



THIRD EDITION

Mary K. Ruetten
with Cheryl Pavlik

m UNIVERSITÄT
• LIECHTENSTEIN
Bibliothek

HEINLE
CENGAGE Learning-

Chapter 1	Introducing the Paragraph: Reasons for Writing	1
GETTING STARTED		2
Responding to Images		2
Discussion		3
READING AND VOCABULARY		3
Reading: From "Reaching Across the Gap: How I Write" by Michael C. Flanigan		3
This reading is part of an essay written by a professor of composition at the University of Oklahoma. While writing letters as a young child, he discovered the importance of details and of writing for a particular audience.		
Building Vocabulary: Recognizing Word Forms and Families		5
WRITING: THE PARAGRAPH		6
The Topic Sentence		7
• Support		10
• • The Conclusion		12
Title		13
Form		13
Unity		14
Coherence		15
COMPOSITION SKILLS		17
Connecting Words		17
Keywords		18
Coordinators		18
Transition Words		18
Subordinates		19

THE PROCESS OF WRITING	20
Prewriting	20
Considering Audience	20
Getting Ideas	20
Narrowing the Topic	20
Deciding on a Controlling Idea	21
Choosing Support	22
Organizing Ideas	22
Drafting	23
• Revising and Editing	24
Revising	24
Editing	25
Editing: Verb Tense, Verb Form, Sentence Fragments, Spelling	25
Connect to the Internet	26
Keeping a Journal	26

Chapter 2 Narrative: Memorable Events 27

GETTING STARTED	28
Responding to Images	28
Journal Writing: <i>A Lesson I Learned</i>	28
READING AND VOCABULARY	29
Reading: "My Fault" by Hoang Vo	29
Vo was a student in an ESL class when he wrote this piece. He writes about an unforgettable memory in which he blamed his friend for breaking a valuable vase.	
Building Vocabulary: Recognizing Noun Suffixes	30
WRITING: NARRATION	32
Focusing on a Controlling Idea	32
Supporting the Main Point with an Incident	35
Giving Background Information	35
Organizing by Chronological Order	36
Writing Assignment 1	37

COMPOSITION SKILLS	39
Connecting Words for Narration	39
Developing Grammar Skills: Simple Past, Past Continuous, <i>Used to/Would</i>	41
Editing: Simple Past, Past Continuous, <i>Used to IWould</i>	41
WRITING	42
Choosing a Point of View	42
Writing Assignment 2	43
MORE READING AND WRITING	45
Reading: From "Wings of the Morning" by Orestes Lorenzo	45
Lorenzo was born in Cuba in 1956. Disillusioned with communism, he decided to escape to the United States. In December 1992, he flew a MiG-23 plane from Cuba to a naval air station near Key West, Florida. He describes the events that happened just after he landed his plane at the naval air base.	
Topics for Discussion or Writing	46
Connect to the Internet	47
 Chapter 3	
Description:	
Memorable Places	48
GETTING STARTED	49
Responding to Images	49
Journal Writing: <i>A Special Place</i>	50
READING AND VOCABULARY	50
Reading: "Our Cottage" by Renata Strakova	50
Strakova wrote this essay when she was a student in an ESL class. In it, she describes her-beautiful and peaceful vacations at her family's cottage.	
Building Vocabulary: Using Synonyms and Antonyms	52
WRITING: PAST DESCRIPTION	53
Focusing on a Dominant Impression	53
Supporting with Specific Details	54
Organizing by Spatial Arrangement	57
WRITING ASSIGNMENT 1	59
v	
COMPOSITION SKILLS	61
Prepositions of Place and Direction	61
Developing Grammar Skills: Simple Present, Simple Past, <i>There + be</i> , Subject-Verb Agreement, Order of Adjectives	62
Editing: Verb Tense, <i>There + be</i> , Subject-Verb Agreement, Order of Adjectives. .	62

WRSTHJG: PRESENT DESCRIPTION	63
Writing Assignment 2	64
MORE READING AND WRITING	66
Reading: From "Wild Swans: Three Daughters of China" by Jung Chang	66
In this reading, Chang describes the middle school she attended in Sichuan province, China, in 1964, when she was 12 years old.	
Topics for Discussion or Writing	67
Connect to the Internet	68
Chapter 4 Analyzing Reasons: Human Behavior	69
GETTING STARTED	70
Responding to Images	70
Journal Writing: <i>A Person I Admire</i>	71
READING AND VOCABULARY	71
Reading: From "A Celebration of Teachers" by Kristin Hunter	71
Hunter writes about her aunt, a teacher who influenced her and whom she admired.	
Building Vocabulary: Keeping a Vocabulary Notebook	72
WRITING: ANALYZING REASONS	74
Supporting the Main Idea with Details	74
Supporting Generalizations with Examples	76
Organizing into Major Points	77
Writing Assignment 1	78
COMPOSITION SKILLS	79
Connecting Words to Indicate Examples	79
Connecting Words to Indicate Reasons or Causes	80
Pronoun Consistency	81
Developing Grammar Skills: Present Perfect, Tense Consistency, Adjective Clauses	83
Editing: Present Perfect, Tense Consistency, Adjective Clauses, Subject-Verb Agreement	83
WRITING	84
Outlining	84
Writing Assignment 2	86

MORE READING AND WRITING	87
Reading: "Teenagers and Stress" by David Inman	87
In this article, high school teens discuss various sources of stress in their lives and the effect stress has on them.	
Topics for Discussion or Writing	89
Connect to the Internet	89
Chapter 5	
Analyzing a Process:	
Living on the World Wide Web	90
GETTING STARTED	91
Responding to Images	91
Journal Writing: <i>Processes Then and Now</i>	91
READING AND VOCABULARY	92
Reading: "You a Blogger? Why Not?"	92
Building Vocabulary: Understanding Prefixes	94
WRITING: PROCESS	95
Analyzing a Process	95
Support for a Process	95
Be aware of your audience.	96
Give all the necessary steps in the process.	96
Explain or describe the materials or equipment required.	96
Warn the reader of difficulties.	96
Give details and examples to make the process clear and interesting.	96
Focusing on a Main Idea	97
Introducing the Process	98
Organizing by Chronological Order	99
COMPOSITION SKILLS	101
Connecting Words for Process	101
Developing Grammar Skills: Passive Voice, Gerunds and Infinitives	103
Editing: Passive Voice, Gerunds and Infinitives	104
Writing Assignment 1	104

MORE READING AND WRITING	106
Reading: "Map Your Tongue" by Eric Haseltirie	106
This article about the different types of taste buds in your mouth was published in the magazine <i>Discover</i> .	
Topics for Discussion and Writing	108
Connect to the Internet	108
Chapter 6 Comparing and Contrasting: Education	109
GETTING STARTED	no
Responding to Images	no
Journal Writing: <i>Choosing a School</i>	110
READING AND VOCABULARY	111
Reading: Letters to the Editor	111
Building Vocabulary: Recognizing Suffixes	113
WRITING: COMPARISON AND CONTRAST	115
Establishing a Controlling Idea	115
Choosing Bases of Comparison	116
Organizing by Points of Comparison	117
Writing Assignment 1	118
COMPOSITION SKILLS	119
Connecting Words for Comparison and Contrast	119
Developing Grammar Skills: Comparative Forms, Correlative Conjunctions, Run-on Sentences, Comma Splice	124
Editing: Comparative Forms, Correlative Conjunctions, Run-on Sentences, Comma Splice	125
WRITING	126
' Contrasting <i>Then and Now</i>	126
Organizing by Subjects	127
WRITING ASSIGNMENT 2	128

MORE READING AND WRITING	129
Reading: "Literacy Around the World"	129
These accounts were written by three adults who recently became literate.	
They appeared in various publications and were circulated by UNESCO.	
The adults describe how their lives changed since they learned how to read.	
Topics for Discussion or Writing	131
Connect to the Internet	132
Chapter 7 Classifying:	
The Media	133
GETTING STARTED	134
Responding to Images	134
Journal Writing: <i>Television Shows</i>	135
READING AND VOCABULARY	135
Reading: "A Reading Wasteland"	13
Building Vocabulary: Distinguishing Between Formal and Informal Vocabulary	137
WRITING: CLASSIFYING	138
Finding a Principle of Classification	138
Introducing a Category with a Topic Sentence	143
Developing Grammar Skills: Parallel Structure	144
Editing: Parallel Structure, Tense Continuity, Subject-Verb Agreement	144
Supporting the Categories	145
COMPOSITION SKILLS	146
Connecting Words for Classification	146
Repeating Key Ideas	148
Writing Assignment 1	151
MORE READING AND WRITING	152
Reading: "What's in a Name?"	152
Topics for Discussion and Writing	154
Connect to the Internet	155

Chapter 8	Introduction to the Essay: Technology	156
GETTING STARTED		157
	Responding to Images	157
	Journal Writing: <i>The Effects of Technological Change</i>	157
READING AND VOCABULARY		158
	Reading: "Tell-All Generation Learns to Keep Things Offline" by Laura M. Holson	158
	In this article, the author reports on how young people are becoming more careful about sharing personal information on the Internet.	
	Building Vocabulary: Guessing Meaning from Context	160
WRITING: INTRODUCTION TO THE ESSAY		162
	Evaluating Effects *	162
	From Paragraph to Essay ,	163
	The Thesis Statement	166
	The Introduction	168
	The Support	170
	The Conclusion	170
	Writing Assignment 1	172
COMPOSITION SKILLS		173
	Connecting Words Between Paragraphs	173
	Developing Grammar Skills: Adverb Clauses of Result, Reduced Adverb Clauses of Time and Causes	174
	Editing: Adverb Clauses of Result, Reduced Adverb Clauses, Verb Tensej Passive Voice	174
WRITING: OUTLINING AN ESSAY *		175
	Writing Assignment 2	177
MORE READING AND WRITING		179
	Reading: "Roombas Fill an Emotional Vacuum for Owners"	179
	Topics for Discussion and Writing	180
	Connect to the Internet	181

Appendices	182
APPENDIX 1: PREWRITING STRATEGIES	184
Brainstorming	184
Drawing a Sketch	184
Freewriting	185
Making a Venn Diagram	186
Clustering	187
APPENDIX 2: DEVELOPING GRAMMAR SKILLS	188
Adjectives	188
Order of Adjectives	188
Adverbials ,	189
Adverbs of Time and Sequence	189
Prepositions in Time Expressions	190
Articles . .	191
The Indefinite Article: <i>a, an, some</i>	191
The Definite Article: <i>the</i>	192
Clauses	194
Independent Clauses	194
Dependent Clauses	195
Adverb Clauses of Time	197
Adverb Clauses of Result	198
Reduced Adverb Clauses	200
i Adjective Clauses" *	201
Comparative Forms	203
Comparative Adjectives and Adverbs ,	203
{not) <i>as ... as</i> ^	205
Connecting Words	206
* "Coordinating Conjunctions	206
Correlative Conjunctions	207
Transition Words and Phrases	208
Gerunds and Infinitives	210
Gerunds as Subjects	210
Gerunds as Objects of Prepositions	215

Passive Voice	215
Changing from Active to Passive	216
Uses of the Passive Voice	216
Sentence Structure	217
<i>There + be</i>	217
Sentence Fragments	219
Run-On Sentences	221
Comma Splices	221
Subject-Verb Agreement	223
Parallel Structure	226
Verbs Forms and Tenses	227
Simple Present	227
Simple Past	229
Past Perfect	229
Past Progressive	230
<i>Used to and Would</i>	232
Present Perfect	233
Time Words with the Present Perfect and Simple Past	234
Placement of Adverbs	235
Consistency of Verb Tenses	236
APPENDIX 3: MECHANICS	239
The Period	239
The Comma	239
The Semicolon ' ~ ' ~ " • '	240
Capitalization	240
APPENDIX 4: IRREGULAR VERB FORMS	242
APPENDIX 5: ANSWERS TO EDITING EXERCISES	245
INDEX -	249
CREDITS	253