

WILLIAM F. IRMSCHER · HARRYETTE STOVER

*The
Holt Guide
to*

English

*Alternate
Edition*



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The Holt Guide to English

William F. Irmscher
University of Washington

With revisions by

Harryette Stover

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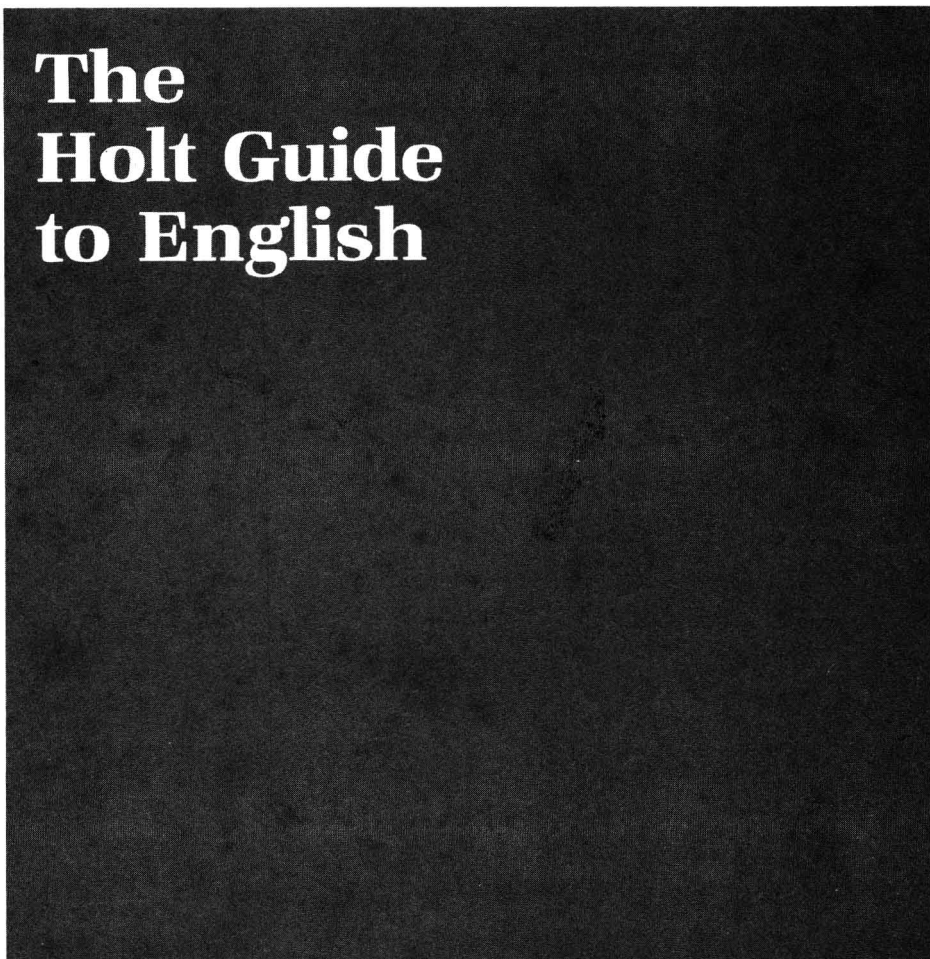
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The Holt Guide to English



Preface

In preparing the alternate edition to the *Holt Guide to English*, I have attempted to retain the special strengths of the third edition while abridging that text where economy of format is desirable. The high level of scholarship and flexibility of usage have been retained, but those sections that are more theoretical than practical have been eliminated.

While the third edition is comprehensive in its coverage of all aspects of English rhetoric, language, and literature, the alternate edition is comprehensive only on the topics most commonly taught in one-semester composition courses and most often needed for reference by writers. Thus, I have omitted from this edition the chapters on writing a literary paper, the heritage of the English language, and much of the background on usage because these topics are often taught in courses other than basic composition. The chapters on grammar and usage have been grouped together for easy reference. Chapters 3 and 4 have been streamlined; omitted are sections reviewers of the third edition indicated are less often used in the classroom. Chapter 14 on the reference paper has been expanded to include alternate forms of documentation. Because of these organizational changes, the *Holt Guide to English*, alternate edition, will be useful both as a text for composition courses and as a reference for individuals who need an up-to-date and easily used handbook.

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Mesquite, Texas
June 1984


Harryette Stover

Sections Most Commonly Needed for Reference

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236	Adverbs, placement of	11K
228	Agreement of demonstrative and noun	11C
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116	Subordination, principles of	6FE
239	Unnecessary commas	11P
228	Who, whom	11D

Alphabetical List of Revision Symbols

page			
224, 221–228	agr	agreement faulty	11A, 11B, 11C
176	amb	ambiguous	9A
186	appr	appropriateness questioned	9D
194	awk	awkward construction	9F
121, 190	bal	balance needed	6J, 9F
218	cap	capitalization needed	10O
230	cf	comma fault	11E
174	cl	clearness needed	9A
193	cliché	consider rewording	9F
187	coh	coherence needed	9E
186	colloq	colloquialism inappropriate	9D
183	conc	concreteness needed	9C
181	cont	control of tone needed	9B
114	coord	coordination faulty	6FB
185	cred	credibility in doubt	9C
230	cs	comma splice	11E
196	D	diction needs attention	9F
175	dead	deadwood unnecessary	9A
		delete	
232	DM	dangling modifier	11G
192	emph	needs greater emphasis	9F
193	eu	euphony questioned	9F
196	ex	exactness needed	9F
191	fig	figurative language inconsistent	9F
193	fr	freshness needed	9F
112	frag	fragment inappropriate	6E
238	fs	fused sentence	11M
276	gloss	refer to Glossary of Usage	
180	hon	honesty of tone fails	9B
194	id	idiomatic expression needed	9F

(continued on inside back cover)

Alphabetical List of Revision Symbols

page			
179	ins	greater insight needed	9B
220	ital	italics needed	10P
218	lc	lower case needed	10O
69	log	logicality questioned	4
198–218	p	mark of punctuation needed	10A–10N
194	pace	pace needs attention	9F
190	par	parallelism needed	6J, 9F
83	¶	paragraphing needed	5
117, 177	pass	passive construction ineffective	6G, 9A
188	person	shift of person	9E
196	prec	precision needed	9F
188	prop	proportion needed	9E
215	quot	quotation marks needed	10L
176	red	redundancy	9A
234	ref	reference unclear	11I
188	shift	shift of person	9E
183	ss	sense of sentence questioned	9C
116	sub	subordination needed	6FE
185	sup	support needed	9C
238	tense	tense of verb questioned	11N
179, 193	trite	trite expression identified	9B, 9F
190	U	unity needed	9E
196	var	variety needed	9F
179	voice	effectiveness questioned	9B
176	wordy	wordiness apparent	9A
196	WW	wrong word	9F
	X	obvious error	

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