

WORDSMITH

Fifth Edition

A GUIDE TO
PARAGRAPHS &
SHORT ESSAYS

PAMELA ARLOV

Checklist for Revision

The Topic Sentence

- ✓ Does the paragraph have a topic sentence that clearly states the main idea of the entire paragraph?
- ✓ Is the topic sentence the first or second sentence in the paragraph?

The Supporting Sentences

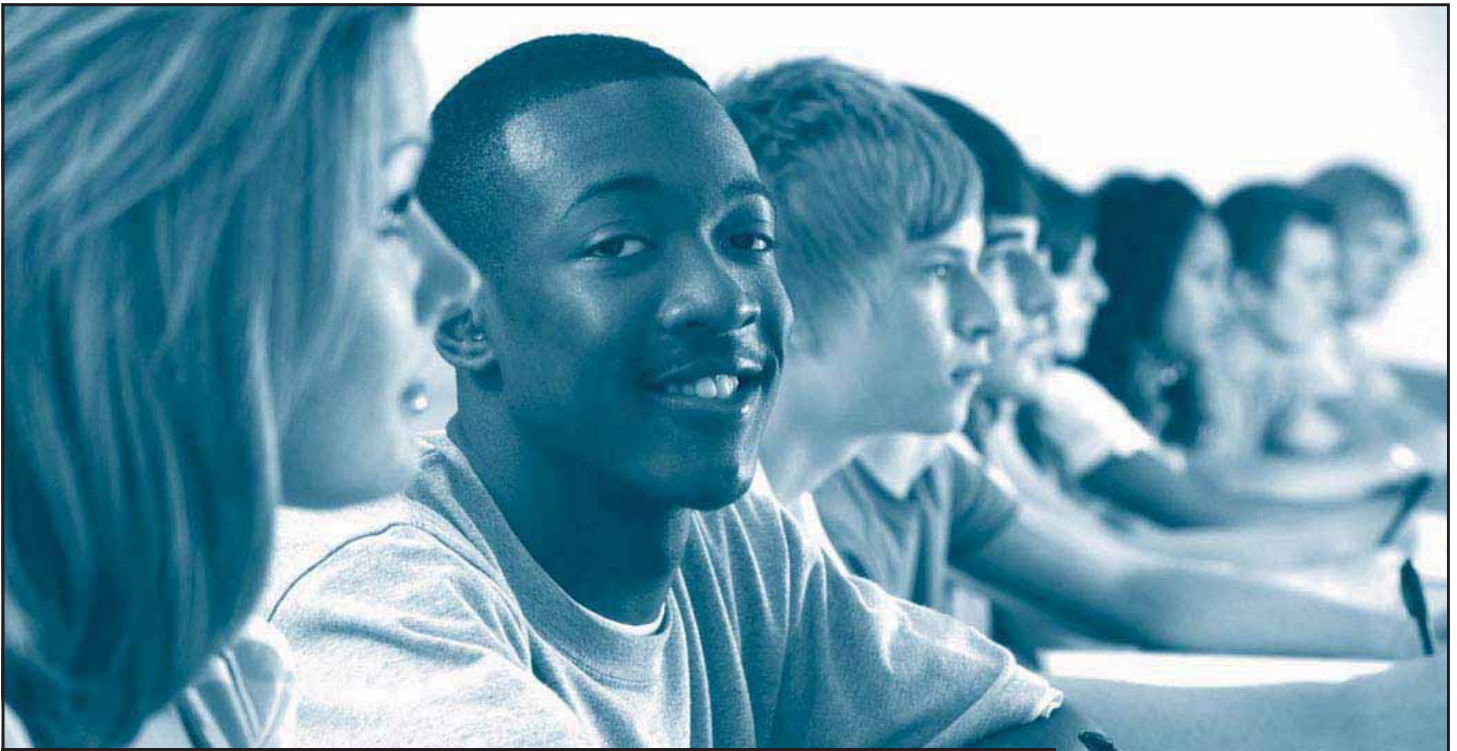
- ✓ Does each sentence of the paragraph support the topic sentence?
- ✓ Do your examples and explanations provide specific detail to support the topic sentence?
- ✓ Is each point you raise adequately explained and supported?

The Ending

- ✓ Is the last sentence satisfying and final-sounding?
- ✓ Does the last sentence serve as a summary or closing sentence for the entire paragraph?

Checking Coherence

- ✓ Is the order of ideas clear and logical?
- ✓ Are transitional words used effectively?



Why Do You Need This New Edition?

If you're wondering why you should buy this new edition of *Wordsmith: A Guide to Paragraphs and Short Essays*, Fifth Edition, here are six good reasons!

1. **Build Confidence and Creativity with Informal Writing Assignments.** Each of the writing modes chapters (Chapters 7, 8, and 9) contains new impromptu writing assignments called *Small Scrawls*. Designed to be completed in one sitting, *Small Scrawls* will help you become quicker and more fluid in your writing.
2. **Recognize Formal and Informal Situations and Write Appropriately for Both.** When you speak, you naturally shift between formal and informal language, depending on the situation. Chapter 25, Word Choice, has been updated to help you fine tune that skill and to recognize categories of word choice that are generally not appropriate for college writing, such as slang, text-speak, and more.
3. **Write Persuasively.** Arguing effectively and writing persuasively are essential skills not only for college writing

but also for the writing you will do in your career and throughout your life. This edition of *Wordsmith* includes an updated section on argument in Chapter 9, Examining Logical Connections.

4. **Explore New Topics in Two New Readings.** The readings section has been updated with two new essays on hot topics in today's culture.
5. **Enjoy Reading Your Textbook.** A conversational tone and real-world examples make reading and completing your assignments less tedious. Concise instruction tells you what you need to know in a straightforward manner, making it easier for you to absorb even the most challenging lessons. New exercises, visuals, and chapter openers throughout the text bring the material to life and add humor to the text.
6. **Master Chapter Content with Chapter Goals and Integrated MyWritingLab Prompts.** Each chapter in *Wordsmith* now opens with a chapter goal and ties in to the most powerful online writing tool on the planet, Pearson's MyWritingLab (www.mywritinglab.com). Now you can truly grasp chapter content and test your understanding of that content with MyWritingLab in a more meaningful way.

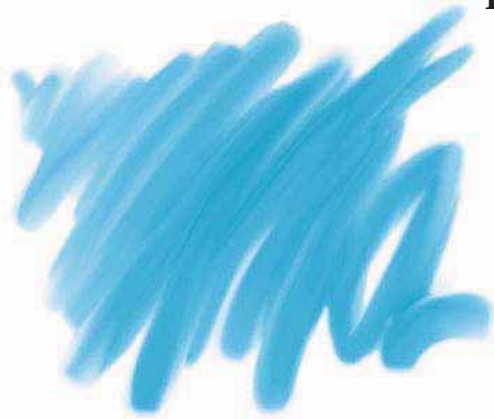
PEARSON

ANNOTATED INSTRUCTOR'S EDITION

Wordsmith

A Guide to Paragraphs and Short Essays

Fifth Edition



Pamela Arlov

Macon State College

PEARSON

Boston Columbus Indianapolis New York San Francisco Upper Saddle River
Amsterdam Cape Town Dubai London Madrid Milan Munich Paris Montreal Toronto
Delhi Mexico City Sao Paulo Sydney Hong Kong Seoul Singapore Taipei Tokyo

ISBN 1-256-69932-2

Senior Acquisitions Editor: Matthew Wright
Development Editor: Erin Reilly
Marketing Manager: Kurt Massey
Supplements Editor: Amanda Dykstra
Media Project Manager: Rob St. Laurent
Associate Managing Editor: Bayani Mendoza de Leon
Production/Project Manager: Raegan Keida Heerema

Project Coordination, Text Design, and Electronic Page Makeup: Laserwords
Cover Designer/Manager: Nancy Danahy
Manufacturing Manager: Mary Ann Gloriande
Printer/Binder: Edwards Brothers
Cover Printer: Lehigh-Phoenix Color/Hagerstown

To my husband, Nick,
with all my love.

This book was set in 10.5/12.5 Palatino.

Credits and acknowledgments borrowed from other sources and reproduced, with permission, in this textbook appear on page 519.

Copyright © 2012, 2010, 2007, 2004 by Pearson Education, Inc.

All rights reserved. Manufactured in the United States of America. This publication is protected by Copyright, and permission should be obtained from the publisher prior to any prohibited reproduction, storage in a retrieval system, or transmission in any form or by any means, electronic, mechanical, photocopying, recording, or likewise. To obtain permission(s) to use material from this work, please submit a written request to Pearson Education, Inc., Permissions Department, 1 Lake St., Upper Saddle River, NJ 07458, or you may fax your request to 201-236-3290.

10 9 8 7 6 5 4 3 2 1—EB—14 13 12 11

PEARSON

www.pearsonhighered.com

Student ISBN-13: 978-0-205-06023-8

ISBN 10: 0-205-06023-4

Annotated Instructor's Edition ISBN-13: 978-0-205-24437-9

ISBN-10: 0-205-24437-8

ISBN 1-256-69932-2

Contents

Preface xv

PART 1 Composition 1

Chapter 1 The Writing Process 1

- The Writing Process 3
 - Prewriting 3
 - Planning 3
 - Drafting 3
 - Revising 4
 - Proofreading 4
 - An Important Point 4
 - The Writing Process: Stephanie's Paragraph 5
 - Writing for Right-Brained Writers 10

Chapter 2 Preparing to Write 13

- Prewriting 14
- Prewriting Methods 15
 - Brainstorming 15
 - Freewriting 16

- Invisible Writing: A Computer Technique 17
- Clustering 17
- Outlining 19
- Journal Writing 20
- The Progressive Writing Assignment 21

Chapter 3 Writing Paragraphs: Topic Sentences 24

- Characteristics of an Effective Paragraph 25
- Direction: Shaping the Topic Sentence of a Paragraph 26
- Progressive Writing Assignment 34

Chapter 4 Writing Paragraphs: Support 36

- Characteristics of an Effective Paragraph 37
- Support: Using Specific Detail 38
 - The Difference Between Topic Sentences and Supporting Sentences 38
 - Recognizing Specific Detail 39

v

- Using Specific Words 41
- Making Sentences Specific 49
- Progressive Writing Assignment 54

Chapter 5 Writing Paragraphs: Unity and Coherence 55

- Characteristics of an Effective Paragraph 55
- Unity: Sticking to the Point 57
- Coherence: Holding the Paragraph Together 61
- Progressive Writing Assignment 68

Chapter 6 Revising, Proofreading, and Formatting 70

- Revising 71
 - Checklist for Revision 72
- Proofreading 75
 - The Top-Down Technique 75
 - The Bottom-Up Technique 75
 - The Targeting Technique 76
 - Proofreading the Computer-Generated Paragraph 76
- Formatting 78
 - Handwritten Documents 78
 - Computer-Generated Documents 79
- Progressive Writing Assignment 80

Chapter 7 Showing and Telling: Description, Narration, and Example 81

- Description, Narration, and Example in Action 82
 - Laying the Groundwork for Descriptive Writing 85
- Description 86
 - Sense Impressions 86
 - Spatial Order 89

- Establishing a Dominant Impression 90
 - Wordsmith's Corner: Sample Descriptive Paragraphs 92
- Topics for Practicing Descriptive Writing 94
- Narration 96
 - Laying the Groundwork for Narrative Writing 96
 - Steps to Writing a Successful Narrative 97
 - Wordsmith's Corner: Sample Narrative Paragraphs 99
- Topics for Practicing Narrative Writing 101
- Examples 102
 - Laying the Groundwork for Writing Using Examples 103
 - The Short Example 103
 - The Sentence-Length Example 104
 - The Extended Example 106
 - Wordsmith's Corner: Paragraphs Developed by Example 107
- Topics for Practicing Writing with Examples 109
- Topics for Combining Methods of Development 111
- Real-World Assignments 112

Chapter 8 Limiting and Ordering: Definition, Classification, and Process 114

- Definition, Classification, and Process 114
- Definition, Classification, and Process in Action 115
- Definition 118
 - Laying the Groundwork for Writing a Definition 119
 - Setting Up Your Definition Paragraph 119
 - Wordsmith's Corner: Sample Definition Paragraphs 121
- Topics for Practicing Definition 123
- Classification 125

Laying the Groundwork for Classification	126
Establishing a Basis for Classification	126
Wordsmith's Corner: Sample Classification Paragraphs	129
Topics for Practicing Classification Process	131
Laying the Groundwork for Process Writing	133
Organizing the Process Paper	134
Wordsmith's Corner: Sample Process Paragraphs	134
Topics for Practicing Process Writing	136
Topics for Combining Methods of Development	138
Real-World Assignments	139

Chapter 9 Examining Logical Connections: Comparison- Contrast, Cause-Effect, and Argument 141

Comparison-Contrast, Cause-Effect, and Argument in Action	143
Comparison-Contrast	145
Laying the Groundwork for Comparison and Contrast	145
Setting up a Comparison-Contrast Paragraph	146
Wordsmith's Corner: Sample Comparison-Contrast Paragraphs	149
Topics for Practicing Comparison-Contrast Writing	151
Cause and Effect	153
Laying the Groundwork for Cause-Effect Writing	154
Identifying Causes and Effects	155
Wordsmith's Corner: Sample Cause-Effect Paragraphs	155
Topics for Practicing Cause and Effect Writing	158
Argument and Persuasion	159

Aristotle's Influence on Argument and Persuasion	160
Signs of Flawed Logic in Argument	161
Laying the Groundwork for Writing Argument and Persuasion	163
Taking Sides	164
Will You Change Anyone's Mind?	165
Wordsmith's Corner: Sample Argument and Persuasion Paragraphs	166
Topics for Practicing Argument and Persuasion	168
Topics for Combining Methods of Development	169
Real-World Assignments	170

Chapter 10 Writing an Essay 172

Parts of an Essay	173
Sample Essay	175
Meeting the Challenge of Essay Writing	176
Characteristics of an Effective Essay	176
Writing the Essay	176
Providing Direction: Writing the Thesis Statement	177
Getting Started: Introducing the Essay	179
The Body Paragraphs: Unity	181
The Body Paragraphs: Support	183
The Body Paragraphs: Coherence	185
A Graceful Exit: The Conclusion	186
Wordsmith's Corner: Sample Essays	187
Topics for Writing Essays	190
Checklist for Revision	193

Chapter 11 Writing Summary Reports 194

Writing a Summary Report	195
Five Steps in Writing an Article Summary	195

Step 1: Choose a Topic and Find Sources of Information	196
Step 2: Evaluate Sources of Information	197
Step 3: Read Your Article Thoroughly	198
Step 4: Draft Your Paper	199
Step 5: Format, Proofread, and Cite Your Source	200
Paraphrasing: An Essential Skill	200
Using Documentation Styles	205
Why Use a Documentation Style?	205
Brief Guide to the APA (American Psychological Association) Style	206
Formatting Your Paper	206
Preparing the Title Page	207
Referencing Sources within Your Paper	207
The References List	208
Brief Guide to the MLA (Modern Language Association) Style	210
Formatting Your Paper	210
Referencing Sources within Your Paper	210
The Works Cited List	211
A Model Summary Report	212
Summary Report Assignments	219

PART 2 Grammar 220

Chapter 12 Verbs and Subjects 220

Action and Linking Verbs	220
Action Verbs	221
Linking Verbs	221
Recognizing Verbs and Subjects	223
Finding the Verb	223
Finding the Subject	225
Recognizing Prepositional Phrases	226

Regular and Irregular Verbs	228
Puzzling Pairs	231
Review Exercises	234

Chapter 13 Subject–Verb Agreement 238

The Basic Pattern	238
Problems in Subject-Verb Agreement	242
Prepositional Phrase between the Subject and the Verb	242
Indefinite Pronouns as Subjects	243
Subject Following the Verb	244
Compound Subjects	245
Review Exercises	248

Chapter 14 Verb Shifts 252

Shifts in Tense	253
Avoiding Unnecessary Tense Shifts	253
Active Voice and Passive Voice	255
Uses of Active Voice and Passive Voice	258
Writing Sentences in Active Voice and Passive Voice	258
Correcting Shifts in Voice	260
Review Exercises	261

Chapter 15 Coordination and Subordination 267

Writing Effective Sentences	267
Connecting Ideas through Coordination	268
Comma and FANBOYS	268
Semicolon and Joining Word	269
Connecting Ideas through Subordination	271
Creating Emphasis through Subordination	274
Review Exercises	275

Chapter 16 Run-on Sentences 280

- What Is a Run-on Sentence? 280
- Correcting Run-ons 282
 - Method 1: Period and Capital Letter 282
 - Method 2: Comma and FANBOYS Conjunction 283
 - Method 3: Semicolon 284
 - Method 4: Semicolon and Joining Word 285
 - Method 5: Dependent Word 286
 - Review Exercises 289

Chapter 17 Sentence Fragments 294

- What Is a Sentence Fragment? 294
 - Dependent Clause Fragments 295
 - Verbal Phrase Fragments (*to*, *-ing*, and *-ed*) 296
 - Missing-Subject Fragments 300
 - Example and Exception Fragments 302
 - Prepositional Phrase Fragments 303
 - Review Exercises 304

Chapter 18 Pronoun Case 310

- Subject and Object Pronouns 310
 - Subject Pronouns 311
 - Object Pronouns 313
- Intensive and Reflexive Pronouns 314
 - Intensive Pronouns 314
 - Reflexive Pronouns 314
 - Problems with Intensive and Reflexive Pronouns 315
- Using *Who* and *Whom* 316
 - The Substitution Method for *Who* and *Whom* 316
 - Who* and *Whom* in Questions 318

- Who* and *Whom* after Prepositions 318
- Review Exercises 320

Chapter 19 Pronoun Agreement, Reference, and Point of View 324

- Pronoun Agreement 325
 - Problems in Pronoun Agreement 326
 - Pronouns and Gender Fairness 328
- Pronoun Reference 330
 - Pronoun Reference Problem: No Antecedent 330
 - Pronoun Reference Problems with *This* 331
- Pronoun Point of View 333
 - Review Exercises 334

Chapter 20 Adjectives, Adverbs, and Articles 340

- Adjectives 341
 - Adjective Forms: Positive, Comparative, and Superlative 341
- Adverbs 344
 - Puzzling Pairs 347
- Articles 349
 - Using *A* and *An* 349
 - Review Exercises 351

Chapter 21 Parallel Structure 354

- Review Exercises 357

Chapter 22 Misplaced and Dangling Modifiers 362

- Misplaced Modifiers 363
- Dangling Modifiers 365
 - Review Exercises 367

Chapter 23 Capital Letters 371

- Capital Letters to Begin Sentences 371
- Capitalization of Words Referring to Individuals 372
 - Names and the Pronoun *I* 372
 - Family Relationships 372
 - Professional Titles 373
- Capitalization of Words Referring to Groups 373
 - Religions, Geographic Locations, Races, and Nationalities 373
 - Organizations, Businesses, and Agencies 374
- Capitalization of Words Referring to Time and Place 375
 - Months, Days, Holidays, and Seasons 375
 - Place Names 375
- Capitalization of Words Referring to Things and Activities 377
 - School Subjects 377
 - Titles 377
 - Consumer Products 377
 - Abbreviations 378
 - Review Exercises 378

Chapter 24 Words Commonly Confused 382

- Words Commonly Confused 382
- Review Exercises 387

Chapter 25 Word Choice 391

- Slang and Textspeak 392
- Clichés 394
- Wordiness 395
 - Review Exercises 398

Chapter 26 Commas 404

- Commas to Set Off Introductory Words, Phrases, and Clauses 405
- Commas to Join Items in a Series 405
- Commas to Join Independent Clauses 407
- Commas around Interrupters 408
- Commas with Direct Quotations 409
- Commas in Names and Dates 410
 - Review Exercises 411

Chapter 27 Other Punctuation 416

- End Punctuation: Period, Question Mark, and Exclamation Point 417
 - The Period 417
 - The Question Mark 417
 - The Exclamation Point 418
- The Semicolon 419
 - Semicolon to Join Independent Clauses 419
 - Semicolon to Join Items in a List 419
- Colons and Dashes: Formal and Informal Punctuation 420
 - The Colon 420
 - The Dash 421
- Parentheses: Tools of Understatement 422
 - Review Exercises 423

Chapter 28 Apostrophes 427

- Apostrophes in Contractions 427
- Apostrophes to Show Possession 429
 - Making Nouns Possessive 429
 - Distinguishing Possessives from Simple Plurals 431
- Possessive Forms of Pronouns 432
- Proofreading for Apostrophe Errors 433
- Review Exercises 435

Chapter 29 Quotation Marks 439

- Quotation Marks to Signal Quotations 440
 - Direct Quotations 440
 - Indirect Quotations 442
- Quotation Marks, Italics, and Underlining to Set Off Titles 444
- Review Exercises 446

Grammar Review: Five Editing Exercises 450

PART 3 Readings 457

- Action Hero*, Rulon Openshaw 457
- A Generation of Slackers? Not So Much*, Catherine Rampell 462

- Setting Boundaries*, Cara DiMarco 468
- How's the Day Treating You? Your Teller Wants to Know*, Ann Bancroft 473
- Barbie Madness*, Cynthia Tucker 478
- Living at Warp Speed*, Michael Ashcraft 483
- Recipe for a Sick Society*, Donna Britt 488
- Don't Blame Me! The New "Culture of Victimization,"* John J. Macionis 493
- One for the Books*, Rheta Grimsley Johnson 499
- Civil Rites*, Caroline Miller 503
- Conversational Ballgames*, Nancy Masterton Sakamoto 508
- I Wonder: Was It Me or Was It My Sari?* Shoba Narayan 514

Credits 519

Index 523

List of Readings by Rhetorical Mode

Description

- Action Hero*, Rulon Openshaw 457
Barbie Madness, Cynthia Tucker 478
I Wonder: Was It Me or Was It My Sari?
Shoba Narayan 514

Narration

- Action Hero*, Rulon Openshaw 457
*How's the Day Treating You? Your Teller
Wants to Know*, Ann Bancroft 473
Civil Rites, Caroline Miller 503
I Wonder: Was It Me or Was It My Sari?
Shoba Narayan 514

Example

- A Generation of Slackers? Not So Much*,
Catherine Rampell 462
Setting Boundaries, Cara DiMarco 468
*How's the Day Treating You? Your Teller
Wants to Know*, Ann Bancroft 473

- Living at Warp Speed*, Michael
Ashcraft 483
One for the Books, Rheta Grimsley
Johnson 499
Civil Rites, Caroline Miller 503

Definition

- Setting Boundaries*, Cara DiMarco 468

Classification

- Don't Blame Me! The New
"Culture of Victimization,"* John J.
Macionis 493

Process

- Setting Boundaries*, Cara DiMarco 468
Recipe for a Sick Society,
Donna Britt 488
Conversational Ballgames,
Nancy Masterton Sakamoto 508

Comparison–Contrast

- A Generation of Slackers? Not So Much*,
Catherine Rampell 462
- Conversational Ballgames*,
Nancy Masterton Sakamoto 508

Cause–Effect

- How’s the Day Treating You?*
Your Teller Wants to Know,
Ann Bancroft 473
- Living at Warp Speed*, Michael
Ashcraft 483
- Don’t Blame Me! The New*
“Culture of Victimization,” John J.
Macionis 493

- I Wonder: Was It Me or Was It My Sari?*
Shoba Narayan 514

Argument

- A Generation of Slackers? Not So Much*,
Catherine Rampell 462
- How’s the Day Treating You?*
Your Teller Wants to Know,
Ann Bancroft 473
- Barbie Madness*, Cynthia Tucker 478
- Recipe for a Sick Society*, Donna
Britt 488
- One for the Books*, Rheta Grimsley
Johnson 499

List of Readings by Subject

Self-Examination

- Action Hero*, Rulon Openshaw 457
Setting Boundaries, Cara DiMarco 468

Society and Civilization

- A Generation of Slackers? Not So Much*,
Catherine Rampell 462
*How's the Day Treating You? Your Teller
Wants to Know*, Ann Bancroft 473
Barbie Madness, Cynthia Tucker 478
Living at Warp Speed, Michael
Ashcraft 483

Recipe for a Sick Society, Donna
Britt 488

*Don't Blame Me! The New
"Culture of Victimization,"* John J.
Macionis 493

Civil Rites, Caroline Miller 503

Language and Education

One for the Books, Rheta Grimsley
Johnson 499

Conversational Ballgames,
Nancy Masterton Sakamoto 508

Preface

Thank you for choosing *Wordsmith: A Guide to Paragraphs and Short Essays* as your textbook. Whether you are teaching from this text or learning from it, it is my hope that you will enjoy its simplicity. Writing itself is a remarkably complex process that incorporates the personality and experience of each writer and each reader. It also requires adherence to agreed-upon rules of grammar, punctuation, and form. Therefore, I have tried to make this book simple in its structure, straightforward in its language and presentation, and easy to use for both instructors and students.

Updates to the Fifth Edition

Several changes have been made in the fifth edition of *Wordsmith: A Guide to Paragraphs and Short Essays*:

- Each chapter is now preceded by new learning goals to help students and instructors alike see what the chapter is intended to accomplish before they begin work in it.
- In response to requests for more informal writing assignments, each of the writing modes chapters (Chapters 7, 8, and 9) now contains several impromptu writing assignments called *Small Scrawls*. These assignments, intended to be completed in one sitting, inspire students' confidence and creativity as well as help them become quicker and more fluid in their writing.

- The section on argument in Chapter 9, Examining Logical Connections, has been strengthened with new coverage of ethos, pathos, and logos and identifying flawed arguments.
- Because so many instructors and students find MyWritingLab to be an invaluable supplement, MyWritingLab prompts have been added throughout the text to help instructors and students easily access additional course materials.
- Chapter 25, Word Choice, has been updated with a new section on eliminating the more informal constructions spawned by texting and the Internet.
- The Readings section has been updated with two new essays. Catherine Rampell's "A Generation of Slackers? Not So Much" explores the generation gap and contributions of the millennial generation now coming of age. Ann Bancroft's "How's the Day Treating You? Your Teller Wants to Know" looks at the issue of forced courtesy in our culture.
- An annotated instructor's edition is available with answers for most exercises in the text.
- There is little throughout the fifth edition that has not been re-examined and revised. For example, the coverage of APA style has been updated to meet the 2009 guidelines, new content on keeping thesis points parallel has been included in Chapter 3, and many new images and exercises have been added throughout the text.

Features of *Wordsmith: A Guide to Paragraphs and Short Essays*

- The three-part layout allows the freedom to mix and match the writing chapters, grammar chapters, and readings.
- A structured yet flexible approach to writing encourages clarity and creativity.
- A direct, conversational, student-friendly approach is used throughout.
- Lighthearted chapter openings promote a positive and playful approach to learning.

Part 1 Composition

Part 1, "Composition," takes the paragraph as its primary focus but provides an extensive chapter (Chapter 10) on the five-paragraph essay and a chapter (Chapter 11) on the summary report. The book begins with an overview of the

writing process (Chapter 1), followed by a chapter on prewriting (Chapter 2). Planning and drafting, the next two steps in the writing process, are discussed in Chapters 3, 4, and 5. Chapter 6 deals with revising and proofreading.

Chapters 7, 8, and 9 present methods of development. I have sacrificed some flexibility by grouping the methods, so let me explain why. The first reason is philosophical. I believe it is more realistic to group the modes since they are seldom used in isolation in “real-world” writing. Modes with a similar purpose are grouped together, and the optional “Mixed Methods” assignments at the end of the chapter show how the modes can be used together in a single piece of writing. The second reason for grouping modes is more practical. I have found that, no matter how hard I try, it is not possible to cover nine rhetorical modes in one term. Grouping them allows me to assign a chapter containing three modes and then deal with only one or two in depth. If all three rhetorical modes chapters are assigned, students are exposed to all nine modes even if they practice only a few.

Part 2 Grammar

Part 2, “Grammar,” can be used in a variety of ways: with direct in-class instruction, in a lab setting, as a supplement, or for independent study. Part 2 also works well for instructors who want to address more difficult grammar topics in class while assigning easier material or review material for independent study.

In the grammar chapters, explanations are clear, and each topic is taken one skill at a time, with numerous practice exercises for each skill. At the end of each chapter are review exercises in increasing order of difficulty, ending with a paragraph-length editing exercise.

Part 3 Readings

Part 3, “Readings,” offers essays written by professional writers. In any craft, the works of accomplished artisans can inspire the apprentice. These essays model writing at its best: entertaining, challenging, and thought provoking. Each reading is followed by a comprehension exercise that includes questions about content, questions about the writer’s techniques, and related topics for discussion and writing. Diversity in authorship, subject matter, and rhetorical method is emphasized.

Instructor Resources

Annotated Instructor’s Edition. The AIE is a replica of the student text that includes the answers to the exercises. ISBN: 0-205-24437-8.

Instructor's Resource Manual. The Instructor's Resource Manual contains additional sample syllabi, a student answer key, and two chapter tests for each of the 29 chapters in the text. For each chapter, there is one short answer and one multiple-choice test for instructors to choose from. There is also a grammar pre-test and post-test. Additional chapter-specific assignments and teaching tips provided by Pamela Arlov are included as well. The Instructors Resource Manual is available for download at Pearson's Instructor Resource Center, which can be accessed by going to www.pearsonhighered.com. ISBN: 0-205-23556-5.

PowerPoint Presentation. A presentation for each chapter, which is structured around the chapter learning goals, can be downloaded at Pearson's Instructor Resource Center. You can use these presentations as is or edit them to suit your lecturing style.

Student Resources

MyWritingLab: Where Better Practice Makes Better Writers **www.mywritinglab.com**

How do you improve your writing skills? MyWritingLab is an online learning system that provides better writing practice through diagnostic assessment and progressive exercises. With this better practice model, students develop the skills needed to become better writers.

- *Diagnostic Testing:* MyWritingLab's diagnostic test comprehensively assesses student skills in grammar. Students are given an individualized learning path based on the diagnostic's results, identifying the modules in areas where they most need help.
- *Progressive Learning:* The heart of MyWritingLab is the progressive learning that takes place as students review media and complete the various exercises within each topic. Students move from literal comprehension, to critical understanding, to the ability to demonstrate a skill in their own writing. This progression of critical thinking, not available in any other online resource, enables students to truly master the skills and concepts they need to become successful writers.
- *Online Gradebook:* All student work in MyWritingLab is captured in the Online Gradebook. Students can monitor their own progress through reports detailing scores on all of the exercises in the course. It also shows which topics students have mastered. Instructors have detailed reports, such as class summaries, that track the progress of their entire class and show individual student detail, as well as topical views and alerts.
- *EText:* The *Wordsmith* etext is accessed through MyWritingLab. Students now have the etext at their fingertips while completing the various exercises

and activities within MyWritingLab. Students can highlight important material in the eText, tab areas they want to refer to again, and add notes to any section for reflection and/or further study throughout the semester.

MyWritingLab access codes can be packaged with the text. To order, please use ISBN: 0-205-87998-5.

For a complete list of additional supplements to package with the text, including dictionaries, a thesaurus, a grammar or editing workbook, and readers, contact your Pearson sales representative, or visit us at www.pearsonhighered.com.

Acknowledgments

I could not have written this book without the help, support, and collaboration of a great many people. I owe thanks to all the staff at Pearson, particularly Matthew Wright, Senior Acquisitions Editor, who is a joy to work with and who has given me some great opportunities; and Erin E. Reilly, Development Editor, who has done so much for this edition of the book that I cannot imagine how I ever did the previous editions without her. I owe a debt of gratitude to Raegan Heerema, Project Manager; Bayani Mendoza de Leon, Associate Managing Editor; Kurt Massey, Marketing Manager; and Eric Stano, Editor in Chief. I also thank the always cheerful, never ruffled Bruce Hobart, Production Coordinator at Laserwords Maine; Rohini Herbert, copy editor par excellence; Maxine Barber, proofreader; and Pam Bliss, cold reader.

Also, I thank the reviewers, whose comments helped shape the most recent edition of the *Wordsmith* series: Sharon Rinkiewicz, Broward College and Jean Sherrod, Pitt Community College.

I also thank Nick Arlov, my dear husband, for his love and support, and for the sacrifices he made so many years ago so that I could attend college. I will always be grateful.

Pamela Arlov
Macon State College

