

HERE'S HOW TO

WRITE WELL

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Here's How to Write Well

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Allyn and Bacon

BOSTON ■ LONDON ■ TORONTO ■ SYDNEY ■ TOKYO ■ SINGAPORE

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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A Viacom Company
160 Gould Street
Needham Heights, MA 02494

Internet: www.abacon.com

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Library of Congress Cataloging-in-Publication Data

McMahan, Elizabeth

Here's how to write well / Elizabeth McMahan, Robert Funk.
p. cm.

Includes index.

ISBN 0-205-27382-3

1. English language—Rhetoric. 2. English language—Grammar.
3. Report writing. I. Funk, Robert. II. Title.

PE1408.M39475 1999

808'.042—dc21

98-24823

CIP

Copyright acknowledgments appear on page 252, which constitutes an extension of the copyright page.

Printed in the United States of America

10 9 8 7 6 5 4 3 2 1 03 02 01 00 99 98

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 handbook 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.

A *cknowledgments*

Our sincere thanks to those who have helped with the polishing and production of this text: our astute reviewers—Kathleen Shine Cain, Merrimack College; Roy Colquitt, Central Piedmont Community College; and Shirley F. Nelson, Chattanooga State Technical Community College; our life-saving computer consultants, Dan LeSeure and Bill Weber; our esteemed editor, Eben Ludlow; his peerless assistant, Linda D'Angelo; and our fine production editor, Bonny Graham. We are especially grateful to our consulting editor, Susie Day, for her always excellent advice.

E. M.

R. F.

B

Contents

PART I	<i>How to Put a Paper Together</i>	1
Chapter 1	<i>The Planning Process</i>	3
Chapter 2	<i>Addressing Your Readers</i>	16
Chapter 3	<i>Useful Strategies for Developing Ideas</i>	27
Chapter 4	<i>Reading Critically and Writing Logically</i>	47
Chapter 5	<i>Composing Effective Paragraphs</i>	56
Chapter 6	<i>Polishing Your Sentences</i>	75
Chapter 7	<i>The Revising and Editing Process</i>	98
PART II	<i>How to Write a Research Paper</i>	107
Chapter 8	<i>Conducting Your Research</i>	109
Chapter 9	<i>Using Your Sources</i>	127
Chapter 10	<i>Documenting Your Sources</i>	150
PART III	<i>How to Make Your Writing Clear and Correct</i>	167
Chapter 11	<i>Punctuating for Clarity and Effectiveness</i>	169
Chapter 12	<i>Working with Verbs</i>	199
Chapter 13	<i>Managing Pronouns and Modifiers</i>	212
Chapter 14	<i>A User's Guide to Troublesome Words and Phrases</i>	222

Contents

Preface xix

PART I *How to Put a Paper Together*

1

Chapter **1**

The Planning Process 3

The Need for Good Writing Skills 3

Allow Plenty of Time 3

Writing Seldom Goes Step by Step 4

Think Before You Write 4

Ponder Your Purpose 4

Consider Your Audience 5

Come Up with a Working Thesis 6

Start with a Topic 6

Narrow the Topic 6

Try *Freewriting* to Reel Out Ideas 6

■ *Writing Exercise 1.1* 7

Make a Point in Your Thesis 7

Include a Verb in Your Thesis 7

Say Something Solid 8

Changing Your Thesis in Mid-Writing 8

Starting Without a Thesis 8

■ *Discussion Exercise 1.2* 9

Dredging Up Details: Invention Techniques 9

Brainstorming a List 9

Clustering to Find Ideas 10

Figure 1.1 Brainstorming List 10

Freewriting to Find Ideas 11

Figure 1.2 Clustering Ideas 11

- *Invention Exercise 1.3* 12
- Prewriting Checklist 12
- Bringing Order Out of Chaos: Outlining* 13**
 - Sorting Out Main Ideas and Supporting Details 13
 - Arranging Your Major Points 14
- *Collaborative Exercise 1.4* 14
- Figure 1.3 Scratch Outline* 15
- *Outlining Exercise 1.5* 15

Chapter 2

Addressing Your Readers 16

***Write Naturally as You Speak* 16**

Use First Person 16

- *Revising Exercise 2.1* 17

***Adjust Your Tone* 18**

***Choose an Appropriate Level of Language* 19**

Formal Writing 19

*Figure 2.1 Levels of Language
for All Occasions* 20

- *Exercise on Tone 2.2* 20

Informal Writing 21

Familiar Writing 21

Colloquialisms and Slang 22

- *Writing Exercise 2.3* 22

***Use Jargon Carefully* 22**

- *Writing Exercise 2.4* 23

***Use Gender-Free Language* 23**

- *Gendered Language Exercise 2.5* 24

***Avoid Biased Language* 25**

***To Say It Or Not to Say It: Euphemisms* 25**

- *Euphemism Exercise 2.6* 26

Chapter 3

Useful Strategies for Developing Ideas 27

Strategies for Narrative 27

Organizing a Narrative 28

Developing a Narrative 28

Pitfalls of Narrative Writing 29

Topics for Narrative Writing 29

Strategies for Descriptions 30

Organizing a Description 30

Developing a Description 30

Pitfalls of Descriptive Writing 31

Topics for Descriptive Writing 31

Strategies for Explaining a Process 32

Organizing Process Writing 32

Sample Process Outline 32

Developing Process Writing 33

Pitfalls of Process Writing 34

Topics for Process Writing 34

Strategies for Classifying and Analyzing 35

Organizing Classification and Analysis
Writing 35

Sample Classification Outline 36

Developing Classification and Analysis
Writing 36

Pitfalls of Classification Writing 37

*Topics for Classification and Analysis
Writing* 37

Strategies for Comparing and Contrasting 38

Organizing a Comparison or Contrast 38

Using *Block* Organization 38

*Sample Block Comparison or Contrast
Outline* 39

Using *Point-by-Point* Organization 39

*Sample Point-by-Point Comparison
or Contrast Outline* 40

Developing a Comparison or Contrast 40

Pitfalls of Comparison and Contrast Writing	41
<i>Topics for Comparison and Contrast Writing</i>	42

Strategies for Explaining Causes and Effects 42

Organizing Cause and Effect Writing	43
Focusing on Causes	43
<i>Sample Outline Focusing on Causes</i>	43
Focusing on Effects	44
<i>Sample Outline Focusing on Effects</i>	44
Developing Cause and Effect Writing	45
Pitfalls of Cause and Effect Writing	45
<i>Topics for Cause and Effect Writing</i>	46

Chapter 4

Reading Critically and Writing Logically 47

Cultivate a Questioning Attitude 47

Be Suspicious of Slogans 48

Detecting Slanted Writing 48

Be Cautious About Connotations 49

Consider the Source 50

Keep an Open Mind 51

A Quick Look at Logic 51

Cite Authorities with Care 51

Avoid Oversimplifying 52

Avoid Stereotyping 52

Avoid Sweeping or Hasty Generalizations 52

Watch for Hidden Premises 52

Use Analogy with Care 53

Do Not Dodge the Issue 53

Think for Yourself 55

■ *Discussion Exercise 4.1* 55

■ *Revising Exercise 4.2* 55

■ *Writing Exercise 4.3* 55

Chapter 5**Composing Effective Paragraphs 56****Understanding the Basic Paragraph 56**

Use a Topic Sentence 56

Build on the Topic Sentence 57

■ Writing Exercise 5.1 58

Developing the Ideas Fully 59

Use Descriptive Details 59

Supply Factual Information 60

Provide Illustrations and Examples 60

Be Specific and Concrete 61

■ Revising Exercise 5.2 62

■ Writing Exercise 5.3 62

Keeping Your Readers with You: Unity and Coherence 62

Maintain Coherence Within Paragraphs 62

Figure 5.1 Useful Transitional Terms 64

Try Rhetorical Questions and Short Sentences 65

■ Exercise on Transitions 5.4 66

Provide Transitions Between Paragraphs 67

■ Writing Exercise 5.5 68

■ Exercise on Coherence 5.6 69

Composing Special Paragraphs 69

Advice About Introductions 69

■ Revising Exercise 5.7 72

Advice About Conclusions 72

■ Revising Exercise 5.8 74

■ Writing Exercise 5.9 74

Chapter 6**Polishing Your Sentences 75****Sentence Combining: Coordination and Subordination 75**

Clauses Versus Phrases	76
<i>How Sentence Combining Works</i>	76
Subordinating in a Phrase	76
Subordinating in a Clause	77
<i>When to Use Sentence Combining</i>	78
■ <i>Sentence Combining Exercise 6.1</i>	78
■ <i>Sentence Combining Exercise 6.2</i>	79
■ <i>Sentence Combining Exercise 6.3</i>	80
<i>Cut Out Unnecessary Words</i>	80
■ <i>Exercise on Conciseness 6.4</i>	81
<i>Use Mostly Active Voice</i>	81
The Devious Passive	81
The Appropriate Passive	82
■ <i>Revising Exercise 6.5</i>	82
<i>Practice the Passive</i>	83
■ <i>Sentence Modeling Exercise 6.6</i>	83
<i>Be Specific and Vivid</i>	84
Choose Action Verbs	84
Find the Exact Word	85
Dust Off Your Dictionary	85
Trot Out Your Thesaurus	86
<i>Exercise Your Imagination: Figures of Speech</i>	87
Make Your Metaphors Meaningful	87
Avoid Clichés	88
■ <i>Revising Exercise 6.7</i>	88
■ <i>Revising Exercise 6.8</i>	88
<i>Constructing Impressive Sentences</i>	89
Save the Clincher for the End:	
Periodic Structure	89
Try a Short One for Variety, Emphasis, or Transition	89
Experiment with the Dash	90
<i>Use Parallel Structure</i>	91
For Everyday Writing	91
For Sunday-Best Sentences	92

- *Revising Exercise 6.9* 93
- *Revising Exercise 6.10* 94
- Use Repetition Wisely 94
- Straightening Out Screwed-Up Sentences* 95**
 - The Confusion of Mixed Constructions 95
 - The Problem of Faulty Predication 96
- *Revising Exercise 6.11* 97

Chapter **7**

The Revising and Editing Process 98

- Revising Your First Draft* 98**
 - Revising from the Top Down 99
 - Outlining the Draft 99
 - Adding Headings to Highlight Your Points 100
 - Revising for Style 101
 - Getting Feedback: Peer Review 101
- Revising on a Word Processor* 102**
 - Avoiding Computer Pitfalls 102
- Setting a Revision Agenda* 103**
 - Figure 7.1 *Revising Checklist* 103
- Editing the Final Draft* 104**
 - Proofreading Advice 104
 - Figure 7.2 *Editing Checklist* 105
 - Figure 7.3 *Proofreading Checklist* 105
 - A Word of Encouragement About Spelling 105

PART II *How to Write a Research Paper* 107

Chapter **8**

Conducting Your Research 109

- Scheduling Your Research Paper* 109**
 - Setting Deadlines for Yourself 110

Narrowing Your Topic	110
Topics for Researched Writing	111
For Informative Writing	111
For Persuasion or Argumentation	111
Organizing Your Search	112
Some Suggestions for Using the Library	113
Searching for Sources	113
Figure 8.1 Sample Page from an Online Article	116
Using the Internet	117
Electronic Mail	117
Newsgroups	118
World Wide Web	118
Figure 8.2 Sample Web Page	119
Figure 8.3 Results from a Key Word Search	120
Some Advice About Using the Web	120
Sweating Through the Research	121
Get It All Down	121
Figure 8.4 Article from a Magazine Without a Volume Number	122
Figure 8.5 Book	122
Figure 8.6 Full-Text Article Available Through a Library Database	123
Figure 8.7 Web Site Source	123
On to the Reading	124
Evaluate Your Sources	124
Tips on Note-Taking	125
The Photocopying Option	125
Constructing a Working Outline	126

Chapter 9

Using Your Sources 127

Focusing the Thesis	127
Imagine Your Readers	128
Organizing Your Notes	128

***Integrating Sources* 129**

Use the "Hamburger" Model 129

***To Cite Or Not to Cite* 130**

Accuracy Is the Aim 131

When in Doubt, Use Common Sense 131

***To Quote Or Not to Quote* 132**

Quoting Quotations 132

***Working Quotations in Smoothly* 133**

Lead into Your Quotations 133

Make the Grammar Match 134

Use Special Punctuation: Ellipsis Dots
and Brackets 134

Handling Long Quotations 135

***Avoiding Plagiarism* 136**

Writing an Acceptable Paraphrase 136

■ *Writing Exercise 9.1* 137***Revising the Draft* 138**

Preparing the Final Copy 138

*Figure 9.1 Revising Checklist for Researched
Writing* 138**■ *Discussion Exercise 9.2* 139*****Sample Student Research Paper* 139***"Kwanzaa: An American Creation"* by Amelia
Doggett 140**Chapter 10*****Documenting Your Sources*****150*****The MLA Documentation Style
for the Humanities* 150*****Sample Entries for a Works Cited List* 152**

Books 152

Newspapers 155

Magazines and Journals 156

Other Sources 156

Electronic Sources 158

■ Citation Exercise 10.1 159

*The APA Documentation Style
for the Social Sciences* 160

Sample Entries for a References List 163

Books 163

Periodicals 164

Other Sources 164

Electronic Sources 165

PART III *How to Make Your Writing Clear
and Correct* 167

Chapter **11**

*Punctuating for Clarity
and Effectiveness* 169

Separating and Connecting 169

Figure 11.1 Using Punctuation to Separate Sentence
Elements 170

Punctuating Within Sentences: Using Commas 171

Using Commas to Set Off Beginning
Elements 171

Using Commas to Set Off Ending Elements 172

Using Commas to Set Off Elements
in the Middle 172

Using Dashes and Parentheses to Set Off
Elements 173

Using Commas to Separate Items
in a Series 174

Using Semicolons with Items in a Series 174

Using Commas with Dates, Addresses,
and Titles 175

Using Commas to Prevent Confusion 175

■ Exercise 11.1 175

When Not to Use Commas 176

Punctuating Between Sentences 178

Using Periods and Other End Marks 178

Using Coordinating Conjunctions and Commas	179
Using Semicolons	180
Using Colons	181
Marking Sentence Boundaries Clearly	181
Using Conjunctive Adverbs and Semicolons	182
Figure 11.2 Commonly Used Conjunctive Adverbs	182
Revising Run-Ons and Comma Splices	183
■ Exercise 11.2	183
■ Revising Exercise 11.3	184
Recognizing and Revising Sentence Fragments	184
Recognizing a Complete Sentence	185
Figure 11.3 Subordinating Words	187
Revising Sentence Fragments	187
■ Revising Exercise 11.4	189
Coping with Apostrophes	189
■ Exercise 11.5	191
■ Exercise 11.6	192
Punctuating Quotations	192
Identifying Quotations at the Beginning	193
Punctuating the Ends of Quotations	193
Identifying Quotations in the Middle	193
Identifying Quotations at the End	194
Punctuating Dialogue	194
Quoting Within Quotations	194
Using Quotation Marks to Punctuate Titles	195
■ Exercise 11.7	195
Using Italics (Underlining)	195
Italicizing Titles and Names	196
Italicizing Words and Phrases	196
Figure 11.4 Titles to Italicize	196
Using Italics for Emphasis	197
Using Hyphens	197