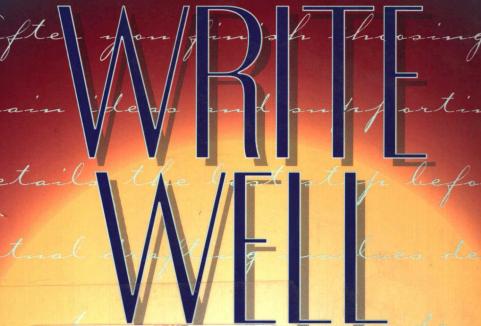
HERE'S HOW



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ENG 101

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Here's How to Write Well

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To our friend and colleague Susie Day, in gratitude for her invaluable contributions to this book—her inspired advice, her sensible editing, her witty and stimulating company at lunch.

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Preface

This book demonstrates in plain, straightforward language how to become a capable writer. The conversational tone in no way compromises the integrity of the instruction, but it does make the material more accessible—pleasant to read and easy to understand.

Here's How to Write Well is organized into three parts. Part I, How to Put a Paper Together, provides a guided tour of the writing process—from gathering, sorting, and organizing ideas to drafting, revising, and editing the final version. Chapter 3 presents strategies for handling writing assignments in six commonly used rhetorical modes. Each section includes ideas for developing the content, sample outlines illustrating how to organize the material, warnings about possible pitfalls, and appealing paper topics to inspire good writing. Next comes advice on thinking logically, on crafting sentences, on composing paragraphs, and then on revising and editing, complete with handy checklists.

Part II, How to Write a Research Paper, constitutes a concise but thorough guide for completing a research paper. Three chapters provide detailed instruction for finding and writing from sources—including electronic sources—and for using two systems of documentation—MLA and APA.

Part III, How to Make Your Writing Clear and Correct, is a hand-book explaining the rules of punctuation, grammatical correctness, and usage—all the information writers need to complete the revising and editing stages. These explanations depend only lightly on grammar to make them as easy as possible to understand. The exercises allow anyone in need of extra help to practice the tricky parts. The final chapter, a glossary of usage, provides advice about a number of words and phrases that writers typically find confusing.

Throughout the text, boldfaced TIP!s emphasize important concepts and reinforce learning. A number of collaborative activities enable students to work together and learn from each other. Chapter 4, which focuses on reading critically and thinking logically, explains how to detect slanted writing and encourages students to develop inquiring minds.

This slender book—presented in clear, concise, informal language—contains few frills but all of the essentials. Anyone who wants to become a good writer will find ample help within its covers.

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E. M. R. F.

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