mix types for class assignments.

Chapter 18, The Research Paper, includes forms of documentation as well as a discussion of libraries, online searching, plagiarism, and other research-related topics.

The Handbook presents explanations, examples, and exercises. Half of the exercises have answers in the back, allowing for both class work and independent work.

Reading Selections

Abundant readings from both professional and student writers have been selected as models of exemplary writing on stimulating topics. Readings are culturally diverse and varied in subject material, so they will appeal to students of different backgrounds—generational, ethnic, gender, and regional—while stressing the commonality of experience. Featured readings include mainly paragraphs and essays but also short stories, poems, and even a song. Contemporary cartoons supporting chapter themes and instruction are also included.

Guide questions following the selections direct students to analyze the readings for form and to react to the content. Reading-related writing suggestions cover students' parallel experiences, evaluations, and analyses.

Changes and Enhancements in the Eighth Edition

The eighth edition emphasizes writing the paragraph, essay, and research paper. It includes

- More practical exercises in organization and revision
- Examples of student work that show students how their peers completed assignments by working in stages

- Computer-related writing tips incorporated into the text
- A Writing Process Worksheet suitable for photocopying and designed to provide guidance for students and save time and effort for instructors
- Extended instruction in summary writing combined with other forms of writing
- Updated career-related writing topics added to reading-related topics and general topics
- A chapter on the contemporary research paper, including instruction in documenting online sources and using the electronic library
- More sentence-writing exercises in the Handbook
- New content for some exercises in the Handbook
- A Self-Evaluation Chart to help students track their needs and goals and to promote self-reliance

The eighth edition also stresses the connection between reading and writing. It includes

- More than 40 percent new reading selections
- Readings paired for both pattern and theme in many chapters
- Reading selections that illustrate patterns and stimulate thinking and writing
- Readings that celebrate this country's diverse cultures
- Cartoons that irreverently and hilariously make instructional points

Support Material for Instructors

The Instructor's Annotated Edition contains immediate answers for exercises and activities, along with the following support:

- The Instructor's Guide (all parts included in IAE)
- Reproducible quizzes for the Handbook and many professional essays
- Suggestions for effective and time-saving approaches to instruction
- A sample syllabus

Software Resources

- *English Microlab* for PC and Macintosh. Teaches and reinforces the basics of grammar, punctuation, and mechanics. An accompanying data disk allows instructors to manage and record group results.
- *Expressways*, Second Edition, for PC, Macintosh, and Windows. Interactive software that guides students as they write and revise paragraphs and essays.

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I am profoundly indebted to the following instructors who have reviewed this textbook: Linda Caywood-Farrell, Piedmont Community College; Sally Hall, Honolulu Community College; Craig Frischkorn, Jamestown Community College; Thomas Beery, Lima Technical College; Jill Lahnstein, Cape Fear Community College; David Throne, Community College of Aurora; Cheryl West, Brewton Parker College; Dorothy Brown, Iowa Western Community College; William

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