

User's Guide

College Writing Skills

and

College Writing Skills with Readings

Sixth Edition

Sixth Edition

College Writing Skills with Readings

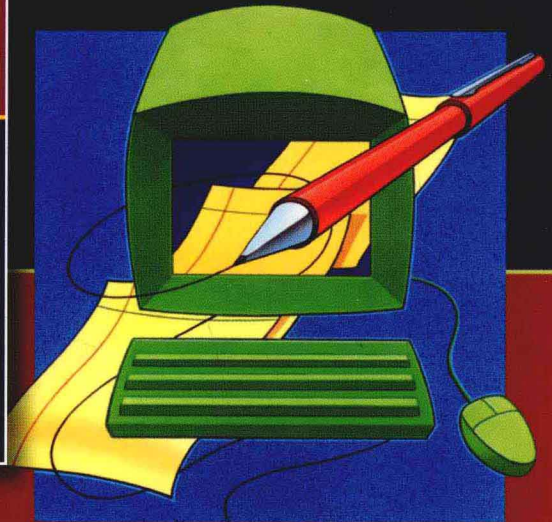
Sixth Edition



John Langan

College Writing Skills

Sixth Edition



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John Langan's

COLLEGE WRITING SKILLS

SIXTH EDITION

COLLEGE WRITING SKILLS with READINGS

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User's Guide

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COLLEGE WRITING SKILLS,
SIXTH EDITION

COLLEGE WRITING SKILLS
with READINGS,
SIXTH EDITION

User's Guide

*A concise explanation of how to use the Sixth Editions of
COLLEGE WRITING SKILLS and
COLLEGE WRITING SKILLS WITH READINGS with
selected McGraw-Hill media resources.*

The Sixth Editions of *College Writing Skills* and *College Writing Skills with Readings* provide clear, consistent links between the text and the class-tested media supplements. Each of the 45 chapters features marginal icons, or Media Links, that tell readers where to go to find additional exercises, extended explanations, and supplemental resources for the topic at hand.

Getting Started

THE ONLINE LEARNING CENTER:

1. Open your Internet browser. (Most computers use either Netscape Navigator or Windows Explorer.)
2. Type in the URL (web address) www.mhhe.com/langan.
3. Click on the cover of *College Writing Skills*, 6/e or *College Writing Skills with Readings*, 6/e.
4. If you are a first time user, click on the "First Time Users" link and register for a unique user name and password.

The Student CD-ROM or AllWrite!:

Windows:

1. Insert the CD-ROM into the CD-ROM drive
2. Open the CD-ROM:
 - via Windows Explorer
 - via My Computer
 - or by left-clicking on the Start button and choosing "Run."
3. Double-click on Start.html. (If you are opening through Start/Run, type "D: start.html.")

Macintosh:

1. Insert CD-ROM into the CD-ROM drive.
2. Double-click on the CD-ROM icon.
3. Double-click on Start.html.

Following these instructions for Windows and Macintosh will launch your browser, and you can begin using the program. If your browser does not launch, see the readme.txt file on the CD-ROM for more information, or call the McGraw-Hill Langan help line at 1-800-MCGRAWH (800-624-7294).

The Media Links

Throughout the text, the Media Links that appear in the margins of the page will help students and instructors chart a course through the text, directing their attention to technology supplements that will enhance their understanding of the topic being discussed.

Media Links refer to the following media resources:

- The free *Online Learning Centers* for **College Writing Skills** and **College Writing Skills with Readings** (www.mhhe.com/langan) and free *Student CD-ROM* (ISBN 0-07-287137-7), which feature extensive resources specifically designed for use with the text.
- *AllWrite!* (ISBN 0-07-236207-3). McGraw-Hill's highly acclaimed grammar tutorial software.
- The *Virtual Workbook* for **College Writing Skills** (ISBN 0-07-299419-3) and **College Writing Skills with Readings** (ISBN 0-07-299415-0) includes additional practices and tests that parallel the ones in the text.

Read on for detailed descriptions of these resources.

Media Links to the Student CD-ROM/Online Learning Center:

These Media Links direct students and instructors to specific sections of the *Online Learning Center*, or *OLC* (www.mhhe.com/langan), and the *Student CD-ROM*. Both are organized around the Table of Contents for the sixth editions of **College Writing Skills** and **College Writing Skills with Readings**: For every chapter in the textbook, there is a corresponding chapter on the Web site and *CD-ROM* that provides supplemental material and activities.

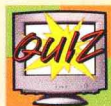


This Media Link refers to the **Chapter Outline** and **Key Terms** offered on the *CD-ROM* and *Online Learning Center* for every chapter. Providing point-by-point summaries and easy-to-understand definitions, these are a great place to start and to revisit after completing a chapter

This Media Link points to the **Writing On- and Offline** exercises in the *OLC* or *CD-ROM* chapter. **Writing On- and Offline** exercises allow students to apply the skills they've



learned in brief writing assignments. Many of these writing prompts make use of the Internet, while others make use of what students already know. One exercise in chapter 18, for example, asks students to write a summary of an online magazine article; another in chapter 12 asks students to reflect on cause-and-effect by relating the plot of their favorite movie.



This Media Link directs readers to the Interactive Exercises in the *OLC* or *CD-ROM* chapter that corresponds to the chapter being read. These quizzes are an ideal way for students to test and measure their understanding of the chapter's content; the Media Link suggests a good time to take them.



(Glossary)

This Media Link reminds readers of related Additional Resources on the *OLC* and the *Student CD-ROM*: a comprehensive glossary, a guide to the Internet, a study skills primer, tips on finding a job, links to outside reading, and more. The text within this icon will always indicate which Resource to consult: the Media Link pictured at left, for example, refers to the comprehensive glossary.

Media Links to *AllWrite!*:

This Media Link means that there is material related to the subject at hand in *AllWrite!*. The number within the icon indicates exactly which chapter and section in *AllWrite!* are relevant. For instance, if a student is reading about fused sentences and sees an *AllWrite!* icon in the margin with the number 15.4 beside it, he or she knows that in chapter 15, section 4 of *AllWrite!*, there is additional coverage of fused sentences.

In addition to clear, concise grammatical explanations, *AllWrite!* features quizzes, hundreds of practice questions, pre- and post-tests to help students assess their knowledge, an extensive glossary, videos, animations, and more!

Media Links to the *Virtual Workbook*:



This Media Link directs readers to interactive, Web-based practice activities that correspond to activities in the text. The *Virtual Workbook* automatically grades student work and includes tools for analysis, assessment, and classroom management.

5 The Fourth Step in Essay Writing



This chapter shows you how to:

- revise so that your sentences flow smoothly and clearly
- edit so that your sentences are error-free

Up to now, this book has emphasized the first three goals of effective writing: unity, support, and coherence. This chapter focuses on the fourth goal of writing effectively: sentence skills. You'll learn how to revise so *you*—that your sentences flow smoothly and clearly. Then you'll revise how to edit a paper for mistakes in grammar, punctuation, and spelling.

Revising Sentences

These strategies will help you to revise your sentences effectively.

- Use parallelism.
- Use a consistent point of view.
- Use specific words.
- Use active verbs.
- Use concrete words.
- Vary your sentences.

Use Parallelism



Words in a pair or a series should have parallel structure. Its balancing the nouns in a pair or a series so that they have the same kind of structure; you will make the sentence clearer and easier to read. Notice how the parallel sentences that follow read more smoothly than the unparallel ones.

101

104

Essay Writing

Most important, television is educational. Preschoolers learn colors, numbers, and letters from public television programs. The Sesame Street that we remember and parents to make learning fun. Science shows for older children, like *Euro with Nature*, go on location to analyze everything from volcanoes to rocket launches. Adults, too, can get an education. College credits included from courses given on television. Also, television widens our knowledge by covering important events and current news. Viewers can see and hear presidents' speeches, state funerals, natural disasters, and election results as they are happening. Finally, with a phone line and a special terminal, television allows any member of the family to access and learn from all the information resources on the Internet.

Perhaps the case television is such a powerful force, we like to criticize it and search for its flaws. However, the benefits of television should not be ignored. We can use television to make, to have fun, and to make ourselves smarter. This electronic wonder, then, is a servant, not a master.



ACTIVITY

Fill in the blanks.

Essay _____ makes its point more clearly and effectively because _____.

(2 to 3 sentences; clearly supported)

Comment: In this case, even I'm more effective because the material is organized clearly and logically. Using emphasis, the writer develops three positive uses of television, ending with the most important use: television as an educational tool. The writer includes transitional words that act as signposts, making movement from one idea to the next easy to follow. The topic transitions include *First of all*, *In addition*, and *Most important*. Transitions within paragraphs include *such as* and *Moreover*. Still another *Also* and *Finally*. And this writer also uses a linking sentence: "In addition to being relaxing, television is entertaining." To tie the first and second supporting paragraphs together clearly.

Although essay 1 is unified and supported, the writer does not have any clear and consistent way of organizing the material. The most important idea is contained in the phrase *Most of all* in the second supporting paragraph instead of being saved for last. None of the supporting paragraphs organizes its ideas in a logical fashion. The first supporting paragraph, for example, discusses older viewers, then goes to younger viewers, then jumps back to older people again. The third supporting paragraph, like the first, leaps from an opening idea (families talking only during commercials) to several intervening ideas and then back to the original idea (risk during commercials). In addition, essay 1 uses practically no transitional devices to guide the reader.

The Diagnostics

Three diagnostic/achievement tests, designed for students to take either in class or at home via the Internet, represent another key feature of the sixth editions of *College Writing Skills* and *College Writing Skills with Readings*. These tests help instructors evaluate students' knowledge at the beginning of the semester and recommend the sections of the text on which each student should particularly focus. At the end of the semester, the tests help instructors assess what students have learned and what they might still need to work on.

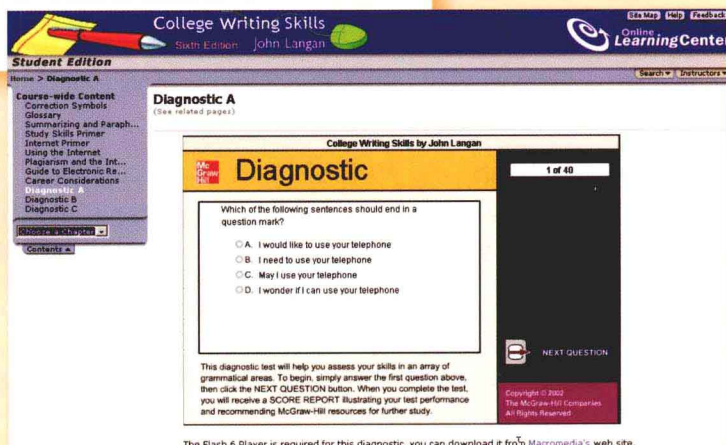
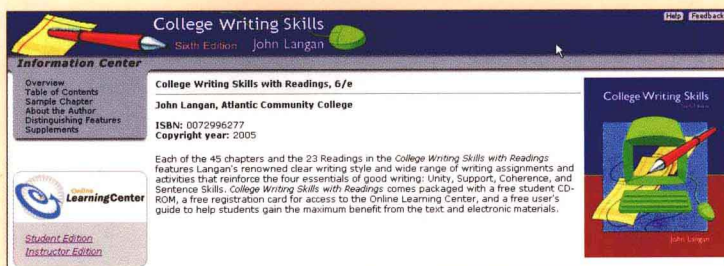
Included are two forty-question tests, one (A) designed to be administered at the beginning of a course, and another (B) designed to be administered at the end of a course. For added flexibility, we've also included a single sixty-question test (C), combining the elements of tests A and B into a single evaluative tool.

These diagnostics are available in two forms:

- **Online** All three tests can be taken on the Internet via the *College Writing Skills Online Learning Center*. (For more information, instructors should visit www.mhhe.com/langan/diagnostics.) Instructors directing students to take the tests online can have students' assessments emailed to them directly. This assessment includes the **raw percentage score** the student received on the diagnostic; a list of **grammatical skills** the student needs to work on, keyed to specific sections of *College Writing Skills* or *College Writing Skills with Readings*; and a bar graph detailing the student's performance in various grammatical subjects. (Students taking these tests will also receive their final scores and an assessment, but not the correct answers to individual responses.)
- **In Print** Instructors will find all three diagnostics in print form in the back of the Annotated Instructor's Edition of *College Writing Skills* or *College Writing Skills with Readings*. An answer key and a score evaluation tool are provided to help instructors assess students' areas of strength and weakness.

The Online Learning Center

More and more students are using computers and the Internet to help them study; this is precisely why *College Writing Skills* and *College Writing Skills with Readings* have a thoroughly developed, class-tested *Online Learning Center* to accompany them. The *Online Learning Center* (or OLC) requires no computer expertise. It is ready to use the moment the Web address (www.mhhe.com/langan) is typed in and the student has registered. The site contains a wealth of reliable, relevant information organized around the structure of both texts.



The *College Writing Skills* or *College Writing Skills with Readings* OLC offers both a Student Center and an Instructor's Center.

The Student Center features a wealth of tools that enhance and support the text. Its organization reflects that of the textbook. All 45 chapters of the book have a corresponding chapter on the website, each of which includes the following:

- **Chapter Outline** This detailed outline of the corresponding textbook chapter prepares students to read the chapter for the first time and serves as a convenient way of reviewing it for an exam.
- **Learning Objectives** This list of concepts and ideas helps students focus on the most important material as they read through their text.
- **Key Terms** This section identifies and defines the critical terminology of the chapter in clear, precise language.
- **Visuals** This section offers ready-made PowerPoints covering the chapter's content. These slides are a useful tool for students who want to review the textbook's subject matter in another form, and for instructors who want to use PowerPoints as a teaching tool in the classroom.

- **Interactive Exercises** These exercises include crossword puzzles, multiple-choice questions, matching exercises, and more. They are a fun and efficient way for students to master skills and concepts covered in the textbook, practice for their exams, or determine the areas in which they need further review.

Chapter 43 - Exercise A: Effective Word Choice—Avoiding Slang and Clichés

Instructions

Part I.

Directions: In the following sentences, replace the slang with the selection more appropriate for formal writing by clicking the **A** that precedes your answer.

1 My mother **reaked out** when she saw the phone bill.

☐ **A** | bugged out

☐ **B** | got very upset

2 The book was so **wicked cool**; I'd recommend it to anyone.

☐ **A** | entertaining

☐ **B** | awesome

- **Writing On- and Offline** These writing prompts allow students to apply the skills they have learned in the textbook while completing brief, engaging writing assignments. Often, these writing assignments call on students to use the Internet, allowing them further practice with web research. And every Writing On- and Offline prompt features an interactive text box into which students can type their work, allowing them to email their writing directly to their instructor for evaluation.

In addition to these resources, the Student Center also offers:

- **Additional Resources** Here students will find a quick-reference chart of correction symbols, a complete glossary, a summarizing and paraphrasing exercise, a primer on study skills, a number of helpful guides on using the Internet to do research, and advice on choosing a career and working toward it. Links also provide additional information on the subjects and authors of the readings in Part Five of *College Writing Skills with Readings*.

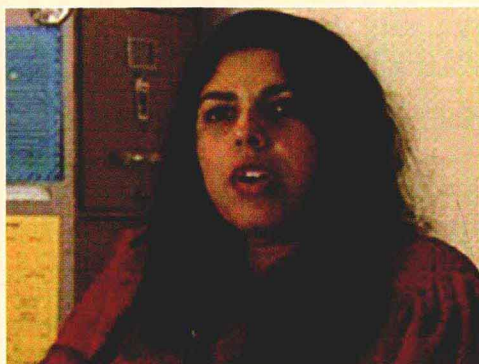
The Instructor's Center, which is password-protected, provides instructors with a number of tools that will save them time and energy as they make their way through the term. These tools include the following:

- The complete, downloadable Instructor's Manual in Microsoft Word.
- Ready-to-use PowerPoints providing coverage of eleven essential grammatical skills.
- A list of helpful links to professional resources, including the web addresses of online dictionaries and thesauri, Online Writing Labs (OWLs), and research and documentation sites.
- A link to PageOut, McGraw-Hill's easy-to-use course management software, which is available **free** to adopters of McGraw-Hill textbooks.

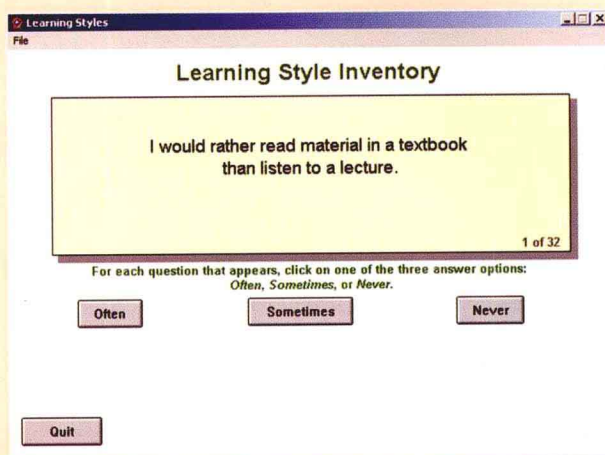
The Student CD-ROM

Not every student or instructor has unlimited access to the Internet. That's why McGraw-Hill offers all of the material from the *Online Learning Center* on a convenient *Student CD-ROM*. In addition to the many student resources found in the *Online Learning Center*, the *CD* also has features that can't be found anywhere else:

- **Videos** In the Visuals section of many chapters, short videos feature professionals, professors, and students describing and illustrating the importance of the skills under discussion in the chapter. These videos drive home the idea that writing is a crucial life skill.

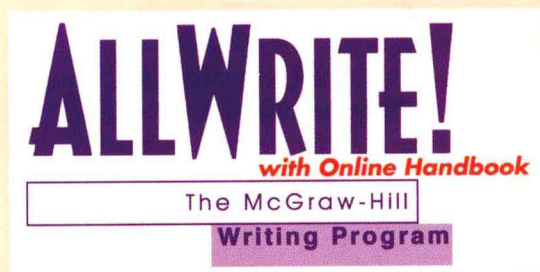


- Learning Styles Assessment Tool** We all learn differently: there are no “right” or “wrong” ways to learn, just different styles of learning. This tool is intended to help students identify the best ways for them to learn. Located in the main menu of the CD-ROM, this tool takes students through a brief inventory of questions. After the survey is finished, students receive immediate feedback on the way they learn best and what study techniques will help them maximize their potential in college.



AllWrite!

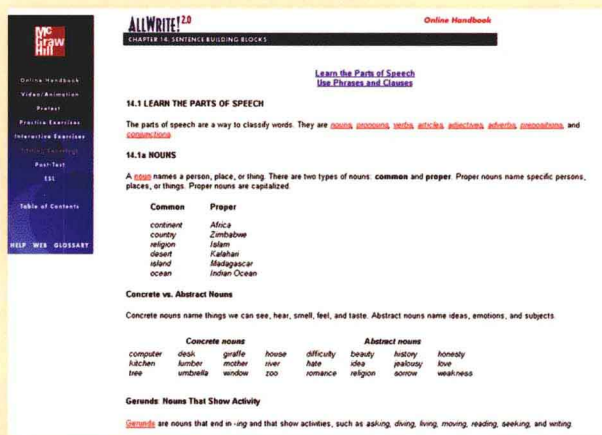
AllWrite!, McGraw-Hill's highly acclaimed grammar tutorial software, offers a virtually unlimited number of practice questions, as well as pre- and post-tests that measure a student's skills and gauge his or her progress. This edition of *AllWrite!* features video clips, animations, English as a Second Language (ESL) support, new interactive exercises and editing exercises, and a re-engineered interface for ease of use.



On the *AllWrite!* CD, students and instructors will find:

ONLINE HANDBOOK:

- The Online Handbook is a style and usage guide organized into twenty-six easy-to-follow chapters. The chapters themselves are broken down into subsections, and include links to common English terms. Users can access all the features of *AllWrite!* from any chapter in the Online Handbook simply by clicking the appropriate heading in the blue navigation bar that always appears on the left-hand side of the screen.



EXERCISES:

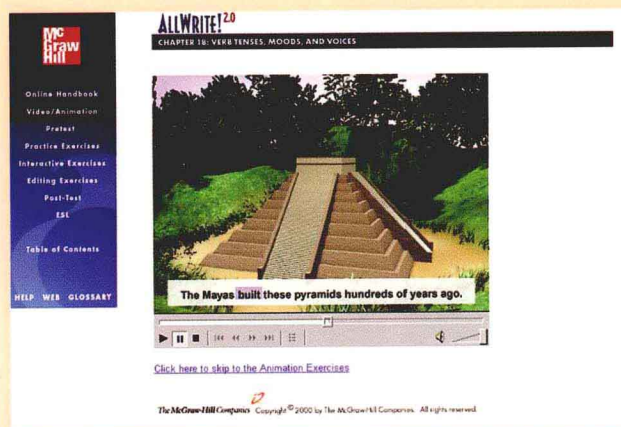
- Interactive Exercises** Interactive exercises are provided for all topics covered in *AllWrite!* Answers and explanations are provided for each question.
- Practice Exercises** These multiple-choice exercises test students' knowledge of each topic. Students can choose how many of these randomly generated questions they wish to attempt.
- Editing Exercises** The editing exercises allow students to rewrite paragraphs and check their answers against a sample answer. Students can either print their exercises or email them to their instructors.

TESTS:

- **Pre-tests** Pre-tests offer a series of randomly generated questions covering a specific topic. They come in sets of ten, are corrected instantly, and can be reviewed afterward. Pre-tests can also be emailed to instructors.
- **Post-tests** Post-tests test students' knowledge after completion of the exercises and study of the Online Handbook. They provide another chance for students to practice and another chance for them to gauge their learning.

FURTHER RESOURCES:

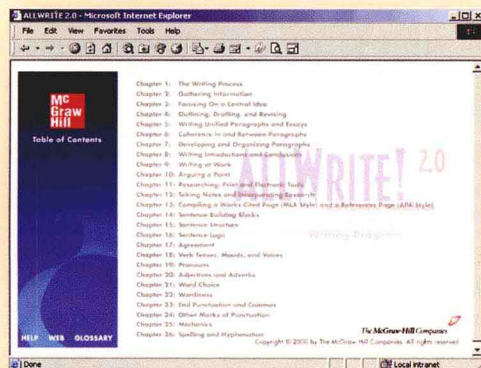
- **ESL Support** ESL Support supplements the practice questions and the Online Handbook, providing additional explanations and practice aids for students for whom English is a second language. Like the other exercises, ESL exercises provide immediate feedback to each answered question.
- **Video and Animation** Each chapter has its own video or animation to illustrate the material being discussed. The video clips, provided by Annenberg/CPB, contain interviews with distinguished professors and authors. Animations offer interactive exercises that reinforce grammatical concepts.



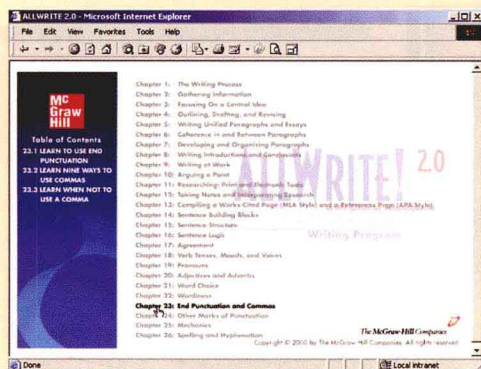
- **Glossary** The glossary consists of an extensive, indexed list of English terms. Accompanying the glossary are interactive flashcards to help the student learn and remember specific terms.

Getting Started with AllWrite!:

The *AllWrite!* Table of Contents is the portal to the Online Handbook.



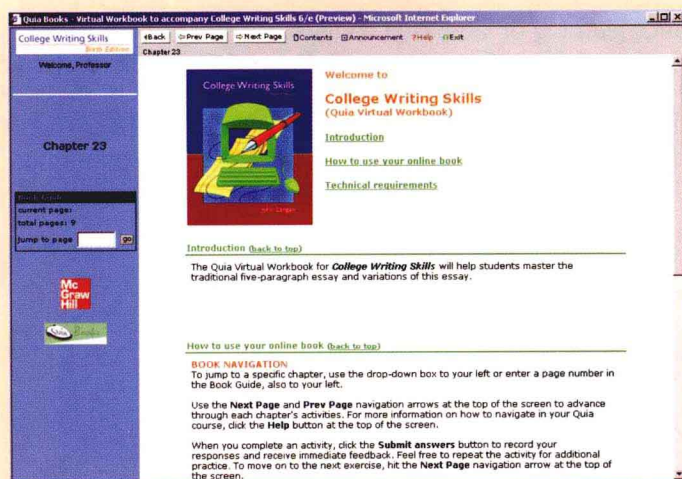
Pass your cursor over any chapter to highlight that chapter. Subsections in that chapter will appear in the blue bar under the McGraw-Hill logo. Simply click on the chapter and then on the section you wish to visit.



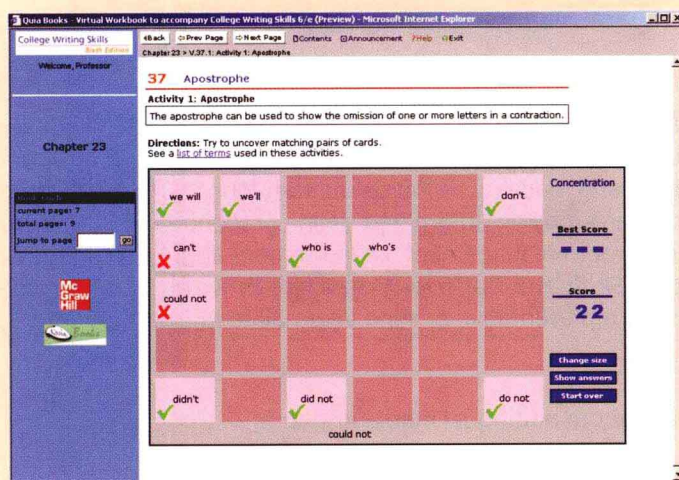
The *AllWrite!* Media Links connect *College Writing Skills* and *College Writing Skills with Readings* to the *AllWrite!* Table of Contents. The number underneath each *AllWrite!* icon indicates the chapter and section number where students can find additional coverage of the topic under discussion. This makes it easier than ever to integrate the tests, exercises and explanations in *AllWrite!* into a course using *College Writing Skills* or *College Writing Skills with Readings*.

The Virtual Workbook

Authored by Donna Matsumoto of Leeward Community College, the *Virtual Workbook* offers interactive activities and exercises that reinforce the skills students learn in the Handbook of Sentence Skills in *College Writing Skills* and *College Writing Skills with Readings*.

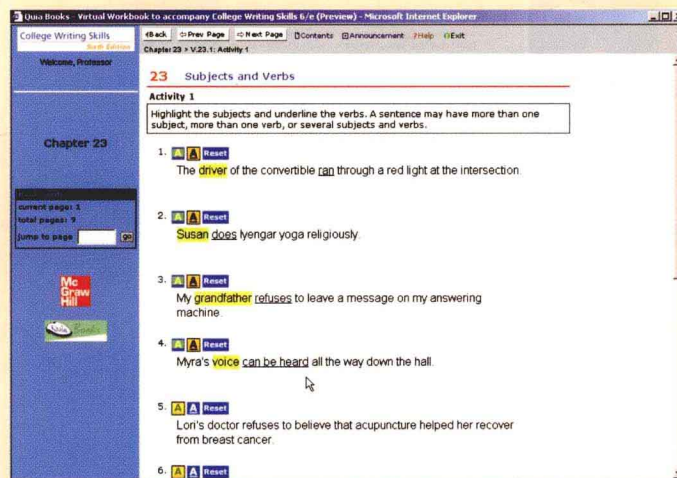


Each interactive, Web-based activity in the *Virtual Workbook* corresponds to an activity in Part Four of the text. The *Virtual Workbook* is supported by a powerful array of Web-based instructor's tools, including an automated online gradebook.



New from McGraw-Hill: *Online Editions of College Writing Skills and College Writing Skills with Readings*

Ideal for distance learning or lab-based courses, the new *Online Editions of College Writing Skills* (ISBN 0-07-299417-7) and *College Writing Skills with Readings* (ISBN 0-07-299413-4) represent an *alternative* to the print versions of these two best-selling texts. Students using either of these online texts gain access to over 2,500 activities, exercises, and writing assignments in an interactive, Web-based format.



A *User's Guide with Web Access Card* gives students access to the *Online Edition* and is accompanied by a free copy of the *Offline Companion*, a printed supplement that contains activities and readings better delivered in print form. For instructors, the *Online Edition* is accompanied by an automated online gradebook and tools for assessment, analysis, and classroom management. To learn more about the *Online Editions of College Writing Skills* and *College Writing Skills with Readings*, consult your local McGraw-Hill sales representative or send an email to english@mcgraw-hill.com.

Read on to learn about additional media resources . . .

PageOut

You don't have to be a computer whiz to create a course Web site, thanks to McGraw-Hill's PageOut. No prior knowledge of HTML is required; no long hours of coding and no design skills are necessary! Instead, PageOut offers a series of easy-to-use templates. Instructors need only select one of many designs and fill it with their course information. This process takes very little time and produces a professionally designed Web site. PageOut is so easy and intuitive, it's little wonder that over 60,000 instructors are currently using it.



PageOut can be accessed through the Instructor's Center of the *College Writing Skills Online Learning Center*. PageOut is free to adopters of any McGraw-Hill text.

