



Barbara Fine Clouse

Progressions

WITH READINGS

Fifth Edition

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BARBARA FINE CLOUSE



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Preface

Progressions focuses on both product and process. In addition to treating sentence-level concerns, paragraph structure, and essay structure, it presents a range of procedures students can follow as they move from idea generation to drafting to revising to editing and on to proofreading. In short, students learn both the characteristics of effective writing and procedures for generating such writing.

To support the student working toward proficiency, *Progressions* includes the following features:

- **Accessible prose** Clear, concise, jargon-free explanations are at just at the right level. They are neither overwhelming nor condescending.
- **Abundant examples** Each consideration—whether at the sentence, paragraph, or essay level—is illustrated, usually more than one time.
- **Student models** Because illustrations are taken predominantly from student papers, they represent attainable goals.
- **Abundant, varied exercises** To provide ample opportunity to practice, a generous number of exercises appear after each concept explained. These exercises are of many kinds, including whole discourse.
- **Detailed coverage of the writing process** *Progressions* describes a number of procedures for handling each stage of the writing process. Students can sample procedures until they discover techniques that work well for them.
- **Emphasis on revision** To help students appreciate the recursive nature of writing, the need for revision, and the stages writers work through, Chapter 1 presents a student essay as it developed from idea generation through successive drafts to finished copy. Annotations explain the changes in each stage of the essay and what prompted them. Revision is emphasized throughout the text, with a range of revision strategies, including reader response and revision checklists, presented.
- **Helpful procedures, checklists, and tips** All writing assignments are accompanied by procedures students can easily follow. These procedures are an important support system for the student. Also, checklists appear as an aid to students as they revise, and tips are given for specific strategies.

- **Collaborative activities** Collaborative learning activities appear in sections labeled “Working Together.”
- **Complete coverage of the paragraph** Students can hone rhetorical and editing skills at this level and then move on to longer essays.
- **Emphasis on editing** Considerable emphasis is given to sentence-level concerns. Particularly helpful are specific strategies for finding and correcting errors with fragments, comma splices, run-ons, agreement, and pronoun reference.
- **Pretests and post tests** Accompanying each discussion of a grammar or usage point are a pretest and post test to help students assess their strengths and weaknesses and how much they have learned.
- **Comprehension aids** To aid comprehension and to provide easier access, main points are highlighted in the margins or grouped in short lists. Also, chapter goals are given as a form of prereading.
- **Instruction in reading and writing in response to reading** A chapter on reading and writing in response to reading (including writing summaries and taking essay examinations) is provided because these are vital academic survival skills and because of the strong reading-writing link. This chapter includes 11 previously published essays, many of which are followed by questions and writing assignments (at both the paragraph and the essay level). Earlier sections of the text treating methods of development are cross-referenced to the essays so students can study professional pieces in addition to student models.
- **Interesting, varied writing assignments** A generous variety and number of writing assignments range in difficulty, so students can progress as they are ready. The assignments include both experiential and analytic topics, as well as topics based on readings and photographs.
- **Problem-Solving Guide** Appendix I, which offers suggestions for working through writing problems, is a ready reference for students who get stuck along the way.
- **Ten Tips for ESL Students** Appendix II offers helpful hints to students who speak English as a second language.
- **Answers to Pretests** Appendix III provides answers to the pretests, so students can determine their level of competence with each point of grammar discussed.

FEATURES NEW TO THIS EDITION

The fifth edition of *Progressions* includes important new features, providing increased support for the developing writer.

- In every chapter, “Thinking, Learning, and Writing in College” features apply chapter concepts to critical thinking, study skills, or writing in

other disciplines. These help students see the importance and applications of what they are learning.

- Each pattern of paragraph development is now presented in a separate chapter. In some cases, particularly for persuasion, the discussion has been expanded.
- Chapters 1 and 2 have been combined for a more seamless discussion of the writing process.
- Exercises and examples have been refreshed.
- More whole and continuous discourse exercises have been included.
- At the suggestion of reviewers, some grammar discussions have been expanded and others have been streamlined.

THE TEACHING AND LEARNING PACKAGE

A complete **Instructor's Manual** (0-321-09451-4) is available to accompany *Progressions*. In addition, the following supplements are available either free or at greatly reduced prices.

A Website with additional activities and exercises is also provided free with this book. Visit us at <http://www.ablongman.com/clouse>.

For Additional Reading and Reference

The Dictionary Deal. Two dictionaries can be shrinkwrapped with any Longman Developmental English title at a nominal fee. *The New American Webster Handy College Dictionary* is a paperback reference text with more than 100,000 entries. *Merriam Webster's Collegiate Dictionary*, tenth edition, is a hardback reference with a citation file of more than 14.5 million examples of English words drawn from actual use. For more information on how to shrinkwrap a dictionary with your text, please contact your Longman sales representative.

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The Pocket Reader, First Edition. This inexpensive volume contains 80 brief readings (1-3 pages each) on a variety of themes: writers on writing, nature, women and men, customs and habits, politics, rights and obligations, and

coming of age. Also included is an alternate rhetorical table of contents. 0-321-07668-0

100 Things to Write About. This 100-page book contains 100 individual assignments for writing on a variety of topics and in a wide range of formats, from expressive to analytical. Ask your Longman sales representative for a sample copy. 0-673-98239-4

Newsweek Alliance. Instructors may choose to shrinkwrap a 12-week subscription to *Newsweek* with any Longman text. The price of the subscription is 57 cents per issue (a total of \$6.84 for the subscription). Available with the subscription is a free “Interactive Guide to *Newsweek*”—a workbook for students who are using the text. In addition, *Newsweek* provides a wide variety of instructor supplements free to teachers, including maps, Skills Builders, and weekly quizzes. For more information on the Newsweek program, please contact your Longman sales representative.

Electronic and Online Offerings

The Longman English Pages Web Site. Both students and instructors can visit our free content-rich Web site for additional reading selections and writing exercises. From the Longman English pages, visitors can conduct a simulated Web search, learn how to write a resume and cover letter, or try their hand at poetry writing. Stop by and visit us at <http://www.ablongman.com/englishpages>.

*The Longman Electronic Newsletter—*Twice a month during the spring and fall, instructors who have subscribed receive a free copy of the Longman Developmental English Newsletter in their e-mailbox. Written by experienced classroom instructors, the newsletter offers teaching tips, classroom activities, book reviews, and more. To subscribe, visit the Longman Developmental English Web site at <http://www.ablongman.com/basicskills>, or send an e-mail to Basic_Skills@ablongman.com.

The Writer’s ToolKit Plus. This CD-ROM offers a wealth of tutorial, exercise, and reference material for writers. It is compatible with either a PC or Macintosh platform, and is flexible enough to be used either occasionally for practice or regularly in class lab sessions. For information on how to bundle this CD-ROM FREE with your text, please contact your Longman sales representative.

Daedalus Online. Longman and The Daedalus Group are proud to offer the next generation of the award-winning Daedalus Integrated Writing Environment. Daedalus Online is an Internet-based collaborative writing environment for students. The program offers prewriting strategies and

prompts, computer-mediated conferencing, peer collaboration and review, comprehensive writing support, and secure, 24-hour availability.

For educators, Daedalus Online offers a comprehensive suite of online course management tools for managing an online class, dynamically linking assignments, and facilitating a heuristic approach to writing instruction. For more information, visit <http://daedalus.pearsoned.com>, or contact your Longman sales representative.

For Instructors

Electronic Test Bank for Writing. This electronic test bank features more than 5,000 questions in all areas of writing, from grammar to paragraphing, through essay writing, research, and documentation. With this easy-to-use CD-ROM, instructors simply choose questions from the electronic test bank, then print out the completed test for distribution: 0-321-08117-X. Print version is also available.

Competency Profile Test Bank, Second Edition. This series of 60 objective tests covers ten general areas of English competency, including fragments, comma splices and run-ons, pronouns, commas, and capitalization. Each test is available in remedial, standard, and advanced versions. Available as reproducible sheets or in computerized versions. Free to instructors. Paper version: 0-321-02224-6. Computerized IBM: 0-321-02633-0. Computerized Mac: 0-321-02632-2.

Diagnostic and Editing Tests, Third Edition. This collection of diagnostic tests helps instructors assess students' competence in standard written English for purpose of placement or to gauge progress. Available as reproducible sheets or in computerized versions, and free to instructors. Paper: 0-321-08382-2. Computerized IBM: 0-321-08782-8. Computerized Mac: 0-321-08784-4.

ESL Worksheets, Third Edition. These reproducible worksheets provide ESL students with extra practice in areas they find the most troublesome. A diagnostic test and post-test are provided, along with answer keys and suggested topics for writing. Free to adopters: 0-321-07765-2.

80 Practices. A collection of reproducible, ten-item exercises that provide additional practices for specific grammatical usage problems, such as comma splices, capitalization, and pronouns. Includes an answer key. Free to adopters: 0-673-53422-7.

CLAST Test Package, Fourth Edition. These two 40-item objective tests evaluate students' readiness for the CLAST exams. Strategies for teaching CLAST preparedness are included. Free with any Longman English title.

Reproducible sheets: 0-321-01950-4. Computerized IBM version: 0-321-01982-2. Computerized Mac version: 0-321-01983-0.

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Teaching Online: Internet Research, Conversation, and Composition, Second Edition. Ideal for instructors who have never surfed the Net, this easy-to-follow guide offers basic definitions, numerous examples, and step-by-step information about finding and using Internet sources. Free to adopters. 0-321-01957-1.

Teaching Writing to the Non-Native Speaker. This booklet examines the issues that arise when non-native speakers enter the developmental classroom. Free to instructors, it includes profiles of international and permanent ESL students, factors influencing second-language acquisition, and tips on managing a multicultural classroom: 0-673-97452-9.

For Students

Researching Online, Fifth Edition. A perfect companion for a new age, this indispensable new supplement helps students navigate the Internet. Adapted from *Teaching Online*, the instructor's Internet guide, *Researching Online* speaks directly to students, giving them detailed, step-by-step instructions for performing electronic searches. Available free when shrinkwrapped with any Longman Developmental English text. 0-321-09277-5

Learning Together: An Introduction to Collaborative Theory. This brief guide to the fundamentals of collaborative learning teaches students how to work effectively in groups, how to revise with peer response, and how to co-author a paper or report. Shrinkwrapped free with any Longman Developmental English text. 0-673-46848-8

A Guide for Peer Response, Second Edition. This guide offers students forms for peer critiques, including general guidelines and specific forms for different stages in the writing process. Also appropriate for freshman-level course. Free to adopters. 0-321-01948-2

Thinking Through the Test, by D.J. Henry. This special workbook, prepared specially for students in Florida, offers ample skill and practice exercises to help student prep for the Florida State Exit Exam. To shrinkwrap this

workbook free with your textbook, please contact your Longman sales representative. Also available: Two laminated grids (one for reading, one for writing) that can serve as handy references for students preparing for the Florida State Exit Exam.

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Barbara Fine Clouse

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