

A Guide to College Writing

Cengage Advantage

UYÊN

EIGHTH EDITION

M. Garrett Bauman



A Guide to College Writing

EIGHTH EDITION

M. Garrett Bauman

Monroe Community College Emeritus



Tell as much of the truth as one can bear, and then a little more.

JAMES BALDWIN





Ideas and Details: A Guide to College Writing, Eighth Edition M. Garrett Bauman

Senior Publisher: Lyn Uhl

Executive Editor: Monica Eckman

Acquisitions Editor: Margaret Leslie

Development Editor: Craig Leonard

Assistant Editor: Amy Haines

Editorial Assistant: Danielle Warchol

Associate Media Editor: Janine Tangney

Executive Marketing Manager: Stacey Purviance

Marketing Coordinator: Brittany Blais

Marketing Communications Manager: Linda Yip

Design and Production Services: PreMediaGlobal

Manufacturing Planner: Betsy Donaghey

Rights Acquisition Specialist: John Hill

Cover Image: istockphoto_14555878-warmhued-abstract-oil-painting

Compositor: PreMediaGlobal

© 2013, 2010, 2007 Wadsworth, Cengage Learning

ALL RIGHTS RESERVED. No part of this work covered by the copyright herein may be reproduced, transmitted, stored, or used in any form or by any means graphic, electronic, or mechanical, including but not limited to photocopying, recording, scanning, digitizing, taping, Web distribution, information networks, or information storage and retrieval systems, except as permitted under Section 107 or 108 of the 1976 United States Copyright Act, without the prior written permission of the publisher.

For product information and technology assistance, contact us at Cengage Learning Customer & Sales Support, 1-800-354-9706

For permission to use material from this text or product, submit all requests online at www.cengage.com/permissions. Further permissions questions can be emailed to permissionrequest@cengage.com.

Library of Congress Control Number: 2011939238

ISBN-13: 978-0-8400-2884-6

ISBN-10: 0-8400-2884-9

Wadsworth 20 Channel Center Street Boston, MA 02210 USA

Cengage Learning is a leading provider of customized learning solutions with office locations around the globe, including Singapore, the United Kingdom, Australia, Mexico, Brazil and Japan. Locate your local office at international.cengage.com/region

Cengage Learning products are represented in Canada by Nelson Education, Ltd.

For your course and learning solutions, visit **www.cengage.com.**

Purchase any of our products at your local college store or at our preferred online store **www.cengagebrain.com**.

Instructors: Please visit login.cengage.com and log in to access instructor-specific resources.

Printed in the United States of America 1 2 3 4 5 6 7 15 14 13 12 11 For Carol Who lives as I would write

Contents

Steps in Writing a Paper (Inside Front Cover) Revise i Preface xix

1 The Honest Writer 1

Professional Writing 3 The Struggle Against Silence 5 What Do You Know? 7 The Honest Writer 9 An Exercise in Critical Analysis 11 Writing Suggestions and Class Discussions 12 Student Essay: "Chicken at Wegman's," Jennifer M. Horton 13 Discussion/Writing 16

2 Ideas and Details: The Two-Part Secret of Good Writing 17

Ideas 17 Details 19 What Makes a Good Idea 22 What Makes a Good Detail 24 The Difference Between a Topic and an Idea 26

vi Contents

Should You Start with Ideas or Details? 27 The Three-to-One Ratio 28 Summarizing and Analyzing Texts 29 Sample Summary Analysis 32 Critical Analysis 32 Student Essay: "The Unknown Children," Jodie Rosa 30 Sample Critical Analysis of "The Unknown Children" 33 Student Essay: "What Disney Movies Really Teach Children," Amy Seager 34 Discussion/Writing 35 Professional Essay: "Fueling a Contagion of Campus Violence," James Alan Fox 36 Discussion/Writing 40 Writing Suggestions and Class Discussions 41

3 Getting Ideas

Brain Teasers to Help You Write on Almost Any Topic 45

Improving Your Ideas 48

Eight Brain Teasers 50

- 1. Use Your Senses 50
- 2. See the Topic from Alternative Viewpoints 51
- 3. Attack Stereotypes, Unquestioned Ideas, and Slogans 54
- 4. Create Metaphors 58
- 5. List Examples 60
- 6. Make a Bug List 61
- 7. Use Humor and Fantasy 62
- 8. Anticipate Your Audience 63

Sample Brain Teasers 65

Analysis 66

Brain Teasers and Critical Thinking 67

Roadblocks to Good Ideas and Details 67 Fear of Risk 67

Insecurity About Your Ability to Think 68 Writing Suggestions and Class Discussions 68 Student Essay: "Spring Break: Mazatlán, Mexico," Tinamarie Ciccarone 71
Analysis 74
Professional Essay: "American Students Abroad Can't Be 'Global Citizens," Talya Zemach-Bersin 75
Discussion/Writing 78

✓ Peer Review Checklist for Brain Teasers 80

4 Paragraphs Ideas and Details in Miniature 81

Three Ways to Build Paragraphs 82 Transitions 86 Writing Suggestions and Class Discussions 86 Student Paragraph: "Being Ghetto," Shawn'ta Brown 87 Discussion/Writing 88

✓ Paragraph Peer Review Checklist 89

5 Order from Chaos

 $oldsymbol{J}$ Thesis and Outline 91

A Working Thesis 91 Unacceptable Theses 92 Sample: Creating a Working Thesis 93 The Topic Inventory 94 Looping 97 Strengthen Your Thesis with Critical Thinking 98 Outlines 99 The Scratch Outline 100 Use Bullets to Outline 101 Use Clustering, a Visual Diagram 103 Sample Draft from Outline 105 Analysis 105 Writing Suggestions and Class Discussions 106 **✓ Peer Review Checklist for Thesis/Outlines** 108 viii Contents

6 The Draft That Frenzy Near Madness 109

The Concrete Introduction 109 Warm-ups Are for Leftovers 109

What to Focus on While Writing the Draft 114 What NOT to Focus on in the Draft 115

Nine Tips for When You Get Stuck 116

Blocks During Drafting 117 Fear of Messiness 117 Poor Work Environment 118

Nail Your Conclusion 118

Student Essay Introduction: "Tougher Punishment for Sex Offenders," Pamela Fleming 119 Analysis 120

Writing Suggestions and Class Discussions 120

Peer Review Checklist for Introductions 123

7 Revising Drafts Writing Is Revising 125

Revision Myths and Realities 126 How to Be Your Own Editor 127

1. Revise Ideas 127

2. Revise Details 128

3. Revise Organization 130

4. Revise Word Use 130

5. Revise Mechanics 131

Revising with Others: Peer Editing and Teacher Conferences 131 How to Critique Peer Papers 132 How to Receive Peer Criticism 132

A Sample Revision 133

Teacher Comments 135

The Final Draft 136 Revising on a Computer 137

Writing Suggestions and Class Discussions 138 Student Essay and Analysis: "Bastard," Miguel Martinez 139 The Writer's Concerns About This Draft 140 Peer Editor Analysis Made by Students Reading the Draft 140 Teacher's Analysis 140

✓ Peer Review Checklist for Revision 142

Q Writing with Style 143

Honesty 143 Vocabulary 143 Accuracy 144 Euphemisms and Crude Language 145 Clichés 146 Sexist Language 147 Vividness 148 Concreteness 148 Verbs 150 Adjectives and Adverbs 151 Metaphors 152 Stylish Sentence Structure 153 Sentence Variety 153 Parallel Structure 154 Conciseness 155 Using a Computer to Revise Words 157 Playing with Language 157 Writing Suggestions and Class Discussions 158 Three Ways to Revise Style 159 A Cyber Game for Style 160 Sample Revision for Style 160 Revised Student Essay and Analysis: "Good Intentions," Mary Updaw 161 Analysis 161 Final Draft 162 ✓ Peer Review Checklist for Style 163

9 Putting It All Together From Topic Choice to Published Essay 165

Professional Essay: "If God Breake My Bones," M. Garrett Bauman 165
Finding the Topic 169
Brain Teasers 170 List Examples Brain Teaser 171
Thesis Ideas 171
Thesis Brain Teaser 172
Scratch Outline 173
The Draft 173
The Draft 173
The Draft's Conclusion 174
Revising on My Own 174
Revising with Peers and Editors 176
Writing Suggestions 177

10 Description Making Your Audience See 179

Description Conveys Ideas as well as Pictures 181 A Writer's Eye: Six Ways to Visualize Ideas 182 Reexperience: Don't Think in Words 182 Use Brain Teasers to Train Your Eye 185 Use the Iceberg Principle 186 Try Other Eye-Training Tricks 187 Revising for Vivid Description 188 The Sense Test 188 The Specificity Test 189 The Freshness Test 190 The Theme Test 190 Writing Suggestions and Class Discussions 191 Student Essay and Analysis: "The Model," Nell Kuitems 192 Analysis Based on Peer Review Checklist 194 Sample Student Descriptive Essay for Analysis: "Simple Life," Debbie Geen 195

Discussion/Writing 197 ✓ Peer Review Checklist for Description 198

1 Narration *Telling Your Audience a Story* 199

Conflict 200 Complication 203 How to Ruin a Story 205 Describing People 207 Student Essay: "The Red Heart," Lisa Neal 209 Dialogue 211 Ending a Story 213 How to Say Something Worth Saying 213 Analysis 214 The Real Story Is in the Second Draft 215 Writing Suggestions and Class Discussions 216 Sample Student Narrative Essay: "Live Abortion," Beatriz Valle 217 Analysis 218 Student Essay: "Holy Hell," Sherri White 219 Discussion/Writing 221 ✓ Peer Review Checklist for Narration 222

12 Informative Writing Telling Your Audience What It Doesn't Know 223

Audience and Tone 223 Analysis 225 Packing in Details 227 Surprise Value 228 Poor Informative Topics 230 Good Topics 230 Organizing Informative Writing 231 The Process or "How-To" 231