

Refining Composition Skills

Rhetoric and Grammar

FIFTH EDITION

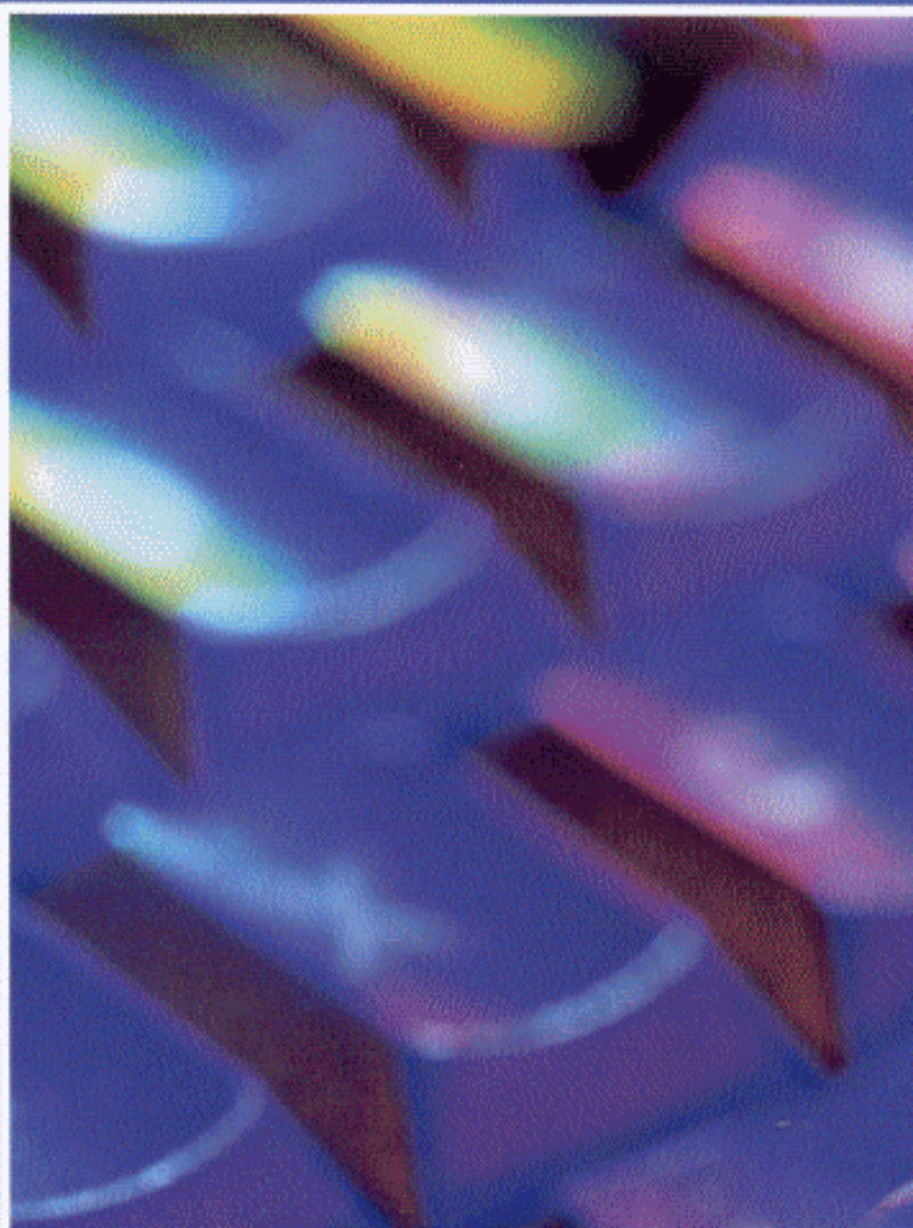
REGINA L. SMALLEY

MARY K. RUETTEN

JOANN RISHEL KOZYREV



HH Heinle & Heinle
Thomson Learning™



Contents

Unit One	The Paragraph	1
Chapter 1	The Writing Process	1
	Getting Started	2
	<i>Journal Writing</i>	2
	CNN® Video Activity: “The 37,000-Page Diary”	3
	In this clip, CNN interviews a man who has kept a diary for over 30 years. He talks about why he keeps the diary and reads a few segments from important moments in his life.	
	<i>Video Follow-up: Discussion Questions</i>	3
	The Process of Writing	3
	Prewriting	3
	Generating Ideas	4
	Invention Techniques	4
	<i>Brainstorming</i>	4
	<i>Freewriting</i>	5
	<i>WH- Questions</i>	6
	<i>Clustering</i>	6
	Internet Activity: Composition Skills and the Internet	8
	Planning	8
	Drafting	8
	Revising	8
	<i>Editing</i>	9
Chapter 2	Introduction to the Paragraph	11
	Getting Started	12
	CNN® Video Activity: “Learning to Read and Write”	12
	This video shows children learning by the whole language method, explains how this method works, and describes what parents, teachers, and children think of it.	
	<i>Video Follow-up: Discussion Questions</i>	12
	What Is a Paragraph?	13
	The Topic of a Paragraph	13
	Prewriting: Planning	14
	The Topic Sentence	17
	Improving the Topic Sentence	19
	Recognizing the Topic Sentence	21

Formulating the Topic Sentence	24
Prewriting: <i>Generating Ideas</i>	24
Support	25
Prewriting: <i>Planning</i>	25
Unity	28
Coherence	30
Internet Activity: <i>Composition Skills and the Internet</i>	34
Composition Skills	35
Revision	35
Peer Review	35
Revision Checklist for the Paragraph	35
 Chapter 3 The Narrative Paragraph	 36
Getting Started	37
CNN® Video Activity: "Messages for Princess Diana of England"	37
When Princess Diana died, many people wrote poems, notes, and letters to leave at her memorial sites. In this clip, people reflect on why they were moved to write these messages.	
Video Follow-up: <i>Discussion Questions</i>	37
Readings: Personal Reflections	37
Reading 1: <i>From "My American Journey"</i>	38
In this excerpt, General Colin Powell, whose parents were born in Jamaica, tells the story of his visit to the village where his father was born and his first feelings upon meeting his extended family.	
Reading 2: "The Best Part"	39
In this paragraph, Mary Kay Mackin reflects on Christmas holidays she has spent with her family and comes to a conclusion about the part she likes best.	
Reading 3: "The Struggle to Be an All-American Girl"	41
In this essay, which first appeared in the <i>Los Angeles Times</i> , Elizabeth Wong tells of her painful experiences growing up in the bicultural atmosphere of Los Angeles' Chinatown. She describes the difficulty of being Chinese on the outside but American on the inside.	
Writing	44
Present Narration	44
Internet Activity: <i>Composition Skills and the Internet</i>	46
Composition Skills	48
Coherence	48
Adverbials of <i>Time and Sequence</i>	48
Grammar Review	48
Past Narration	49
Composition Skills	51
Coherence	51
Adverbial <i>Clauses of Time</i>	51
Internet Activity: <i>Composition Skills and the Internet</i>	51
Grammar Review	51
Composition Skills	52
Revision	52
Peer Review	52
Revision Checklist for the Narrative Paragraph	53

Chapter 4	The Descriptive Paragraph	54
	Getting Started	55
	CNN® Video Activity: “Yosemite National Park”	55
	This clip describes some of the beautiful natural views that can be seen at Yosemite but also shows how a visit to Yosemite can be affected by the thousands of other people who are visiting the park.	
	<i>Video Follow-up: Freewriting</i>	55
	Readings: Important People, Important Places	55
	Reading 1: “Uncle Kwok”	56
	In this selection from <i>Fifth Chinese Daughter</i> , Jade Snow Wong presents a memorable portrait of her Uncle Kwok. She describes his physical appearance and his actions from the time he entered the Wong factory until he gets settled at his job.	
	Reading 2: <i>From</i> “Beyond the Sun”	59
	In this excerpt from an article which appeared in <i>Traveler</i> magazine, David Butler describes Finnish Lapland as he saw it on a cross-country skiing trip one winter.	
	Writing	61
	Description of a Place	62
	Internet Activity: Composition Skills and the Internet	65
	<i>Activities</i>	65
	Composition Skills	65
	Coherence	65
	<i>Adverbs of Place</i>	65
	<i>Modification: Specific Details</i>	66
	Grammar Review	67
	Description of a Person	68
	Composition Skills	71
	Coherence	71
	<i>Adjective Clauses</i>	71
	Grammar Review	73
	Composition Skills	74
	Revision	74
	<i>Peer Review</i>	74
	<i>Revision Checklist for the Descriptive Paragraph</i>	74
Chapter 5	The Expository Paragraph	75
	Getting Started	76
	CNN® Video Activity: “The Artwork of Petroglyphs”	76
	This report shows rock art made by Native Americans between 500 and 2,000 years ago. An archeologist explains what some of the rock art means.	
	<i>Video Follow-up: Creating Pictographs</i>	76
	Internet Activity: Composition Skills and the Internet	76
	Readings: Arts and Entertainment	76
	Reading 1: <i>From</i> “Survival”	77
	Margaret Atwood, born in 1939, is a well-known Canadian novelist and poet. In the following reading, taken from the introduction to her 1972 book <i>Survival: A Thematic Guide to Canadian Literature</i> , Atwood describes her reading experiences as a youth. She explains that even though she was almost unaware of Canadian authors, she found delight in the few she did read.	

Reading 2: "Jackie Chan"	80
In this reading, students learn a little bit about the Hong Kong actor Jackie Chan. The author explains what has made Chan such a popular and well-liked film star.	
Writing	82
Support of the Generalization	84
Specific Details	84
Examples	88
Illustrations and Anecdotes	92
Composition Skills	93
Coherence	93
Organization of Details and Examples	93
Transitional Words and Phrases	96
Internet Activity: Composition Skills and the Internet	100
Grammar Review	100
Revision	101
Peer Review	101
Revision Checklist for the Expository Paragraph	101
Unit Two The Essay	103
Chapter 6 Introduction to the Essay	103
Getting Started	104
CNN® Video Activity: "A Case of Plagiarism of Romance Novels"	104
This clip examines the writing of two writers of romance novels. One writer has admitted to plagiarizing the work of the other.	
Video Follow-up: Gathering Information about the Consequences of Plagiarism	104
Internet Activity: Composition Skills and the Internet	105
Introduction to the Essay	105
The Thesis Statement	105
The Introduction	108
Prewriting: Planning	109
The Developmental Paragraphs	112
Prewriting: Planning	113
The Conclusion	121
The Outline	124
Prewriting: Planning	124
Composition Skills	126
Revision	126
Peer Review	126
Revision Checklist for the Essay	126
Chapter 7 The Example Essay	127
Getting Started	128
CNN® Video Activity: "The Lost Language of the Wanino Tribe"	128
This documentary shows how men and women from the Wanino tribe are learning to speak the language of their ancestors using recently discovered tape recordings of a woman who spoke the language. The people who are studying this lost language comment on the connection between language and culture.	

<i>Video Follow-up: Sharing Your own Experiences</i>	128
Readings: The Power of Culture and Language	128
Reading 1: "How Unwritten Rules Circumscribe Our Lives"	129
In this article, Bob Greene writes about the unwritten cultural rules in our lives. Greene gives multiple examples of the rules we follow without even thinking about them.	
Internet Activity: Composition Skills and the Internet	132
Reading 2: "Americanization Is Tough on Macho"	133
In this essay, which first appeared in Rose Del Castillo Guilbault's column for <i>This World</i> , she gives an example of the power of language. She shows how a particular Spanish word has come to have different meanings in different cultures.	
Writing	137
Number of Examples	137
Choice of Examples	140
Composition Skills	143
Coherence	143
<i>Organization of Examples</i>	143
<i>Transitions Between Paragraphs</i>	143
<i>Transitions to Introduce Examples</i>	144
<i>Repetition of Key Words and Phrases</i>	147
Grammar Review	150
Revision	152
Peer Review	152
Revision Checklist for the Example Essay	152

Chapter 8 The Comparison and Contrast Essay	153
Getting Started	154
CNN® Video Activity: "Workplace Communication: Gender Differences"	154
This report examines the growth of the communication training industry and notes that women are often the target market for communication training seminars, tapes, and books. The clip includes a short interview with Deborah Tannen and other communication experts.	
<i>Video Follow-up: Brainstorming</i>	154
Internet Activity: Composition Skills and the Internet	155
Readings: Styles of Communication	155
Reading 1: "Conversational Ballgames"	155
In this excerpt from her textbook <i>Polite Fictions</i> , Nancy Masterson Sakamoto explains the difference between Japanese and American conversation styles. She uses an analogy that compares each conversation style to a particular sport.	
Reading 2: "Intimacy and Independence"	159
This excerpt from Deborah Tannen's book <i>You Just Don't Understand</i> examines the different ways that American men and women view decision making. She notes that the different notions of communication that women and men have can lead to conflict between couples.	
Writing	163
Points of Comparison	164
Emphasis on Comparison or Contrast	165
Patterns of Organization	165

Composition Skills	173
Coherence	173
<i>Transitions for Comparison and Contrast</i>	173
Grammar Review	180
Revision	181
<i>Peer Review</i>	181
<i>Revision Checklist for the Comparison and Contrast Essay</i>	182
 Chapter 9 The Classification Essay	 183
Getting Started	184
CNN® Video Activity: “Museum of Product Failures”	184
This report shows people visiting a very special museum which houses a collection of new products that were unsuccessful. People in marketing often visit this museum to help them understand why products succeed and fail.	
<i>Video Follow-up: Finding Out More about Products</i>	185
Readings: Advertising and Consumers	185
Reading 1: “Weasel Words”	186
In this excerpt from his popular book <i>Doublespeak</i> , William Lutz examines the words that many advertisers choose to make misleading but legal claims for products they wish to sell.	
Internet Activity: Composition Skills and the Internet	194
Reading 2: “Motivation”	194
In this excerpt from a college textbook, the authors explain Maslow’s hierarchy of needs and show how advertisers can appeal to each type of need to influence consumers’ buying behavior.	
Writing	197
The Principle of Classification	198
<i>Making the Classification Complete</i>	200
Internet Activity: Composition Skills and the Internet	201
<i>Organizing the Classification Essay</i>	201
<i>Introducing the Categories</i>	202
Composition Skills	205
Introductory Paragraphs	205
<i>The Turnabout</i>	205
Coherence	207
<i>Transitions for Classification</i>	207
Grammar Review	209
Revision	210
<i>Peer Review</i>	210
<i>Revision Checklist for the Classification Essay</i>	210

 Chapter 10 The Process Analysis Essay	 212
Getting Started	213
CNN® Video Activity: “Profile of a Communications Software Company”	213
This clip features Hilgraeve, a small software company which has found its niche in communications software. The founders of the company talk about how their company got started and what they believe they must do to continue to be successful.	

<i>Video Follow-up: Using the Internet</i>	213
Readings: The World of the Internet	213
Reading 1: "The Life of e-mail"	213
This magazine article traces the path an e-mail message follows as it travels from the sender's computer to the receiver.	
Reading 2: "A Brief History of the Internet and the World Wide Web"	216
This textbook reading follows the development of the Internet from the first connection between two computers in the 1960s to today's worldwide networking capabilities.	
Writing	224
Planning the Process Analysis Essay	224
Internet Activity: Composition Skills and the Internet	226
Organizing the Process Analysis Essay	227
Composition Skills	233
Introductory Paragraphs	233
<i>The Dramatic Entrance</i>	233
Coherence	235
<i>Participial Phrases</i>	235
Grammar Review	236
Revision	237
Peer Review	237
Revision Checklist for the Process Analysis Essay	237
 Chapter 11 The Cause-and-Effect Analysis Essay	 238
Getting Started	239
CNN® Video Activity: "The Success of Xavier College Pre-Med Students"	239
This video clip profiles Xavier College, which successfully prepares more African-American students for medical school than any other college in the United States.	
<i>Video Follow-up: Using Campus Resources</i>	239
Internet Activity: Composition Skills and the Internet	239
Readings: Academic Achievement	240
Reading 1: "Surfing's Up and Grades Are Down"	240
This report from the <i>Washington Post National Weekly Edition</i> examines the effects that computers have on college students' education and lives. In general, Sanchez reports positive effects, but she finds growing concern about Internet addiction, which can cause students to get low grades and even drop out of college.	
Internet Activity: Composition Skills and the Internet	243
Reading 2: "Why They Excel"	246
In this excerpt from an article written for <i>Parade</i> magazine, Fox Butterfield investigates the causes for the achievement of young Asians in the United States. She finds the causes rooted in the traditional values of their culture.	
Writing	250
Multiple Causes → Effect	251
Organizing the Causal Analysis Essay	254
The Thesis Statement for the Causal Analysis Essay	255
A Problem in Reasoning	258
Cause → Multiple Effects	259
Organizing the Effect Analysis Essay	260

<i>The Thesis Statement for the Effect Analysis Essay</i>	262
The Causal Chain	264
Composition Skills	267
Introductory Paragraphs	267
<i>The Dramatic Entrance</i>	267
<i>The Relevant Quotation</i>	270
Coherence	272
<i>Transitions and Expressions for Cause and Effect</i>	272
Grammar Review	273
Revision	274
Peer Review	274
<i>Revision Checklist for the Cause-and-Effect Analysis Essay</i>	274

Chapter 12 The Argumentative Essay 275

Getting Started 276

CNN® Video Activity: “Campus Activism” 276

This video examines activism on U.S. college campuses and gives reasons why student activism today may look very different from the activism that attracted so much media attention in the 1960s.

Video Follow-up: Investigating Your Campus 276

Readings: Issues on Campus 277

Reading 1: “College Lectures: Is Anybody Listening?” 277

In this magazine article, David Daniels questions a traditional teaching method: the lecture class. He explains problems he sees with the lecture class and suggests an alternative which he believes would improve education at American colleges and universities.

Reading 2: “Let’s Put the Excellence Back in the A” 279

Elliott Miles, a retired educator and university president, discusses a disturbing trend on college campuses: grade inflation.

Writing 281

The Argumentative Thesis: Taking a Stand 282

The Opposition: Knowing What You Are Up Against 283

Supporting and Explaining Reasons 284

Internet Activity: Composition Skills and the Internet 288

Refuting and Conceding the Opposition 289

Organizing the Argumentative Essay 290

Composition Skills 294

Coherence Review 294

Revision 298

Peer Review 298

Revision Checklist for the Argumentative Essay 298

Unit Three Grammar Review 299

Adjectives (Ch. 4) 300

Participles as Adjectives 301

Adjective Clauses Reduced to Participial Phrases 303

Adverbials (Chs. 3, 4, 10)	305
Adverbs of Place	305
Adverbials of Time and Sequence	306
Prepositions in Time Expressions	307
Adverbial Clauses Reduced to Participial Phrases	310
<i>The present participle (Verb + ing)</i>	311
<i>The perfect participle (Having Verb + ed)</i>	311
<i>The passive perfect participle (Having Been Verb + ed)</i>	311
Articles (Chs. 5, 9, 11)	313
Definite and Indefinite Articles	313
<i>The Indefinite Article</i>	313
<i>The Definite Article</i>	314
Articles with Quantifiers	317
Articles with Count and Non-count Nouns	321
Clauses (Chs. 3, 4)	322
Adjective Clauses (Ch. 4)	322
Adjective Clause Subordinators	323
Punctuation of Restrictive and Nonrestrictive Adjective	326
Adverbial Clauses of Time (Ch. 3)	327
Adverbial Clauses of Comparison, Contrast, Concession (Ch. 8)	331
Adverbial Clauses of Purpose (Ch. 10)	335
Adverbial Clauses of Cause and Result (Ch. 11)	336
<i>Adverbial Clauses of Cause</i>	336
<i>Adverbial Clauses of Result</i>	337
Noun Clauses (Ch. 7)	339
<i>As Direct Objects</i>	339
<i>Noun Clauses Derived from Questions as Direct Objects</i>	340
Subjunctive Noun Clauses	342
Comparisons (Ch. 8)	344
Indicators of Equality or Similarity	344
Indicators of Inequality	346
Correlative Conjunctions (Ch. 9)	349
Gerunds and Infinitives (Ch. 7)	352
Gerunds and Infinitives as Subjects	352
Gerunds and Infinitives as Objects	353
Gerunds as Objects of Prepositions	356
Verb/Tense System	358
The Simple Present vs. the Present Progressive (Ch. 3)	358
<i>The Simple Present Tense</i>	359
<i>The Present Progressive Tense</i>	360
The Simple Past vs. the Past Progressive and Past Perfect (Ch. 3)	362
<i>The Simple Past Tense</i>	363
<i>The Past Progressive Tense</i>	363
<i>The Past Perfect Tense</i>	363
Verb Tense Review: The Present Perfect vs. the Simple Past (Ch. 5)	367
<i>The Present Perfect Tense</i>	367
Adverbials Used with the Present Perfect and Simple Past Tenses	369
The Passive Voice vs. the Active Voice (Ch. 4)	372

The Passive Voice: Five Points to Review	373
Conditionals	376
<i>Real Conditions (Ch. 10)</i>	376
<i>Unreal Conditions (Ch. 11)</i>	377
Appendices	381
Appendix I	382
Peer Review Checklist for Paragraphs	382
Peer Review Checklist for Essays	383
Appendix II	385
Using Others' Ideas	385
Appendix III	388
The Definite Article with Place Names	388
The Definite Article with Other Proper Nouns	389
Appendix IV	390
Punctuation Problems	390
Rules for Punctuation	391
Appendix V	400
Rules for Capitalization	400
Appendix VI	402
Noun Plurals	402
Appendix VII	405
Subject-Verb Agreement	405
Appendix VIII	409
Principal Parts of Irregular Verbs	409
Appendix IX	415
Verbs and Their Complements	415
Appendix X	420
Sample Business Letters	420
Index	425