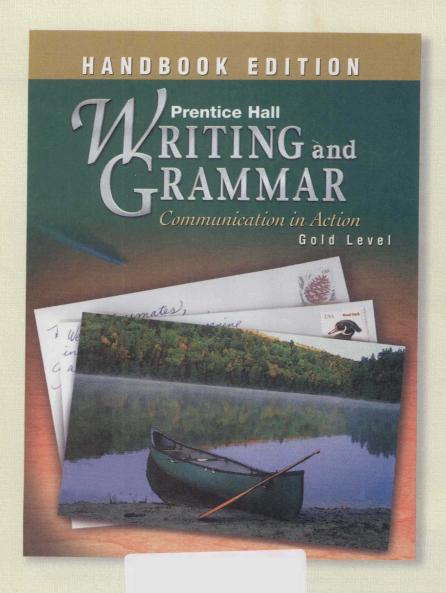
HANDBOOK EDITION

Prentice Hall RITING and RAMMAR

Communication in Action

Gold Level





Gold Level Handbook Editio



Upper Saddle River, New Jersey Glenview, Illinois Needham, Massachusetts

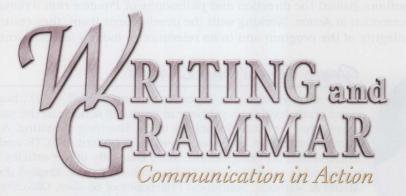
Copyright © 2003 by Pearson Education, Inc., publishing as Pearson Prentice Hall, Upper Saddle River, New Jersey 07458. All rights reserved. Printed in the United States of America. This publication is protected by copyright, and permission should be obtained from the publisher prior to any prohibited reproduction, storage in a retrieval system, or transmission in any form or by any means, electronic, mechanical, photocopying, recording, or likewise. For information regarding permission(s), write to: Rights and Permissions Department.

Pearson Prentice Hall™ is a trademark of Pearson Education, Inc.
Pearson® is a registered trademark of Pearson plc.
Prentice Hall® is a registered trademark of Pearson Education, Inc.



ISBN 0-13-037299-4

8 9 10 08 07 06



Handbook Edition

Copper

Bronze

Silver

Gold

Platinum

Ruby

Diamond

Program Authors

The program authors guided the direction and philosophy of *Prentice Hall Writing and Grammar: Communication in Action.* Working with the development team, they contributed to the pedagogical integrity of the program and to its relevance to today's teachers and students.



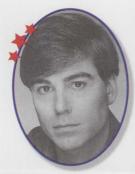
Goyce Armstrong Carroll

In her forty-year career, Joyce Armstrong Carroll, Ed.D., has taught on every grade level from primary to graduate school. In the past twenty years, she has trained teachers in the teaching of writing. A nationally known consultant, she has served as president of TCTE and on NCTE's Commission on Composition. More than fifty of her articles have appeared in journals such as Curriculum Review, English Journal, Media & Methods, Southwest Philosophical Studies, Ohio English Journal, English in Texas, and the Florida English Journal. With Edward E. Wilson, Dr. Carroll co-authored Acts of Teaching: How to Teach Writing and co-edited Poetry After Lunch: Poems to Read Aloud. Beyond her direct involvement with the writing pedagogy presented in this series, Dr. Carroll guided the development of the Hands-on Grammar feature. She co-directs the New Jersey Writing Project in Texas.

Edward E. Wilson

A former editor of *English in Texas*, Edward E. Wilson has served as a high-school English teacher and a writing consultant in school districts nationwide. Wilson has served on the Texas Teacher Professional Practices Commission and on NCTE's Commission on Composition. With Dr. Carroll, he co-wrote *Acts of Teaching: How to Teach Writing* and co-edited the award-winning *Poetry After Lunch: Poems to Read Aloud.* In addition to his direct involvement with the writing pedagogy presented in this series, Wilson provided inspiration for the Spotlight on Humanities feature. Wilson's poetry appears in Paul Janeczko's anthology *The Music of What Happens.* Wilson co-directs the New Jersey Writing Project in Texas.





Gary Forlini

Gary Forlini, a nationally known education consultant, developed the grammar, usage, and mechanics instruction and exercises in this series. After teaching in the Pelham, New York, schools for many years, he established Research in Media, an educational research agency that provides information for product developers, school staff developers, media companies, and arts organizations, as well as private-sector corporations and foundations. Mr. Forlini was co-author of the S.A.T. Home Study program and has written numerous industry reports on elementary, secondary, and post-secondary education markets.

iv • Program Authors 式读结束,需要全本PDF请购买 www.ertongbook.com

National Advisory Panel

The trachers and administrators serving on the National Advisory Panel provided ongoing input into the development of Prentice Hall Writing and Grammar: Communication in Action. Their valuable insights ensure that the perspectives of teachers and students throughout the country are represented within the instruction in this series.

Dr. Pauline Bigby-Jenkins

Coordinator for Secondary English Language Arts Ann Arbor Public Schools Ann Arbor, Michigan

Lee Bromberger

English Department Chairperson Mukwonago High School Mukwonago, Wisconsin

Mary Chapman

Teacher of English Free State High School Lawrence, Kansas

Jim Deatherage

Language Arts Department Chairperson Richland High School Richland, Washington

Luis Dovalina

Teacher of English La Joya High School La Joya, Texas

JoAnn Giardino

Teacher of English Centennial High School Columbus, Ohio

Susan Goldberg

Teacher of English Westlake Middle School Thornwood, New York

Jean Hicks

Director, Louisville Writing Project University of Louisville Louisville, Kentucky

Grammar Review Team

The following teachers reviewed the grammar instruction in this series to ensure accuracy, clarity, and pedagogy.

Kathy Hamilton Paul Hertzog Daren Hoisington Beverly Ladd

Karen Hurley

Teacher of Language Arts Perry Meridian Middle School Indianapolis, Indiana

Karen Lopez

Teacher of English Hart High School Newhall, California

Marianne Minshall

Teacher of Reading and Language Arts Westmore Middle School Columbus, Ohio

Nancy Monroe

English Department Chairperson Bolton High School Alexandria, Louisiana

Ken Spurlock

Assistant Principal Boone County High School Florence, Kentucky

Cynthia Katz Tyroff

Staff Development Specialist and Teacher of English Northside Independent School District San Antonio, Texas

Holly Ward

Teacher of Language Arts Campbell Middle School Daytona Beach, Florida

Karen Lopez Dianna Louise Lund Sean O'Brien

CONTENTS IN BRIEF

Chapters 1–15

Part	1:	Writ	ing	 			1
Control of the last of the las	and the same of th						

Chapter	1 The Writer in You 2
	2 A Walk Through the Writing Process 6
	3 Paragraphs and Compositions: Structure and Style 20
	4 Narration: Autobiographical Writing 32
	5 Narration: Short Story 48
	6 Description
	7 Persuasion: Persuasive Essay 82
	8 Persuasion: Advertisement 98
	9 Exposition: Comparison-and-Contrast Essay . 112
	10 Exposition: Cause-and-Effect Essay 130
	11 Exposition: Problem-and-Solution Essay 148
	12 Research: Research Paper 162
	13 Response to Literature 180
	14 Writing for Assessment 196
	15 Workplace Writing



	rt 2: Grammar, Usage, d Mechanics215
Chapter 16	Nouns and Pronouns 216
17	Verbs232
18	Adjectives and Adverbs 246
19	Prepositions, Conjunctions, and Interjections
20	Basic Sentence Parts 278
21	Phrases and Clauses 302
22	Effective Sentences 340
23	Verb Usage
24	Pronoun Usage 390
25	Agreement
26	Using Modifiers428
27	Miscellaneous Problems in Usage . 442
28	Capitalization 458
29	Punctuation 472
	rt 3: Academic d Workplace Skills 543
Chapter 30	Speaking, Listening, Viewing, and Representing 544
31	Vocabulary and Spelling564
	Reading Skills586
	Study, Reference, and Test-Taking Skills 606
34	Workplace Skills
	and Competencies 626
Resource	es e
Penmanship Refe Internet Research Commonly Over	nd Preparing Manuscript 638 erence 638 h Handbook 645 used Words 648 helled Words 650





CONTENTS PART 1: WRITING

Chapter	The Writer in You 2
	Writing in Everyday Life
Chapter 2	A Walk Through the Writing Process6
2.2	What Is Prewriting?
2.5	What Are Publishing and Presenting?19
Chapter 3	and Compositions Structure and Style20
3.1	Writing Effective Paragraphs21Main Idea and Topic Sentence21Writing a Topic Sentence22Writing Supporting Sentences23Placing Your Topic Sentence24
3.2	Paragraphs in Essays and Other Compositions . 25 Unity and Coherence
3.3	Writing Style

Char	otei		
1		Narration	
		Autobiographical Writing	. 32
4	.1	What Is Autobiographical Writing?	33
		Prewriting	
		Choosing Your Topic	34
		Song List	34
		Blueprinting	34
		Topic Bank	35
		Narrowing Your Topic	36
		Use Invisible Writing to Narrow a Topic	
		Considering Your Audience and Purpose	
		Identify Your Audience	
		Refine Your Purpose	
		Gathering Details	
		Make a Timeline	37
4	.3	Drafting	
		Shaping Your Writing	38
		Identify Your Main Point	
		Organize to Convey Your Main Point	
		Providing Elaboration	
		Use Thought Shots to Elaborate	39
4	.4	Revising	
		Revising Your Overall Structure	
		Revision Strategy: Color-Coding to Improve Unity	
		Revising Your Paragraphs	
		Revision Strategy: Exploding a Moment	
		Revising Your Sentences	42
		Revision Strategy: Combining Sentences	10
		to Vary Sentence Length	
		Revising Your Word Choice	
		Peer Review	
		Revision Strategy: Color-Coding Word Choice	44
		and Clichés	44
4	_		901
4	.5	Editing and Proofreading Focusing on Punctuation	15
	-		40
4	.6	Publishing and Presenting	40
		Building Your Portfolio	
		Reflecting on Your Writing	. 46

Rubric for Self-Assessment......46 Connected Assignment: Firsthand Biography 47



7	1	de	M	1	Ne	n	4	513		
20	-	N	P	R	0	G	R		S	S

T3			WWT.	
Fea	uu	rea	wo	rk:

Using a Blueprint to

"Cedar Avenue Recycling: The Rise and Fall of a Family Business" by Sara Holman Towson High School Towson, Maryland

34

Choose a Topic34
Using a Timeline to Gather Details37
Elaborating With Thought Shots39
Exploding a Moment41
Evaluating Action Verbs 43
Using Peer Revision to Evaluate Word Choice44

▶ Grammar in Your Writing	{
Relative Pronouns	. 42
Using an Exclamation Pointo Show Emotion	
to Show Emotion	. 45

	CONTRACTOR OF THE PARTY OF THE
5	Narration Short Story48
5.1	What Is a Short Story?49
5.2	Prewriting
	Choosing Your Topic
	Sentence Starters
	List and Itemize Interests 50
	Topic Bank
	Narrowing Your Topic
	Summarize the Plot
	Considering Your Audience and Purpose 52
	Consider Your Audience
	Refine Your Purpose
	Gathering Details
	Know the Elements of Storytelling 53
5.3	Drafting
	Shaping Your Writing
	Choose a Narrator
	Providing Elaboration
	Show, Don't Tell
5.4	Revising
	Revising Your Overall Structure
	Revision Strategy: Using Chutes and Ladders 56
	Revising Your Paragraphs
	Revision Strategy: Reading With a Partner57
	Revising Your Sentences
	Revision Strategy: Highlighting Verbs
	Revising Your Word Choice
	Revision Strategy: Circling Vague Nouns
	Peer Review
	Pointing
5.5	Editing and Proofreading Focusing on Punctuation
5.6	Publishing and Presenting
	Building Your Portfolio



K t	u	de	M	1	Ne	n	k			
	THE REAL PROPERTY.	N	P	R	0	G	\mathbb{R}	E	S	S

Featured Work:

"A Stranger's Lesson" by David Friggle Columbia High School Maplewood, New Jersey

to Find a Topic 50
Gathering Details About Characters53
Using Elaboration to Show Instead of Tell 55
Reviewing Conflict With Chutes and Ladders 56
Highlighting Verbs to Identify the Active Voice 58
Final Draft63

INTEGRATED SKILLS

Grammar in Your Writing Active vs. Passive Voice	59
Punctuating Dialogue Correctly	61

Chapte		
6		
O	Decemination	
	Description	. 60
6.1	What Is Description?	6
		0,
0.2	Prewriting Choosing Your Topic	68
	Observation	
	Trigger Words and Objects	
	Topic Bank	
	Narrowing Your Topic	
	Use an Index-Card Camera	
	Considering Your Audience and Purpose	
	Identifying Your Audience	
	Refining Your Purpose	
	Gathering Details	7
	Cubing to Gather Details	
6.3	Drafting	
	Shaping Your Writing	72
	Choose an Organization That Suits Your Topic	
	Providing Elaboration	
	Add Figurative Language	
6.4	Revising	
0.1	Revising Your Overall Structure	74
	Revision Strategy: Color-Coding to Highlight	
	Your Main Impression	
	Revising Your Paragraphs	75
	Revision Strategy: Building Snapshots	75
	Revising Your Sentences	
	Revision Strategy: Bracketing to Identify Run-ons	76
	Revising Your Word Choice	78
	Revision Strategy: Circling Verbs to Enliven Writing	78
	Peer Review	
	Encourage Specific Peer Review	79
6.5	Editing and Proofreading	

 Building Your Portfolio
 81

 Reflecting on Your Writing
 81

 ☑ Rubric for Self-Assessment
 81

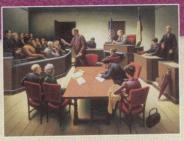
6.6 Publishing and Presenting



Student Work
Student Wern
IN PROGRESS
ologof roof galeoudo
Featured Work:
"My 'Sister'"
by Allison Lutes
Butler Traditional High School
Louisville, Kentucky
Using Trigger Words to
Choose a Topic
Cubing to Gather Details 71
Creating a General
Impression Through
Organization 72
Building Snapshots for
Revision
Bracketing to Identify
Run-on Sentences 76
Circling Verbs to
Evaluate Word Choice 78

Grammar in Your Writing Semicolons	77
Making Verbs Agree With Indefinite Pronouns	80

apter	Persuasion	
•	Persuasive Essay 8	2
		0.0
7.1	What Is a Persuasive Essay?	33
7.2	Prewriting	2/1
	Choosing Your Topic	34
	Discussion Group	34
	Notebook Review	84
	Topic Bank	85
	Narrowing Your Topic	86
	Use Looping to Narrow a Topic	86
	Considering Your Audience and Purpose	87
	Analyze Your Audience	87
	Gathering Evidence	88
	Conduct Research	00
7.3	Drafting Shaping Your Writing Develop a Thesis Statement Organize to Emphasize the Strongest Support	89 89
	Providing Elaboration	90
		50
7.4	Revising Your Overall Structure	91 92
	Opposition	94
	Revision Strategy: Using Transition Boxes	94
	Revising Your Word Choice	95
	Revision Strategy: Reading Aloud	95
	Peer Review	95
	Say Back	95
7.5	Editing and Proofreading Focusing on Fact Checking	96
7.6	Publishing and Presenting Building Your Portfolio Reflecting on Your Writing	97
	☑ Rubric for Self-Assessment	



	Student Work
	Student Work
	IN PROGRESS
	Featured Work:
ŀ	"Who Wrote West
l	With the Night?"
	by Janaki Spickard-Keeler
	Clark High School
	San Antonio, Texas
	Looping
1	Organizing Research
١	With a T-Chart88
	Evaluating Support
	for Your Arguments 91
	Addressing the Critics 92
	Using Transition Boxes
	to Smooth Writing 94

•	Grammar in Your Writing	
	Punctuating Adverb Clauses	93
	Using the Conventions for Writing Titles	96

hapte		ARTICLE NO.
0	Persuasion	
0		
	Advertisement	98
0 1	Model From Literature	
0.1	Advertisement for Michigan Opera Theater	
0.0		. 100
0.2	Prewriting Choosing Your Topic	101
	Products and Services Schedule	
	Classroom Interest Poll	
	Topic Bank	
	Narrowing Your Topic	
	Narrow a Topic With Cubing	
	Considering Your Audience and Purpose	
	Match Your Audience With Your Purpose	. 103
	Gathering Details	
	Make a Link to Audience and Angle	. 104
8.3	Drafting	
	Shaping Your Writing	
	Organize to Persuade	
	Providing Elaboration	
	Include the Facts	. 105
8.4	Revising	
	Revising Your Overall Structure	. 106
	Revision Strategy: Circling Main Ideas	
	to Improve the Layout	
	Revising Your Paragraphs and Sentences	
	Revision Strategy: Shortening Your Sentences Revising Your Word Choice	
	Revision Strategy: Color-Coding to Improve	. 108
	Word Choice	. 108
	Peer Review	
	Focus Groups	
8.5	Editing and Proofreading	
	Focusing on Spelling	. 109
8.6	Publishing and Presenting	
	Building Your Portfolio	. 110
	Reflecting on Your Writing	



Student Work IN PROGRESS

Featured Work:

"Pets Complete the Family Picture" by Caitlin Mahoney Darien High School Darien, Connecticut

Matching Your Audience With Your Purpose 103
Linking Audience, Angle, and Details 104
Shortening Sentences 107
Using Color-Coding to Improve Word Choice 108
Final Draft 111

INTEGRATED SKILLS

► Grammar in Your Writing
Using Abbreviations....109

Chapter		
Q	Exposition: Comparison-	
	and-Contrast Essay	12
	Will a L. Commission and Contract Eccay?	112
	What Is a Comparison-and-Contrast Essay?	113
9.2	Prewriting Choosing Your Topic	114
	Finding Related Pairs	
	Listing and Itemizing	
	Topic Bank	
	Narrowing Your Topic	
	Considering Your Audience and Purpose	
	Identify Your Audience	
	Specify Your Purpose	
	Gathering Details	
	Identifying Points of Comparison	117
9.3	Drafting	
	Shaping Your Writing	
	Organize to Show Comparisons and Contrasts	
	Providing Elaboration	
	Support Generalizations With Specifics	119
9.4	Revising	
	Revising Your Overall Structure	
	Revision Strategy: Improving Your Lead	
	Revising Your Paragraphs	121
	Revision Strategy: Refining or Adding Connecting Sentences	121
	Revising Your Sentences	
	Revision Strategy: Listing Verbs to Evaluate	
	the Use of Tense	122
	Revising Your Word Choice	
	Revision Strategy: Identifying Repeated Words	
	Peer Review	
	Showing	124
9.5	Editing and Proofreading	
	Focusing on Grammar	125
9.6	Publishing and Presenting	
,,,	Building Your Portfolio	126



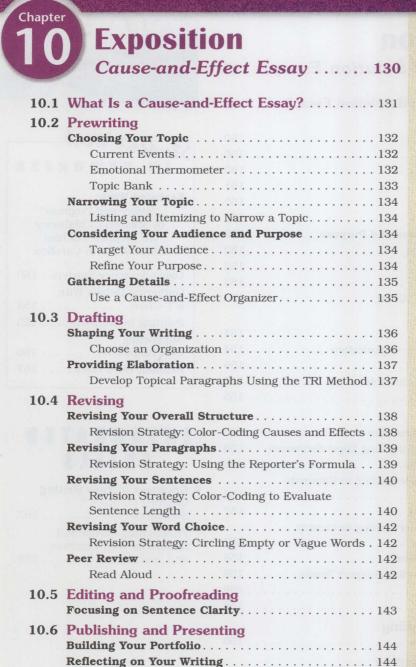
Student Work IN PROGRESS

Featured Work:

"Working Out Possibilities"
by Elizabeth Dunbar, Maggie
McCray, Cassie McKinstry,
and Emily Szeszycki,
with additional reporting by
Liz Humston
Staff of the little hawk
City High School
Iowa City, Iowa

Listing and Itemizing	114
Identifying Points of Comparison	117
Planning a Subject-by-Sub	ject
Organization	
Improving Your Lead Evaluating Verb Tense	

>	Grammar in Your Writing	
	Six Tenses of Verbs	123
	Degrees of Comparison	125





7	44	de	ent	. 1	Ne	n	4	191		
2.0		N	P	R	0	G	R	E	S	S

Featured Work:
"The Music of the Soul" by
Sonia Reimann
Athens High School
Athens, Texas

Using an Emotional

Thermometer 132
Using a Cause-and-Effect
Organizer 135
Developing Topical
Paragraphs 137
Highlighting Sentences
to Evaluate Structure 138
Color-Coding Short
Sentences 140
Evaluating Empty or
Vague Words 142
Final Draft 145

▶ Grammar in Your Writing	
Using Appositive Phrases	
to Combine Sentences	141
Placement of Adverbs	1/12

1	CI	nap	ote	r
	1		1	

Exposition

Problem-and-Solution Essay. . 148

11.1	What Is a Problem-and-Solution Essay? 149
11.2	Prewriting
	Choosing Your Topic
	Newspaper Scan
	Sentence Starters150
	Topic Bank
	Narrowing Your Topic
	Use a Target Diagram
	Considering Your Audience and Purpose
	Identify Your Audience
	State Your Purpose
	Gathering Details
	Record Details on a T-Chart
11.3	Drafting
	Shaping Your Writing
	Choose an Appropriate Organization 154
	Providing Elaboration
	Using Examples and Anecdotes 155
	Pointing to Supports
11.4	Revising
	Revising Your Overall Structure
	Revision Strategy: Highlighting Topic Sentences 156
	Revising Your Paragraphs
	Revision Strategy: Color-Coding to Eliminate
	Generalizations
	Revising Your Sentences
	Revision Strategy: Color-Coding to Identify
	Sentences to Combine
	Revising Your Word Choice
	Peer Review
	Read Aloud
11.5	Editing and Proofreading Focusing on Semicolons
11.6	Publishing and Presenting
	Building Your Portfolio
	Reflecting on Your Writing
	Rubric for Self-Assessment
Con	nected Assignment: Question-and-Answer Column 161



Student Work

Featured Work:

"Safety and Progress" by Michael C. Mahoney St. Stephen's School Hickory, North Carolina

Using Sentence Starters . 1	50
Gathering Details With a T-Chart1	53
Pointing to Supports1	55
Supporting Generalizations 1	56
Refining Word Choice 1	57

>	Grammar in Your Writing	
	Creating Complex	
	Sentences	157
	Punctuating Compound	
	Sentences With Commas	
	and Semicolons	159