Contents

Introduction  3
1. Subject, Reader, and Kinds of Writing  5
2. Strategy and Style  8
3. Grammar, Usage, and Mechanics  11

PART I. The Writing Process  15
4. Looking for Subjects  17
5. Exploring for Topics  20
6. Making a Plan  24
7. Drafts and Revisions  28

PART II. The Essay  35
8. Beginning  37
9. Closing  47
10. Organizing the Middle  52
11. Point of View, Persona, and Tone  57

PART III. The Expository Paragraph  65
12. Basic Structure  67
13. Paragraph Unity  71
14. Paragraph Development: (1) Illustration and Restatement 79
15. Paragraph Development: (2) Comparison, Contrast, and Analogy 85
16. Paragraph Development: (3) Cause and Effect 93
17. Paragraph Development: (4) Definition, Analysis, and Qualification 98

PART IV. The Sentence 109
18. The Sentence: A Definition 111
19. Sentence Styles 119
20. The Well-Written Sentence: (1) Concision 140
21. The Well-Written Sentence: (2) Emphasis 147
22. The Well-Written Sentence: (3) Rhythm 163
23. The Well-Written Sentence: (4) Variety 171

PART V. Diction 175
24. Meaning 177
25. Clarity and Simplicity 190
26. Concision 203
27. Figurative Language 213
28. Unusual Words and Collocations 234
29. Improving Your Vocabulary: Dictionaries 242

PART VI. Description and Narration 251
30. Description 253
31. Narration 264

PART VII. Punctuation 273
32. Stops 278
33. The Other Marks 302

Index 319