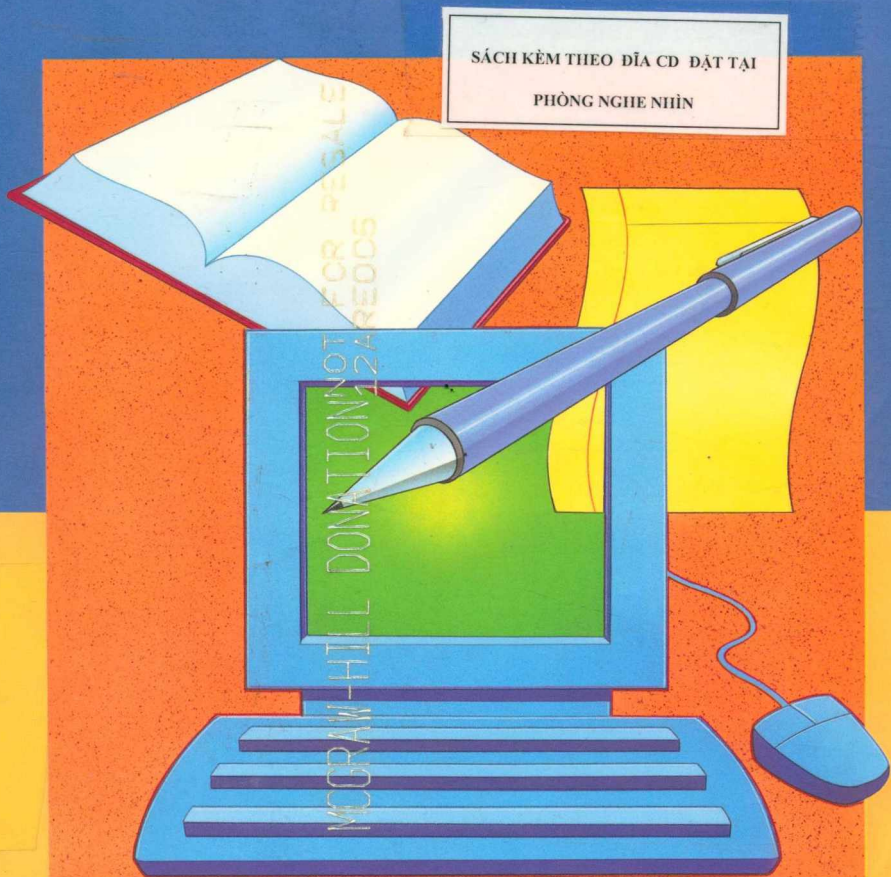


English Skills with Readings

Fifth Edition

SÁCH KÈM THEO ĐĨA CD ĐẶT TẠI
PHÒNG NGHE NHÌN



John Langan

CHECKLIST OF THE FOUR BASES IN EFFECTIVE WRITING

This checklist is a guide for both writing and evaluate a paper. The numbers in parentheses refer to the pages that explain the skill in question.

1 Unity

- Clear opening statement of the point of your paper? (47–49; 57–60)
- All material on target in support of opening point? (132–133; 142–146)

2 Support

- Specific evidence? (49–55; 72–73; 134–135)
- Plenty of it? (55–57; 73–76; 147–149)

3 Coherence

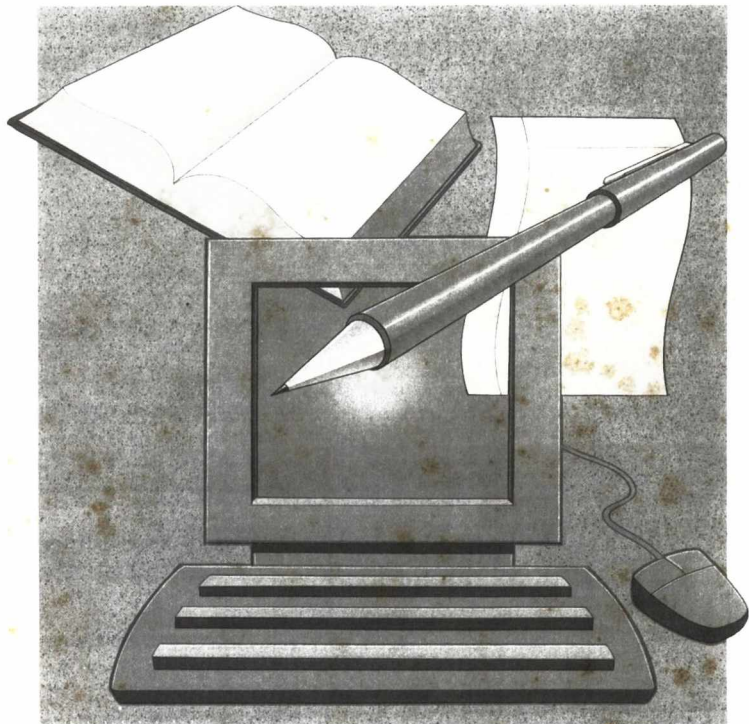
- Clear method of organization? (79–81; 88–93; 136–137; 151–154)
- Transitions and other connective devices? (81–87; 93–96)

4 Sentence Skills

- Fragments eliminated? (369)
- Run-ons eliminated? (385)
- Correct verb forms? (400; 409; 418)
- Subject and verb agreement? (418)
- Faulty parallelism and faulty modifiers eliminated? (97; 443; 447)
- Faulty pronouns eliminated? (425)
- Capital letters used correctly? (457)
- Punctuation marks where needed?
 - a Apostrophe (469)
 - b Quotation marks (478)
 - c Comma (485)
 - d Colon; Semicolon (496; 497)
 - e Dash; Hyphen (497; 498)
 - f Parentheses (499)
- Correct paper format? (452)
- Needless words eliminated? (105)
- Effective word choices? (529)
- Possible spelling errors checked? (500–501; 509; 519)
- Careless errors removed through editing and proofreading? (114–116; 166; 558)
- Sentences varied? (107)

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John Langan has taught reading and writing at Atlantic Cape Community College near Atlantic City, New Jersey, for over twenty-five years. The author of a popular series of college textbooks on both subjects, he enjoys the challenge of developing materials that teach skills in an especially clear and lively way. Before teaching, he earned advanced degrees in writing at Rutgers University and in reading at Rowan University. He also spent a year writing fiction that, he says, “is now at the back of a drawer waiting to be discovered and acclaimed posthumously.” While in school, he supported himself by working as a truck driver, machinist, battery assembler, hospital attendant, and apple packer. He now lives with his wife, Judith Nadell, near Philadelphia. Among his everyday pleasures are running, working on his Macintosh computer, and watching Philadelphia sports teams on TV. He also loves to read: newspapers at breakfast, magazines at lunch, and a chapter or two of a recent book (“preferably an autobiography”) at night.

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Contents

To the Instructor	x
Part One: Basic Principles of Effective Writing	1
Preview	2
1 An Introduction to Writing	3
Understanding Point and Support	4
An Overview: How the Book Is Organized	7
Benefits of Paragraph Writing	10
Writing as a Skill	10
Writing as a Process of Discovery	13
Keeping a Journal	14
Using This Text	15
2 The Writing Process	17
Prewriting	17
Writing a First Draft	25
Revising	26
Editing	30
Review Activities	31
3 The First and Second Steps in Writing	47
Step 1: Begin with a Point	47
Step 2: Support the Point with Specific Evidence	49
Practice in Making and Supporting a Point	57
4 The Third Step in Writing	79
Step 3: Organize and Connect the Specific Evidence	79
Practice in Organizing and Connecting Specific Evidence	88

5	The Fourth Step in Writing	97
	Step 4: Write Clear, Error-Free Sentences	97
	Revising Sentences	97
	Editing Sentences	114
	Practice in Revising Sentences	117
6	Four Bases for Revising Writing	131
	Base 1: Unity	132
	Base 2: Support	134
	Base 3: Coherence	136
	Base 4: Sentence Skills	138
	Practice in Using the Four Bases	142
 Part Two: Paragraph Development		 159
	Preview	160
7	Introduction to Paragraph Development	161
	Nine Patterns of Paragraph Development	161
	Important Considerations in Paragraph Development	162
	Using a Computer	164
	Using Peer Review	167
	Doing a Personal Review	169
8	Providing Examples	171
9	Explaining a Process	183
10	Examining Cause and Effect	195
11	Comparing or Contrasting	205
12	Defining a Term	221
13	Dividing and Classifying	231
14	Describing a Scene or Person	243
15	Narrating an Event	257
16	Arguing a Position	269