

CONTENTS

<i>To the Teacher</i>	x
<i>Acknowledgments</i>	xi
<i>Chapter Overview</i>	xiii
CHAPTER 1 Expository Essays	1
Introduction	2
Analyzing the Model	2
Noticing Vocabulary: Negative Prefixes	5
Organization	6
A Clear Thesis Statement	6
Topic Sentences	7
A Strong Conclusion	8
Grammar	9
Using Articles	9
The Writing Process	12
Applying Vocabulary: Using Negative Prefixes	18
Writing Assignment: A Personal Essay about the Writing Experience	18
Self-Assessment	20
Expansion	20
Timed Writing: An Opening Paragraph for a Personal Essay	20
Complete the Personal Essay	20
CHAPTER 2 Classification Essays	21
Introduction	22
Analyzing the Model.....	22
Noticing Vocabulary: Collocations	25

Organization	26
Introductory Paragraph	26
Body Paragraphs	27
Concluding Paragraph	28
Establishing Unity and Coherence	28
Unity	28
Coherence	28
Grammar	31
Using Quantifiers	31
Preparation for Writing	33
Planning, Observing, and Note Taking	33
Conducting Surveys and Administering Questionnaires	34
Applying Vocabulary: Using Collocations	37
Writing Assignment: A Classification Essay from Survey Data	37
Self-Assessment	39
Expansion	39
Timed Writing: Two Paragraphs Based on Survey Data	39
Observing Other People	40
CHAPTER 3 Process Essays	41
Introduction	42
Analyzing the Model	42
Noticing Vocabulary: Irregular Plurals from Latin and Greek	45
Organization	46
Introductory Paragraph	46
Body Paragraphs	47
Concluding Paragraph	47
Outlining	48
Sentence Structure	49
Run-on and Comma-Spliced Sentences	49
Choppy and Stringy Sentences	51

Preparation for Writing	55
Making Transitions between Steps in a Process	56
Writing a Summary and an Abstract	58
Procedure for Summarizing an Article	58
Applying Vocabulary: Using Irregular Plurals from Latin and Greek	60
Writing Assignment: A Process Essay about an Experiment	61
Self-Assessment	63
Expansion	63
Timed Writing: A Paragraph Summary of the Writing Model	63
Write a Scientific Process Essay	63

CHAPTER 4 Cause / Effect Essays

Introduction	65
Analyzing the Models	65
Noticing Vocabulary: Phrasal Verbs	70
Organization	71
Chain Organization	72
Block Organization	73
Distinguishing between Cause and Effect	75
Sentence Structure	77
Using Parallelism	77
Preparation for Writing	79
Conducting Research	79
Quoting Material from Outside Sources	80
Punctuating Quotations	80
Applying Vocabulary: Using Phrasal Verbs	82
Writing Assignment: A Cause / Effect Essay about a Historical Event	83
Self-Assessment	85
Expansion	85
Timed Writing: A Paragraph Summary of a Writing Model	85
Examining Alternatives	85

CHAPTER 5 Extended Definition Essays	86
Introduction	87
Analyzing the Model	87
Noticing Vocabulary: Synonyms, 1	90
Grammar	91
Noun Clauses	91
Adjective Clauses	92
Organization	96
Three Ways to Define a Term	97
Expanding on a Definition	100
Preparation for Writing	101
Paraphrasing Material from Sources	101
Applying Vocabulary: Using Synonyms, 1	105
Writing Assignment: An Extended Definition Essay about a Concept	106
Self-Assessment	108
Expansion	108
Timed Writing: Paraphrase a Paragraph from the Writing Model	108
Writing a Definition	108
CHAPTER 6 Problem / Solution Essays	109
Introduction	110
Analyzing the Model	110
Noticing Vocabulary: Adverbial Intensifiers	113
Organization	114
Introductory Paragraph	114
Body Paragraphs	115
Concluding Paragraph	116
Grammar	116
Forming Adverbial Phrases	116
Eliminating Dangling Modifiers	119

Preparation for Writing	120
Researching a Topic in Multiple Sources	120
Synthesizing Material from Sources	122
Applying Vocabulary: Using Adverbial Intensifiers	125
Writing Assignment: A Problem / Solution Essay about Education	125
Self-Assessment	127
Expansion	127
Timed Writing: A Summary of a Writing Model	127
Complete the Essay	127
CHAPTER 7 Summary / Response Essays	128
Introduction	129
Analyzing the Model	129
Noticing Vocabulary: Words Related to Cultural Change	131
Organization	132
The Summary	133
The Response	133
Grammar	135
Using Passive and Active Voice Appropriately	135
Preparation for Writing	138
Writing the Opening Summary	138
Writing the Response	139
Applying Vocabulary: Using Words Related to Cultural Change	142
Writing Assignment: A Summary / Response Essay on Culture	143
Self-Assessment	144
Expansion	145
Timed Writing: Summarize and Respond to a Passage on Culture	145
Research and Respond	145

CHAPTER 8 Argumentative Essays	146
Introduction	147
Analyzing the Models	147
Noticing Vocabulary: Synonyms, 2	150
Grammar	151
Modal Verbs	151
Phrasal Modals	153
Subjunctive Mode	154
Organization	155
Block Organization	156
Point-by-Point Organization	157
The Introductory Paragraph(s).....	158
Body Paragraphs	159
Concluding Paragraph	160
Planning Your Argument	161
Knowing Your Audience	161
Responding to Counterarguments	162
Preparation for Writing	163
Finding Support for Your Argument	163
Research the Counterarguments	164
Applying Vocabulary: Using Synonyms, 2	165
Writing Assignment: An Argumentative Essay on a Controversial Topic	165
Self-Assessment	167
Expansion	168
Timed Writing: A Short Argumentative Essay	168
Taking the Opposite Position	168
CHAPTER 9 Research Papers	169
Introduction	170
Analyzing the Model	170
Noticing Vocabulary: Antonyms	173

Organization	173
Point-by-Point Organization	174
Source-by-Source Organization	174
Grammar	177
Sequence of Tenses	177
Preparation for Writing	179
Narrowing Your Focus	179
Developing an Effective Thesis Statement	182
Documenting Research	183
Applying Vocabulary: Using Antonyms	185
Writing Assignment: A Research Paper of Five or More Pages	186
Self-Assessment	187
Expansion	188
Timed Writing: A Two-Paragraph Response to an Article	188
Evaluating Sources	188

APPENDICES

Appendix A Writing Guides	189
Appendix B Connecting Words and Transition Signals	195
Appendix C Article Usage	203
Appendix D Common Phrasal Verbs	206
Appendix E Commonly Confused Words	208
Appendix F Commonly Misspelled Words	211
Appendix G Documenting Sources with MLA and APA Formats	212
Appendix H Correction Symbols	221
Appendix I Peer Review and Writer's Self-Check Worksheets	224
<i>Index</i>	243
<i>Credits</i>	248