



English

Higher Education Catalog 2021–22

Crafting unique learning experiences with MindTap

Using MindTap, instructors are free to teach their own way, crafting learning experiences that reflect their unique passion and priorities. Students can then digitally immerse themselves in instructor-curated content that neatly fits into their lifestyles, driving both engagement and content mastery.



Access everything you need in one place



Empower students to reach their potential

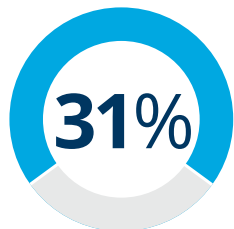


Control your course — and your content



Get a dedicated team, whenever you need them

Accelerate your course and your students' learning with MindTap



increase in homework completion for MindTap students.



of students said MindTap increased their confidence in understanding course materials.



Get the latest news, promotions and events updates here!



Contents

Developmental English

Developmental Reading.....1

Developmental Reading/Writing Combined4

Developmental Writing.....6

English

Composition19

Linguistics40

Literature43

Professional and Technical Communication44



Order form/pricelist is available upon request through Cengage Representative.

Special price requests for class adoption are subject to approval. Please contact your Cengage Representative for details.

Information contained in this catalog is correct at the time of printing.

Prices are subject to change without prior notice.

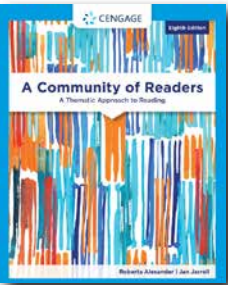
DEVELOPMENTAL ENGLISH

DEVELOPMENTAL READING

NEW EDITION

A COMMUNITY OF READERS, 8E
A Thematic Approach to Reading
Roberta Alexander, San Diego City College; Jan Jarrell, San Diego City College
© 2021, 512pp, Paperback, 9780357136621

CENGAGE | MINDTAP **ebook**



Taking your skills to the next level, Alexander/Jarrell's A COMMUNITY OF READERS: A THEMATIC APPROACH TO READING, Eighth Edition, helps you engage in all steps of the reading and learning process: reading, discussing and reflecting, writing and critical thinking. The unique PRO system -- Prepare to Read, Read Actively and Reflect, and Organize to Learn -- provides a concrete learning process that helps you examine fact and opinion, understand bias, identify main and supporting ideas, write effectively and much more. Each chapter also introduces a key reading skill, such as analyzing vocabulary or inferences, while focusing on a single theme to help you dig more deeply into the subject. Themes include college success, food, the environment and technology. An e-book version includes the MindTap digital learning solution, giving you a wealth of anywhere, anytime learning resources.

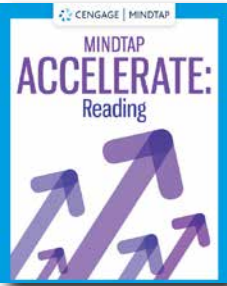
CONTENTS

PART I: SKILLS INSTRUCTION AND THEMATIC READINGS. 1. The Reading Process: Succeeding in College. 2. Working with Words: Living with Technology. 3. Topics and Main Ideas: Our Food, Our Culture. 4. Support for Main Ideas: Staying

Well. 5. Patterns of Organization: Our World, Our Environment. 6. Inferences and Reading Literature: Exploring Gender. 7. Facts and Opinions: Living in a Diverse Society. 8. Critical Thinking: Crime and Punishment. Part II: ANTHOLOGY. Additional Readings. Additional Mastery Tests.

MINDTAP ACCELERATE: READING, 1 TERM INSTANT ACCESS
Cengage Learning
© 2020, NonBook-Disk, 9780357028988

CENGAGE | MINDTAP



MindTap Accelerate: Reading helps you learn on your terms. INSTANT ACCESS IN YOUR POCKET. Take advantage of the MindTap Mobile App to learn on your terms. Read or listen to textbooks and study with the aid of instructor notifications, flashcards, and practice quizzes. MINDTAP HELPS YOU CREATE YOUR OWN POTENTIAL. GEAR UP FOR ULTIMATE SUCCESS. Track your scores and stay motivated toward your goals. Whether you have more work to do or are ahead of the curve, you'll know where you need to focus your efforts. And the MindTap Green Dot will charge your confidence along the way. MINDTAP HELPS YOU OWN YOUR PROGRESS. MAKE YOUR TEXTBOOK YOURS. No one knows what works for you better than you. Highlight key text, add notes, and create custom flashcards. When it's time to study, everything you've flagged or noted can be gathered into a guide you can organize. WRITE BETTER PAPERS FASTER. Practice concepts related to writing, reading, research, style, and mechanics. Take the diagnostic pre-test to determine your readiness for essential writing skills and guide you to practice in areas where you need help the most. Send your paper to a live tutor for help and feedback to improve your final draft.

CONTENTS

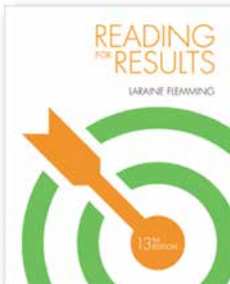
Diagnostic Pre-Test. Unit 1: Mastering Reading Strategies. Unit 2: Learning to Read a Textbook. Unit 3: Building Your Word Knowledge and Vocabulary. Unit 4: Locating the Topic and Main Idea. Unit 5: Finding the Supporting Ideas. Unit 6: Understanding Implied Ideas and Inferences. Unit 7: Reading and Viewing Critically. Unit 8: Recognizing Patterns of Organization. Unit 9: Interpreting Persuasive Writing. Professional and Career-focused Readings. Student Success Strategies. Video Library. Resources for Teaching. Diagnostic Post-Test.

READING FOR RESULTS, 13E

Laraine E. Flemming

© 2017, 784pp, Paperback, 9781305500525

CENGAGE | MINDTAP ebook



Compelling readings. Innovative writing assignments. Clear explanations and exercises that help you build the skills you need to succeed in college and beyond. READING FOR RESULTS, 13th Edition, includes all the trademark features that

instructors have come to expect from this leader in developmental reading instruction. Known for her ability to turn abstract reading theory into concrete reading practice, author Laraine Flemming is back with a host of new explanations, exercises, and assignments that show you how to read and respond to textbook reading. You'll find pointers on screen reading, visual aids, clear instruction on interpreting visual aids you encounter in your reading, insights into how you can learn more effectively by activating several of your senses, guidance on evaluating web information, and much more.

CONTENTS

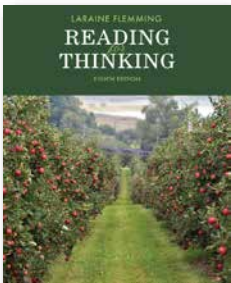
Preface. 1. Strategies for Learning from Textbooks. 2. Building Word Power. 3. Looking for Specific Topics and General Main Ideas. 4. Getting to the Point of Paragraphs. 5. Getting to the Point of Longer Readings. 6. Focusing on Supporting Details in Paragraphs. 7. Focusing on Supporting Details in Longer Readings. 8. Focusing on Inferences in Paragraphs. 9. Understanding the Role of Inferences in Longer Readings. 10. Learning from Organizational Patterns in Paragraphs. 11. Combining Patterns in Paragraphs and Longer Readings. 12. Responding to Persuasive Writing. Putting It All Together. Index.

READING FOR THINKING, 8E

Laraine E. Flemming

© 2015, 736pp, Paperback, 9781285430461

ebook



Through a winning combination of easy-to-understand explanations, high-interest readings, and a carefully designed chapter sequence, Laraine Flemming's READING FOR THINKING takes the mystery out of critical reading for developmental

students. Following a comprehensive review of essential learning and comprehension strategies such as evaluating websites, identifying main ideas, and using organizational patterns to aid remembering, Flemming shows how critical reading is a natural part of comprehending an author's message. Chapter by chapter, students expand their definition of comprehension to include evaluating a writer's purpose, recognizing tone, separating fact from opinion, and determining the degree of bias, while also learning how to summarize and synthesize different points of view on the same topic. In addition to marginal annotations modeling the skilled reader's response, a host of new

readings, a new vocabulary feature, and brand new material about reading on the Web, the eighth edition of READING FOR THINKING expands the use of writing assignments to help students identify the strategies writers use to communicate their ideas to readers effectively.

CONTENTS

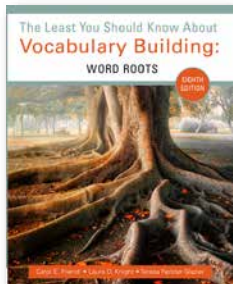
1. Acquiring the Keys to Academic Success. 2. Vocabulary Building for College. 3. Reviewing Paragraph Essentials. 4. Identifying and Learning From Organizational Patterns. 5. Understanding, Outlining, and Summarizing Longer Readings. 6. The Role of Inferences in Comprehension and Critical Reading. 7. Synthesizing Sources. 8. Understanding the Difference between Fact and Opinion. 9. Analyzing Arguments. 10. Evaluating Arguments.

THE LEAST YOU SHOULD KNOW ABOUT VOCABULARY BUILDING, 8E
Word Roots

Carol Friend, Mercer Community College; Laura Knight, Mercer Community College; Teresa Ferster Glazier, Late, Western Illinois University

© 2015, 176pp, Paperback, 9781285430454

ebook



THE LEAST YOU SHOULD KNOW ABOUT VOCABULARY BUILDING: WORD ROOTS uses words you already know to show you how to develop your vocabulary. You'll learn how to dissect words into their various roots, which give you clues as to the definition

of the whole words. You'll become familiar with some of the most common word roots, gain more confidence in guessing the meaning of unknown words, and discover new words in the process. Your new knowledge and skills will help you learn more easily as well as equip you with increased "word power" that you can use to good advantage when you write papers.

CONTENTS

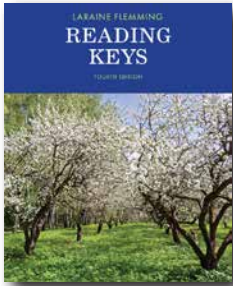
To the Instructor. 1. Increasing Your Vocabulary through Learning Word Roots. 2. Where to Find Word Roots in Your Dictionary. 3. Changes in Root Spelling. 4. How to Use This Book. 5. Preliminary Test. 6. Word Roots in Alphabetical Order. 7. Comprehensive Tests. Word Index.

READING KEYS, 4E

Laraine E. Flemming

© 2014, 592pp, Paperback, 9781133589952

CENGAGE | MINDTAP ebook



READING KEYS provides you with reading skills and strategies that will help increase your performance in all of your college courses. Clear, simple explanations will help you build your reading skills quickly. Reading “keys” or summaries follow the explanations, breaking them down into manageable chunks. Throughout each chapter, the exercises become gradually more difficult to help you build toward better understanding and critical thinking skills. The Fourth Edition offers even more engaging readings, as well as compelling chapters on analyzing arguments and sentence relationships. A complete technology package, including online homework and practice, provides dynamic learning opportunities.

CONTENTS

1. Getting into a Textbook State of Mind. 2. More on Words and Meanings. 3. Understanding Sentence Relationships. 4. Identifying Topics, Main Ideas, and Topic Sentences. 5. Working Together: Topic Sentences and Supporting Details. 6. Drawing Inferences About Implied Main Ideas. 7. Recognizing Patterns of Organization. 8. Mixing and Matching Organizational Patterns. 9. Analyzing Arguments. Combining Your Skills.

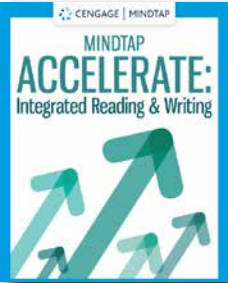
DEVELOPMENTAL
READING/Writing
COMBINED

MINDTAP ACCELERATE: INTEGRATED
READING AND WRITING, 1 TERM
INSTANT ACCESS

Cengage Learning

© 2020, NonBook-Disk, 9780357029039

CENGAGE | MINDTAP



MindTap Accelerate: Integrated Reading and Writing helps you learn on your terms. INSTANT ACCESS IN YOUR POCKET. Take advantage of the MindTap Mobile App to learn on your terms. Read or listen to textbooks and study with the aid of instructor notifications, flashcards, and practice quizzes. MINDTAP HELPS YOU CREATE YOUR OWN POTENTIAL. GEAR UP FOR ULTIMATE SUCCESS. Track your scores and stay motivated toward your goals. Whether you have more work to do or are ahead of the curve, you'll know where you need to focus your efforts. And the MindTap Green Dot will charge your confidence along the way. MINDTAP HELPS YOU OWN YOUR PROGRESS. MAKE YOUR TEXTBOOK YOURS. No one knows what works for you better than you. Highlight key text, add notes, and create custom flashcards. When it's time to study, everything you've flagged or noted can be gathered into a guide you can organize. WRITE BETTER PAPERS FASTER. Practice concepts related to writing, reading, research, style, and mechanics. Take the diagnostic pre-test to determine your readiness for essential writing skills and guide you to practice in areas where you need help the most. Send your paper to a live tutor for help and feedback to improve your final draft.

CONTENTS

Paragraphs and Essays: Connecting Reading and Writing Unit 1: Reading and Writing Strategies and Processes Unit 2: Word Knowledge and Vocabulary Building Unit 3: Writing a Summary Paragraphs: Reading, Writing, and Organizing Unit 4: Finding and Developing the Main Idea of a Paragraph Unit 5: Finding and Developing Supporting ideas for a Paragraph Unit 6: Organizing a Paragraph Paragraphs: Reading and Writing Patterns Unit 7: Reading and Writing Narrative Paragraphs Unit 8: Reading and Writing Descriptive Paragraphs Unit 9: Reading and Writing Illustrative Paragraphs Unit 10: Reading and Writing Cause and Effect Paragraphs Unit 11: Reading and Writing Compare/Contrast Paragraphs Unit 12: Reading and Writing Process Paragraphs Unit 13: Reading and Writing Classification Paragraphs Unit 14: Reading and Writing Argument Paragraphs Unit 15: Reading and Writing Paragraphs with Multiple Patterns Essays: Reading, Writing, and Organizing Unit 16: Finding and Developing the Main Idea of an Essay Unit 17: Finding and Developing Supporting Details of an Essay Unit 18: Organizing an Essay Essays: Reading and Writing Patterns Unit 19: Reading and Writing Narrative, Descriptive, and Illustrative Essays Unit 20: Reading and Writing Cause and Effect, Compare/Contrast, Process, and Classification Essays. Unit 21: Reading and Writing Argumentative Essays Unit 22: Reading and Writing Essays with Multiple Patterns Paragraphs and Essays: Revising and Editing for Coherence Unit 23: Editing, Proofreading, and Revising Essays: Research Unit 24: Conducting Research Unit 25: Writing Research Essays Critical Thinking Unit 26: Critical Reading and Writing Unit 27: Critical Viewing

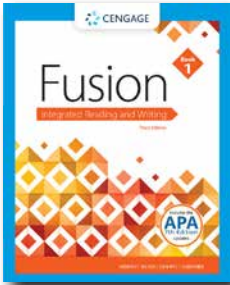
FUSION, 3E

Integrated Reading and Writing, Book 1 (with 2019 APA Updates)

Dave Kemper, University of Wisconsin, Milwaukee; Verne Meyer; John Van Rys, Redeemer University; Patrick Sebranek

© 2019, 560pp, Paperback, 9781337615006

CENGAGE | MINDTAP ebook



Building reading and writing skills doesn't have to be an intimidating experience. Let this book be your guide. FUSION: INTEGRATED READING AND WRITING, Book 1 connects the reading and writing processes so that they reinforce one another. By reading interesting professional and student writing models, you'll learn the vital reading skills to comprehend college-level content. You'll also learn how these skills can help you produce the kinds of thoughtful writing assignments expected of you in your future courses.

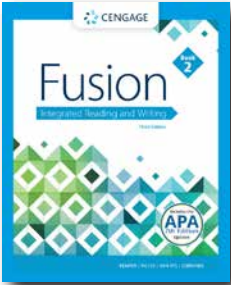
CONTENTS

Part I: READING AND WRITING FOR SUCCESS. 1. The Reading-Writing Connection. 2. Understanding the Reading and Writing Processes. 3. Using Reading and Writing Strategies. 4. Improving Vocabulary. 5. Critical Thinking and Viewing. Part II: READING AND WRITING PARAGRAPHS. 6. Ideas. 7. Organization. 8. Voice. 9. Reading and Writing Essays. Part III: TYPES OF READING AND WRITING. 10. Reading and Writing Narratives Texts. 11. Reading and Writing Expository Texts. 12. Reading and Writing Arguments. Part IV: INTRODUCTION TO RESEARCH. 13. Conducting Research. Part V: SENTENCE WORKSHOPS. 14. Sentence Basics. 15. Simple, Compound, and Complex Sentences. 16. Agreement. 17. Sentence Problems. Part VI: WORD WORKSHOPS. 18. Nouns. 19. Pronouns. 20. Verbs. 21. Adjectives and Adverbs. 22. Conjunctions and Prepositions. Part VII: PUNCTUATION AND MECHANICS WORKSHOPS. 23. Capitalization. 24. Comma. 25.

Quotation Marks and Italics. 26. Other Punctuation. Part VIII: READINGS FOR WRITING. 27. Anthology Appendix. Index.

FUSION, 3E
Integrated Reading and Writing, Book 2
Dave Kemper, University of Wisconsin, Milwaukee; Verne Meyer; John Van Rys, Redeemer University; Patrick Sebranek
© 2019, 656pp, Paperback, 9781337615181

CENGAGE | MINDTAP *ebook*



FUSION: INTEGRATED READING AND WRITING, Book 2 connects the reading and writing processes, showing how they reinforce one another. By reading high-interest professional and student writing models, you'll learn the vital reading skills to comprehend college-level content. The book will also show you how these skills will help you produce the kinds of thoughtful writing assignments expected of you in your future courses.

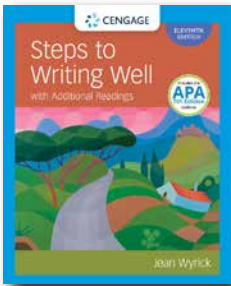
CONTENTS
Part I: READING AND WRITING FOR SUCCESS. 1. The Reading-Writing Connection. 2. Approaches to Reading and Writing. 3. Critical Thinking and Viewing. Part II: READING AND WRITING ESSAYS. 4. Ideas. 5. Organization. 6. Coherence. 7. Voice. Part III: TYPES OF READING AND WRITING. 8. Reading and Writing Narratives Texts. 9. Reading and Writing Expository Texts. 10. Reading and Writing Arguments. Part IV: RESEARCH. 11. Understanding Research. 12. Research Report. Part V: SENTENCE WORKSHOPS. 13. Sentence Basics. 14. Simple, Compound, and Complex Sentences. 15. Agreement. 16. Sentence Problems. Part VI: WORD WORKSHOPS. 17. Noun. 18. Pronoun. 19. Verb. 20. Adjective and Adverb. 21. Conjunction and Preposition. Part VII: PUNCTUATION AND MECHANICS WORKSHOPS. 22. Capitalization. 23.

Comma. 24. Quotation Marks and Italics. 25. Other Punctuation. Part VIII: READINGS FOR WRITING. 26. Anthology Appendix. Index.

DEVELOPMENTAL WRITING

NEW EDITION
STEPS TO WRITING WELL WITH ADDITIONAL READINGS, 11E
Jean Wyrick, Professor Emerita, Colorado State University
© 2022, 768pp, Paperback, 9781337899796

CENGAGE | MINDTAP *ebook*



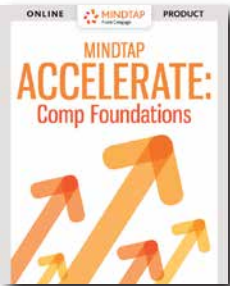
Combining detailed coverage of the writing process with a wealth of professional readings, Wyrick's **STEPS TO WRITING WELL WITH ADDITIONAL READINGS** has helped thousands of students learn to write effective academic essays. Extremely student-friendly, it presents rhetorical strategies for composing essays in an easy-to-follow progression of useful lessons and activities. With over 70 student and professional readings and a variety of hands-on activities, it gives you the models and practice you need to write well-constructed essays with confidence. The 11th edition features useful visual learning aids, student writing samples on timely topics, assignments that promote using sources and multiple rhetorical strategies, and updated discussions of multimodal texts and online databases. It also reflects guidelines from the APA's 2020 Publication Manual. Now available: MindTap digital learning solution.

CONTENTS
Part I: THE BASICS OF THE SHORT ESSAY. 1. Prewriting. 2. The Thesis Statement. 3. The Body Paragraphs. 4. Beginnings and Endings. 5. Drafting and Revising: Creative Thinking,

Critical Thinking. 6. Effective Sentences. 7. Word Logic. 8. The Reading-Writing Connection. Part II: PURPOSES, MODES, AND STRATEGIES. 9. Development by Example. 10. Process Analysis. 11. Comparison and Contrast. 12. Definition. 13. Division and Classification. 14. Causal Analysis. 15. Argumentation. 16. Description. 17. Narration. 18. Writing Essays Using Multiple Strategies. Part III: SPECIAL ASSIGNMENTS. 19. Conducting Research and Using Sources. 20. Documenting Sources. 21. Classroom Writing Assignments: Exams, Timed Essays, and Presentations. 22. Writing about Literature. 23. Writing in the World of Work. Part IV: A CONCISE HANDBOOK. Parts of Speech. Sentence Components and Classifications. 24. Major Errors in Grammar. 25. A Concise Guide to Punctuation. 26. A Concise Guide to Mechanics. Part V: ADDITIONAL READINGS. 27. Development by Example. 28. Process Analysis. 29. Comparison and Contrast. 30. Definition. 31. Division/Classification. 32. Causal Analysis. 33. Argumentation. 34. Description. 35. Narration. 36. Essays for Further Analysis: Multiple Strategies and Styles. 37. Literature.

MINDTAP ACCELERATE: COMP FOUNDATIONS, 1 TERM INSTANT ACCESS
Cengage Learning
© 2020, NonBook-Disk, 9780357029084

CENGAGE | MINDTAP



MindTap Accelerate: Comp Foundations helps you learn on your terms. **INSTANT ACCESS IN YOUR POCKET.** Take advantage of the MindTap Mobile App to learn on your terms. Read or listen to textbooks and study with the aid of instructor notifications, flashcards, and practice quizzes. **MINDTAP HELPS YOU CREATE YOUR OWN POTENTIAL. GEAR UP FOR ULTIMATE SUCCESS.** Track your scores and stay motivated toward your goals. Whether you have more work to do or are ahead of the curve, you'll know where you need to focus your efforts. And the MindTap Green Dot will charge your confidence along the way. **MINDTAP HELPS YOU OWN YOUR PROGRESS. MAKE YOUR TEXTBOOK YOURS.** No one knows what works for you better than you. Highlight key text, add notes, and create custom flashcards. When it's time to study, everything you've flagged or noted can be gathered into a guide you can organize. **WRITE BETTER PAPERS FASTER.** Practice concepts related to writing, reading, research, style, and mechanics. Use How-to Research Videos and Tutorials to demystify the research process. Take the diagnostic pre-test to determine your readiness for essential writing skills and guide you to practice in areas where you need help the most. Send your paper to a live tutor for help and feedback to improve your final draft.

CONTENTS
Pre-Test. Reading to Write. Reading Organizers. Reading Activities. 10 readings with reading quizzes. Writing Essays. Essay Organizers.

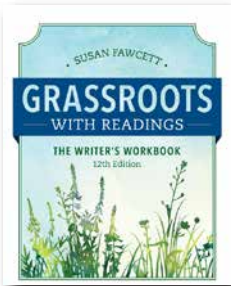
Writing Paragraphs. Paragraph Organizers. Writing Sentences. Using Words. Sound Alike/ Look Alike. Writing with Sources (6 subtopics). Avoiding Plagiarism. Understanding Plagiarism. Knowing What and Why to Cite. Keeping Track of Sources. Using Copyrighted Materials Fairly. Checking Source Use While Revising. Integrating Sources. Reading Critically. Thinking Critically. Connecting Ideas to a Larger Picture. Creating Connections Among Facts and Ideas. Annotating and Summarizing Sources. Paraphrasing Sources. When and Why to Paraphrase. Understanding the Ideas of the Source. When Paraphrasing Doesn't Work. Changing Words and Sentence Structure. Identifying Your Source. Summarizing Sources. When and Why to Write Summaries. Reading and Writing to Create a Summary. Avoiding Interpretation. Using Summaries in an Annotated Bibliography. Citing Your Source. Quoting Sources. When and Why to Quote. Introducing Quotations with Signal Phrases. Embedding Quotations in Your Sentences. Block Quotations. Citing Quotations. Working with Documentation Styles. Identifying Sources and Their Publication Information. The Basics of Documentation. Using MLA Format. Using APA Format – These are video activities with quizzes. Using Chicago Style Format. Post-Test.

GRASSROOTS WITH READINGS, 12E

The Writer's Workbook
Susan Fawcett, Bronx Community College

© 2019, Paperback, 9781337614313

CENGAGE | MINDTAP ebook



Want to learn the skills that colleges value and employers want? You can, with GRASSROOTS, 12th Edition and its digital learning tools. Author Susan Fawcett has successfully guided over three million students to become better writers, helping them in turn

earn better grades in their courses across the curriculum. This book's clear instruction, relevant examples, engaging practices, eye-catching visuals and samples of first-rate student writing will help you, too. You'll find tips to make you a better reader and intriguing professional readings as well as practices and visual images on subjects that students asked for, like robotics, career opportunities and traits of successful people.

CONTENTS

Unit 1: WRITING EFFECTIVE PARAGRAPHS. 1. Exploring the Writing Process. 2. Prewriting to Generate Ideas. 3. Developing Effective Paragraphs. 4. Improving Your Paragraphs. 5. Illustration, Narration, and Description. 6. Process, Comparison and Contrast, and Classification. 7. Definition, Cause and Effect, and Persuasion. 8. Moving from Paragraph to Essay. 9. Proofreading to Correct Your Personal Errors. Unit 2: WRITING COMPLETE SENTENCES. 10. Subjects and Verbs. 11. Avoiding Sentence Fragments. Unit 3: USING VERBS EFFECTIVELY. 12. Present Tense (Agreement). 13. Past Tense. 14. The Past Participle in Action. 15. Progressive Tenses (TO BE + -ING Verb Form). 16. Fixed-Form Helping Verbs and Verb Problems. Unit 4: JOINING IDEAS TOGETHER. 17. Coordination. 18. Subordination. 19. Avoiding Run-Ons and Comma Splices. 20. Semicolons and Conjunctive Adverbs. 21. Relative Pronouns. 22. -ING Modifiers.

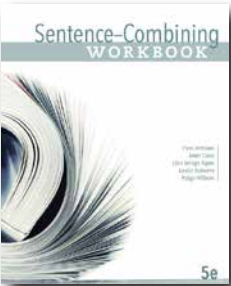
Unit 5: CHOOSING THE RIGHT NOUN, PRONOUN, ADJECTIVE, ADVERB, OR PREPOSITION. 23. Nouns. 24. Pronouns. 25. Adjectives and Adverbs. 26. Prepositions. Unit 6: REVISING FOR CONSISTENCY AND PARALLELISM. 27. Consistent Tense. 28. Consistent Person. 29. Parallelism. Unit 7: MASTERING MECHANICS. 30. Capitalization. 31. Commas. 32. Apostrophes. 33. Direct and Indirect Quotations. 34. Putting Your Proofreading Skills to Work. Unit 8: IMPROVING YOUR SPELLING. 35. Spelling. 36. Look-Alikes/ Sound-Alikes. Unit 9: READING SELECTIONS.

SENTENCE-COMBINING WORKBOOK, 5E

Pam Altman, San Francisco State University; Mari Caro, San Francisco State University; Lisa Metge-Egan; Leslie Roberts

© 2019, 224pp, Paperback, 9781337559904

ebook



You've heard that "practice makes perfect," yes? Practice definitely leads to improvement and builds confidence--and that's why this workbook is useful. SENTENCE-COMBINING WORKBOOK uses sentence-combining techniques to help you develop confidence in your writing. Each unit focuses on a sentence-level element followed by exercises involving a factual topic or story. You'll get the practice you need to communicate your ideas in clear and interesting sentences. You'll also develop the strength of your writing overall--and that's a good thing.

CONTENTS

1. The Basic Sentence. 2. Recognizing Clauses. 3. Sentence Focus. 4. Joining Sentences with Coordinators. 5. Joining Sentences with Subordinators. 6. Joining Sentences to Show

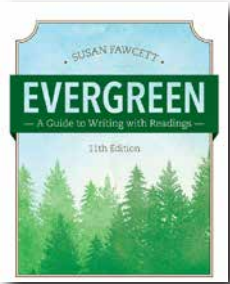
Comparison and Contrast. 7. Joining to Show Concession. 8. Showing Logical Relationships with Transition Words. 9. Joining Parallel Structures. 10. Modifying Nouns with Adjectives. 11. Modifying Nouns with Prepositional Phrases. 12. Modifying Nouns with Appositives. 13. Modifying Nouns with Adjective Clauses. 14. Modifying Sentences with Verbal Phrases.

EVERGREEN, 11E

A Guide to Writing with Readings
Susan Fawcett, Bronx Community College

© 2018, 656pp, Paperback, 9781337097048

CENGAGE | MINDTAP ebook



EVERGREEN, which has brought success to thousands of students across the country, takes you through the writing process step by step. The book provides you with clear instructions, numerous models of student writing, helpful diagrams and

visuals, and plenty of practice exercises. This edition includes a new focus on improving your papers through writing better thesis statements. Photographs accompany and enhance the readings and encourage thoughtful consideration of advertisements, websites, and illustrations. Twenty readings at the end of the book, by authors who represent many different backgrounds and ethnic groups, discuss topics as diverse as multitasking, creating apps, preparing for the zombie apocalypse, and more.

CONTENTS

Unit I: GETTING STARTED. 1. Exploring the Writing Process. 2. Prewriting to Generate Ideas. Unit II: DISCOVERING THE PARAGRAPH. 3. The Process of Writing Paragraphs. 4. Achieving Coherence. Unit III: DEVELOPING THE PARAGRAPHS. 5.

Illustration. 6. Narration. 7. Description. 8. Process. 9. Definition. 10. Comparison and Contrast. 11. Classification. 12. Cause and Effect. 13. Persuasion. Unit IV: WRITING THE ESSAY. 14. The Process of Writing an Essay. 15. The Introduction, the Conclusion, and the Title. 16. Types of Essays I. 17. Types of Essays II. 18. Summarizing, Quoting, and Avoiding Plagiarism. 19. Strengthening an Essay with Research. 20. Writing Under Pressure: The Essay Examination. Unit V: IMPROVING YOUR WRITING. 21. Revising for Consistency and Parallelism. 22. Revising for Sentence Variety. 23. Revising for Language Awareness. 24. Putting Your Revision Skills to Work. Unit V Writers' Workshop: Examine Something That Isn't What It Appears to Be. Unit VI: REVIEWING THE BASICS. 25. Proofreading to Correct Your Personal Error Patterns. 26. The Simple Sentence. 27. Coordination and Subordination. 28. Avoiding Sentence Errors. 29. Present Tense (Agreement). 30. Past Tense. 31. The Past Participle. 32. Nouns. 33. Pronouns. 34. Prepositions. 35. Adjectives and Adverbs. 36. The Apostrophe. 37. The Comma. 38. Mechanics. 39. Putting Your Proofreading Skills to Work. Proofreading Strategy. Unit VI Writers' Workshop: Adopt a New Point of View. Unit VII: STRENGTHENING YOUR SPELLING. 40. Spelling. 41. Look-Alikes/Sound-Alikes. Proofreading Strategy. Unit VII Writers' Workshop: Discuss a Time When You Felt Blessed. Unit VIII: READING STRATEGIES AND SELECTIONS. 42. Reading Strategies for Writers. 43. Reading Selections.

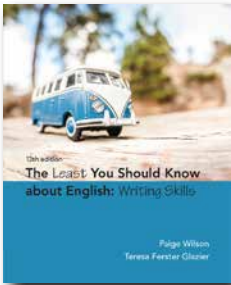
THE LEAST YOU SHOULD KNOW ABOUT ENGLISH, 13E

Writing Skills

Paige Wilson, Pasadena City College; Teresa Ferster Glazier, Late, Western Illinois University

© 2018, 336pp, Paperback, 9781305960947

CENGAGE | MINDTAP ebook



Master the basics of writing with THE LEAST YOU SHOULD KNOW ABOUT ENGLISH: WRITING SKILLS. The book's simple approach (embraced by students for decades) gives you the power to strengthen your writing with clear explanations, real-world

samples, and practice from over 200 exercises with full answers that provide instant feedback in all areas of writing. First, you'll learn the basics of word use, sentence structure, and punctuation. You'll also find brief, easy-to-follow guidance for writing all types of paragraphs and essays and for strengthening basic skills (from writing summaries to including quotations) that you will use in college and beyond. Exercises on a variety of topics broaden your knowledge of science, art, history, film, literature, social studies, business, and the media while you improve your English skills. When the course ends, the book becomes a valuable "go-to" reference resource for all your future writing needs.

CONTENTS

Preface. Acknowledgments. Getting the Most from The Least You Should Know about English. Part I: WORD USE. What Is the Least You Should Know about Word Use? Word Use Preview Test. 1. Words Often Confused (Set 1). 2. Words Often Confused (Set 2). 3. The Eight Parts of Speech. 4. Adjectives and Adverbs. 5. Contractions. 6. Possessives. 7. Consulting a Dictionary. Word Use Progress Test. Word Use Practice. Part I: SENTENCE STRUCTURE. What Is the Least You Should Know about Sentence Structure? Sentence Structure

Preview Test. 8. Locating Prepositional Phrases. 9. Finding Subjects and Verbs. 10. Understanding Dependent Clauses. 11. Correcting Fragments. 12. Correcting Run-on Sentences. 13. Identifying Verb Phrases. 14. Using Standard English Verbs. 15. Using Regular and Irregular Verbs. 16. Maintaining Subject-Verb Agreement. 17. Avoiding Shifts in Tense. 18. Recognizing Verbal Phrases. 19. Correcting Misplaced or Dangling Modifiers. 20. Following Sentence Patterns. 21. Avoiding Clichés, Awkward Phrasing, and Wordiness. 22. Correcting for Parallel Structure. 23. Using Pronouns. 24. Avoiding Shifts in Person. Sentence Structure Progress Test. Sentence Structure Practice. Part III: PUNCTUATION. What Is the Least You Should Know about Punctuation? Punctuation Preview Test. 25. Periods, Question Marks, Exclamation Points, Semicolons, Colons, Dashes. 26. Commas Used to Separate Elements. 27. Commas Used to Enclose Elements. 28. Quotation Marks and Italics/Underlines. 29. Capital Letters. Punctuation Progress Test. Punctuation Practice. Part IV: WRITING. What Is the Least You Should Know about Writing? Writing as Structure. First, Second, and Third-Person Approaches. Basic Structures. 30. The Paragraph. 31. The Essay. Writing Skills. 32. Writing in Your Own Voice. 33. Finding a Topic. 34. Organizing Ideas. Organizing an Essay. 35. Supporting with Details. 36. Choosing and Using Quotations. 37. Writing in Response to a Reading. 38. Writing an Argument. 39. Writing Summaries. 40. Revising, Proofreading, and Presenting Your Work. Answers. Index.

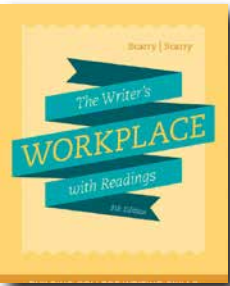
THE WRITER'S WORKPLACE WITH READINGS, 9E

Building College Writing Skills

Sandra Scarry, Formerly with the Office of Academic Affairs, City University of New York; John Scarry, Hostos Community College, City University of New York

© 2018, 784pp, Spiral, 9781305960954

CENGAGE | MINDTAP ebook



THE WRITER'S WORKPLACE WITH READINGS: BUILDING COLLEGE WRITING SKILLS has helped more than half a million students like you work their way towards rewarding careers in a variety of fields. Sandra Scarry and John Scarry

present writing instruction that is clear and engaging, with step-by-step explanations to help you become a stronger, more confident writer. The result of many years of classroom teaching and research, this comprehensive and time-tested resource reflects the authors' understanding that every student has a unique point of view and voice, which is highlighted by the diverse and current examples and exercises found throughout the text. Begin your journey to becoming a more successful and confident writer today with THE WRITER'S WORKPLACE!

CONTENTS

Part I: AN INVITATION TO WRITING. 1. Gathering Ideas for Writing. 2. Recognizing the Elements of Good Writing. Part II: CREATING EFFECTIVE SENTENCES. 3. Finding Subjects and Verbs in Simple Sentences. 4. Making Subjects and Verbs Agree. 5. Understanding Fragments and Phrases. 6. Combining Sentences Using Coordination. 7. Combining Sentences Using Subordination. 8. Correcting Fragments and Run-Ons. 9. Choosing Correct Pronouns. 10. Working with Adjectives, Adverbs, and Parallel Structure. 11. Mastering Irregular Verb Forms. 12. Using Verb Tenses Correctly. 13. Learning the Rules for Capitalization

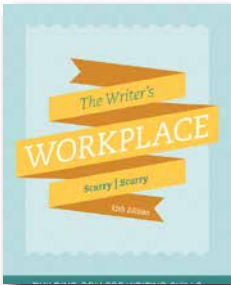
and Punctuation. Part III: UNDERSTANDING THE POWER OF WORDS. 14. Choosing Words That Work. Using Words Rich in Meaning. Understanding Loaded Words: 15. Paying Attention to Look-Alikes and Sound-Alikes. Part IV: CREATING EFFECTIVE PARAGRAPHS. 16. Working with Paragraphs: Topic Sentences and Controlling Ideas. 17. Working with Paragraphs: Supporting Details. 18. Developing Paragraphs: Illustration. 19. Developing Paragraphs: Narration. 20. Developing Paragraphs: Description. 21. Developing Paragraphs: Process Analysis. 22. Developing Paragraphs: Comparison/Contrast. 23. Developing Paragraphs: Cause and Effect. 24. Developing Paragraphs: Definition and Analysis. 25. Developing Paragraphs: Classification. Part V: STRUCTURING THE COLLEGE ESSAY. 26. Moving from the Paragraph to the Essay. 27. Following the Progress of a Student Essay. 28. Writing an Essay Using Examples, Illustrations, or Anecdotes. 29. Writing an Essay Using Narration. 30. Writing an Essay Using Process Analysis. 31. Writing an Essay Using Comparison/Contrast. 32. Writing an Essay Using Persuasion. 33. Other College Writing: The Research Paper and the Essay Exam. Part VI: SUMMARIZING SHORT TEXTS ACROSS THE DISCIPLINES. Part VII: FURTHER READINGS FOR THE COLLEGE WRITER. APPENDICES.

THE WRITER’S WORKPLACE, 11E

Building College Writing Skills
Sandra Scarry, Formerly with the Office of Academic Affairs,
City University of New York; John Scarry, Hostos Community
College, City University of New York

© 2018, 704pp, Spiral, 9781337096461

ebook



THE WRITER’S WORKPLACE: BUILDING COLLEGE WRITING SKILLS has helped more than half a million students like you work their way towards rewarding careers in a variety of fields. Sandra Scarry and John Scarry present writing instruction

that is clear and engaging, with step-by-step explanations to help you become a stronger, more confident writer. The result of many years of classroom teaching and research, this comprehensive and time-tested resource reflects the authors’ understanding that every student has a unique point of view and voice, which is highlighted by the diverse and current examples and exercises found throughout the text. Begin your journey to becoming a more successful and confident writer today with THE WRITER’S WORKPLACE!

CONTENTS

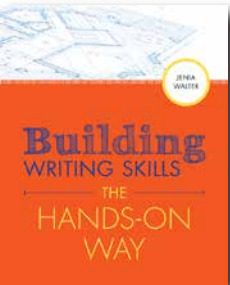
Part I: AN INVITATION TO WRITING. 1. Gathering Ideas for Writing. 2. Recognizing the Elements of Good Writing. Part II: CREATING EFFECTIVE SENTENCES. 3. Finding Subjects and Verbs in Simple Sentences. 4. Making Subjects and Verbs Agree. 5. Understanding Fragments and Phrases. 6. Combining Sentences Using Coordination. 7. Combining Sentences Using Subordination. 8. Correcting Fragments and Run-Ons. 9. Choosing Correct Pronouns. 10. Working with Adjectives, Adverbs, and Parallel Structure. 11. Mastering Irregular Verb Forms. 12. Using Verb Tenses Correctly. 13. Learning the Rules for Capitalization and Punctuation. Part III: UNDERSTANDING THE POWER OF WORDS. 14. Choosing Words That

Work. Using Words Rich in Meaning. Understanding Loaded Words: 15. Paying Attention to Look-Alikes and Sound-Alikes. Part IV: CREATING EFFECTIVE PARAGRAPHS. 16. Working with Paragraphs: Topic Sentences and Controlling Ideas. 17. Working with Paragraphs: Supporting Details. 18. Developing Paragraphs: Illustration. 19. Developing Paragraphs: Narration. 20. Developing Paragraphs: Description. 21. Developing Paragraphs: Process Analysis. 22. Developing Paragraphs: Comparison/Contrast. 23. Developing Paragraphs: Cause and Effect. 24. Developing Paragraphs: Definition and Analysis. 25. Developing Paragraphs: Classification. Part V: STRUCTURING THE COLLEGE ESSAY. 26. Moving from the Paragraph to the Essay. 27. Following the Progress of a Student Essay. 28. Writing an Essay Using Examples, Illustrations, or Anecdotes. 29. Writing an Essay Using Narration. 30. Writing an Essay Using Process Analysis. 31. Writing an Essay Using Comparison/Contrast. 32. Writing an Essay Using Persuasion. 33. Other College Writing: The Research Paper and the Essay Exam. APPENDICES.

BUILDING WRITING SKILLS THE HANDS-ON WAY

Jenia Walter
© 2017, 512pp, Paperback, 9781305260733

CENGAGE | MINDTAP ebook



BUILDING WRITING SKILLS THE HANDS-ON WAY, 1st Edition teaches you the skills you need to become a college-level writer, reader, and critical thinker. The book takes the “grr” out of grammar, provides helpful instruction on writing sentences and

paragraphs, and makes the essay writing process clear by leading you through lessons that include engaging hands-on activities. The friendly, informal tone makes the book easy to read, and the real-world examples and exercises are drawn from a variety of life experiences and perspectives. In short, this book makes the learning process more fun, less intimidating, and more effective.

CONTENTS

Part I: WRITING AS COMMUNICATION AND EXPRESSION. Introduction. 1. Freewriting: Thoughts into Words. 2. Generating and Organizing Ideas: Your Raw Materials. 3. Developing Powerful Paragraphs: A Structure for Ideas. 4. Crafting Purposeful Paragraphs: Strategies and Patterns. 5. Building an Essay: Concepts and Skills. 6. Writing for a Purpose: Essay Strategies and Structures. 7. The Revision Process: Refining Your Work. 8. The Editing Process: Polishing Your Work. Part II: BUILDING A STRONG FOUNDATION. Introduction. 9. Overview of Parts of Speech: A Crash Course. 10. Simple Sentence Structure: The Basic Construction Unit. 11. Using Commas Correctly: Working within the Sentence. 12. Compound Sentence Structure: Key to Understanding Punctuation. 13. Catching Run-ons: Using Sentence Structure Tools to Fix Errors. 14. Complex Sentences: Final Pieces of the Sentence Structure Puzzle. 15. Fixing Fragments: Editing Incomplete Ideas. 16. Modifiers: Expanding

and Adding to Sentences. 17. Sentence Types: Creating Variety. 18. Nouns: The Stuff That Everything Is Made of. 19. Pronouns: Stand-ins for Nouns. 20. Verbs: The Action That Is in Every Sentence. 21. Adjectives and Adverbs: Words that Add More. Part III: A HANDBOOK OF SENTENCE MECHANICS AND ACADEMIC CONVENTIONS. 22. A Guide to Punctuation Patterns. 23. Research Skills for Quoting, Paraphrasing, and Citing Sources. 24. Tips on Language and Style. 25. An Overview of Vocabulary Skills. Part IV: BUILDING READING SKILLS THE HANDS-ON WAY. 26. Building Reading Skills. SELECTED READINGS. Part V: APPENDIXES. A-1. Ways of Learning, Challenges, and the Brain. A-2. Grammar and Usage Tips: Especially for ESL. A-3. Employment Document Skills. Glossary. RESOURCE PAGES. R-1. Conjunction Families. R-2. Pronoun Lists. R-3. Helping Verbs. R-4. Common Irregular Verbs.

PARAGRAPHS AND ESSAYS, 13E

With Integrated Readings

Lee Brandon, Mt. San Antonio College; Kelly Brandon, Santa Ana College

© 2017, 608pp, Paperback, 9781305654181

CENGAGE | MINDTAP ebook



Did you know that reading and writing skills are connected? They are, and you'll learn the hows and whys in this book. PARAGRAPHS AND ESSAYS WITH INTEGRATED READINGS offers "tell-show" instruction, many examples of good

professional and student writing to serve as models for your own work, and interesting and relevant reading-based topics and prompts related to multiple course areas and careers. The reading-based writing presented in this book provides clear guidance experience in critical thinking that enables you to write competently across the disciplines and transition smoothly to the next level of the English program. The technology package includes MindTap, an interactive, online learning experience -- built on the text's content -- that guides you through the course.

CONTENTS

Thematic Contents. Preface. Student Overview. Part I: THE WRITING PROCESS. 1. The Writing Process: Stage One. 2. The Writing Process: Stage Two. 3. The Writing Process: Stage Three. 4. Writing the Paragraph. 5. Writing the Essay. Part II: LINKING READING AND WRITING. 6. Reading for Thinking, Discussion, and Writing. Part III: WRITING PARAGRAPHS AND ESSAYS: INSTRUCTION, WITH INTEGRATED READING SELECTIONS. 7. Descriptive Narration: Moving Through Space and Time. 8. Exemplification: Writing with Examples. 9. Analysis by Division: Examining the Parts. 10. Process Analysis. 11. Cause and Effect: Determining Reasons and Outcomes. 12. Classification. 13. Comparison

and Contrast: Showing Similarities and Differences. 14. Definition: Clarifying Terms. 15. Writing to Persuade. Part IV: USING SOURCES. 16. Writing the Research. Part V: HANDBOOK. 17. Handbook: Writing Effective Sentences.

THE WRITER'S RESPONSE, 6E

A Reading-Based Approach to Writing

Stephen McDonald, Palomar College; William Salomone, Palomar College; Sonia Gutiérrez, Palomar College; Martin Japtok, Palomar College

© 2017, 528pp, Paperback, 9781305100251

ebook



THE WRITER'S RESPONSE teaches students not only the basics of paragraph and essay writing—unity, coherence, and support—but also the basics of academic writing, making it a complete source for students preparing for higher-level work. Through

a variety of exercises and extensive readings, the text teaches students to read carefully and summarize accurately, to recognize and respond to specific points in the material they have read, to synthesize ideas from several reading selections, and to evaluate and argue about the ideas they have found in their reading material. Although the authors' focus is on writing about reading, they also encourage students to use their personal experiences to develop and support their ideas. This combination results in a text that not only imparts the fundamentals of college-level writing, but also helps each student find his or her own voice—and discover that they do, indeed, have something to say.

CONTENTS

Part I: THE READING-WRITING CONVERSATION. 1. Writing with a Central Idea. 2. Reading for the Central Idea. 3. Supporting the Central Idea. 4. Unity and Coherence. Part II: WRITING ABOUT READING. 5. Summarizing and Responding to Reading. 6. Evaluating Reading Selections. 7. Synthesizing Ideas from Reading Selections. 8. Arguing from Several Reading Selections. Part III: EDITING SKILLS. 9. Some Basic Editing Terms. 10. Sentence Fragments. 11. Fused Sentences and Comma Splices. 12. Consistency in Verb Tense and Verb Voice. 13. Subject-Verb Agreement. 14. Pronoun Agreement and Reference. 15. Pronoun Case. 16. Misplaced and Dangling Modifiers. 17. Comma Usage. 18. Semicolons and Colons. 19. The Apostrophe. 20. Quotation Marks. 21. Titles, Capitalization, and Numbers. 22. Clear and Concise Sentences. 23. ESL Issues. Part IV: ADDITIONAL READINGS FOR WRITING.

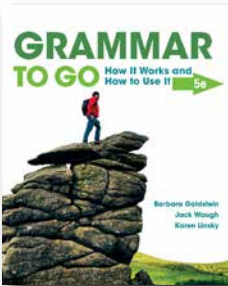
GRAMMAR TO GO, 5E

How It Works and How To Use It

Barbara Goldstein, Hillsborough Community College; Jack Waugh, Hillsborough Community College; Karen Linsky, Hillsborough Community College

© 2016, 288pp, Paperback, 9781305103764

ebook



Brief and basic in its coverage, GRAMMAR TO GO, 5th Edition, offers students a unique focus on sentence diagramming that helps them visualize and understand how words connect. Perfect as a primary text or as a supplement for courses with

an emphasis on learning basic grammar and punctuation skills, this edition incorporates a wide range of material to help students hone their skills, including additional “GrammarSpeak” features (which provide guidance on common errors in daily speech and writing); a new “Write Now” feature in each chapter that offers a specific writing topic for paragraph development while focusing on the grammar lessons of the chapter; and more integrated exercises on interesting topics from sports to history to the arts.

CONTENTS

Part I: LEARNING GRAMMAR BASICS. 1. Getting Started. 2. Sentence Patterns. 3. Adjectives and Adverbs. 4. Phrases. 5. Verbals and Verbal Phrases. 6. Word Order Variations. 7. Clauses. 8. Types of Sentences. Part II: PUTTING THE BASICS TO WORK. 9. Sentence Fragments and Run-On Sentences. 10. Commas. 11. Other Punctuation and Capitalization. 12. Pronouns. 13. Agreement. 14. Modifiers. 15. Sentence Coherence: Logic, Parallelism, and Shifts. 16. Parts of Speech: For Further Study.

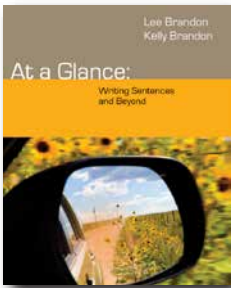
AT A GLANCE, 6E

Writing Sentences and Beyond

Lee Brandon, Mt. San Antonio College; Kelly Brandon, Santa Ana College

© 2015, 240pp, Paperback, 9781285444659

ebook



Using an abundance of exercises, including twenty-one that are new; examples; and writing applications, AT A GLANCE: WRITING SENTENCES AND BEYOND, Sixth Edition, focuses on sentence writing, with detailed attention to matters such as

grammar, rhetoric, sentence variety, sentence combining, diction, capitalization, punctuation, and spelling. The book also includes basic instructions for all ten patterns of writing, including classification; a reproducible Writing Process Worksheet designed to provide guidance for students in recursive writing and to save time for instructors; and concise instruction, with student examples, on the process of writing paragraphs and essays. This edition presents new instruction on writing the summary, a revision on community dialects, and more than a hundred prompts and topics for writing specific and combined patterns of paragraphs and essays. Delivering engaging, effective, and affordable basic instruction, the book can be used on its own or as a companion to a reader or other text materials.

CONTENTS

1. PARTS OF SPEECH. 2. SUBJECTS AND VERBS. 3. KINDS OF SENTENCES. 4. COMBINING SENTENCES, AVOIDING OMISSIONS, ACHIEVING SENTENCE VARIETY. 5. CORRECTING FRAGMENTS, COMMA SPLICES, AND RUN-ONS. 6. BALANCING SENTENCE PARTS. 7. VERBS. 8. PRONOUNS. 9. ADJECTIVES AND ADVERBS. 10. PUNCTUATION AND CAPITALIZATION. 11. SPELLING AND COMMONLY CONFUSED WORDS. 12. THE WRITING PROCESS: PARAGRAPHS AND

ESSAYS. 13. WRITING A SUMMARY. 14. COMBINED AND SPECIFIC PATTERNS OF WRITING AND WRITING TOPICS.

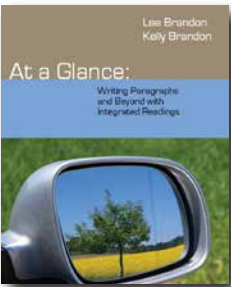
AT A GLANCE, 6E

Writing Paragraphs and Beyond, with Integrated Readings

Lee Brandon, Mt. San Antonio College; Kelly Brandon, Santa Ana College

© 2015, 240pp, Paperback, 9781285444680

ebook



Effective and affordable, the Sixth Edition of AT A GLANCE: WRITING PARAGRAPHS AND BEYOND, WITH INTEGRATED READINGS guides students through the recursive flow of writing with revision and editing. The Sixth Edition adds a chapter

on classification to its instruction in the process of prewriting, organizing, writing, and revising the paragraph and, optionally, the short essay. This edition features forty provocative, integrated readings (with accompanying quizzes on the Student Companion Site), optional reading-based writing instruction (summary, reaction, and two-part response), a chapter introducing the short essay, and a comprehensive handbook (supported by exercises and quizzes on the Student Companion Site). The ideal bridge to help students climb to the next tier of an English writing program, this new edition can be used alone or with another Brandon book such as AT A GLANCE: SENTENCES; AT A GLANCE: WRITING ESSAYS AND BEYOND, WITH INTEGRATED READINGS; or AT A GLANCE: READER.

CONTENTS

1. The Paragraph and Prewriting. 2. Writing, Revising, and Editing the Paragraph. 3. Paragraphs and Essays. 4. Reading Techniques. 5. Reading-Based Writing. 6. Narration: Moving Through Time. 7. Description: Moving Through Space and Time. 8. Exemplification: Writing with Examples. 9. Analysis by Division: Examining the Parts. 10. Process Analysis: Writing About Doing. 12. Cause and Effect: Determining Reasons and Outcomes. 13. Classification: Establishing Groups. 14. Comparison and Contrast: Showing Similarities and Differences. 15. Definition: Clarifying Terms. 16. Argument: Writing to Influence. 17. Handbook.

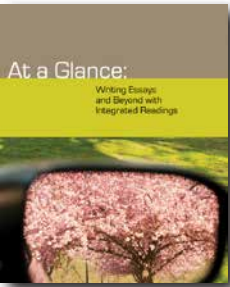
AT A GLANCE, 6E

Writing Essays and Beyond with Integrated Readings

Lee Brandon, Mt. San Antonio College; Kelly Brandon, Santa Ana College

© 2015, 334pp, Paperback, 9781285444642

ebook



Fresh, vibrant, concise, and affordable, the Sixth Edition of AT A GLANCE: WRITING ESSAYS AND BEYOND, WITH INTEGRATED READINGS, will help your students master the recursive flow of writing by revising and editing systematically. Linking

reading and writing, this book’s tell-show-engage writing instructions, demonstrations, and exercises involve students in all stages of the writing process as they move from simple to more complex parts of assignments. With emphasis on the summary, reaction, and two-part response, reading-based writing provides experience in critical thinking, enabling students to write with substance across the disciplines and transition smoothly to the next tier of their English program. The Sixth Edition features a handbook chapter covering fundamentals; fourteen new readings; additional writing prompts;

short-story review instruction; optional career-related writing units for your career-minded students; an updated ten-step research paper chapter; a new chapter on writing classification; complimentary student and instructor companion websites; a streamlined Self-Evaluation Chart; and a Writing Process Worksheet with a checklist based on the new Brandon Guide for Revising and Editing.

CONTENTS

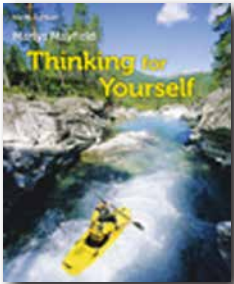
1. THE ESSAY AND ITS PARTS. 2. THE WRITING PROCESS: PREWRITING. 3 THE WRITING PROCESS: WRITING, REVISING, AND EDITING. 4. READING FOR THINKING, DISCUSSION, AND WRITING. 5. DESCRIPTIVE NARRATION: MOVING THROUGH TIME AND SPACE. 6. EXEMPLIFICATION: WRITING WITH EXAMPLES. 7. ANALYSIS BY DIVISION: EXAMINING THE PARTS. 8. PROCESS ANALYSIS: WRITING ABOUT DOING. 9. CAUSE AND EFFECT: DETERMINING REASONS AND RESULTS. 10. CLASSIFICATION. 11. COMPARISON AND CONTRAST: SHOWING SIMILARITIES AND DIFFERENCES. 12. DEFINITION: CLARIFYING TERMS. 13. ARGUMENT: WRITING TO INFLUENCE. 14. THE RESEARCH PAPER. 15. HANDBOOK.

THINKING FOR YOURSELF, 9E

Marlys Mayfield, College of Alameda

© 2014, 400pp, Paperback, 9781133311188

ebook



THINKING FOR YOURSELF: DEVELOPING CRITICAL THINKING SKILLS THROUGH READING AND WRITING offers a unique integration of composition, reading, and critical thinking. As you complete the book's writing assignments, you'll see how

your writing reflects your thinking and how self-directed improvement in thinking also improves your writing. The book offers step-by-step instruction, humor, cartoons, and up-to-date social and political examples as a foundation for lifelong improvement in thinking and writing. Available with InfoTrac® Student Collections <http://gocengage.com/infotrac>.

CONTENTS

PART I: BASICS OF CRITICAL THINKING. 1. Observation Skills: What's Out There? 2. Word Precision: How Do I Describe It? 3. Facts: What's Real? 4. Inferences: What Follows? PART II: PROBLEMS OF CRITICAL THINKING. 5. Assumptions: What's Taken for Granted? 6. Opinions: What's Believed? 7. Viewpoints: What's the Filter? PART III: FORMS AND STANDARDS OF CRITICAL THINKING. 8. Argument: What's a Good Argument? 9. Fallacies: What's a Faulty Argument? 10. Inductive Reasoning: How Do I Reason from Evidence? 11. Inductive Fallacies: How Can Inductive Reasoning Go Wrong? 12. Deductive Reasoning: How Do I Reason from Premises? APPENDIX.

ENGLISH

COMPOSITION

NEW EDITION

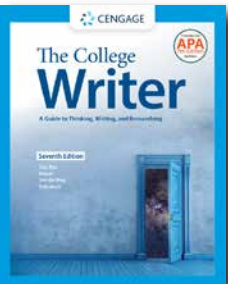
THE COLLEGE WRITER, 7E

A Guide to Thinking, Writing, and Researching

John Van Rys, Redeemer University; Verne Meyer, Dordt College; Randall VanderMey, Westmont College; Patrick Sebranek, University of Wisconsin-Whitewater

© 2022, 720pp, Paperback, 9780357505847

CENGAGE | MINDTAP ebook



No matter where you are in the writing process or how confident you are in your writing, THE COLLEGE WRITER: A GUIDE TO THINKING, WRITING, AND RESEARCHING, 7E offers valuable guidance and support. This fully updated four-in-one resource

provides a rhetoric, reader, research guide, and complete handbook for writers of any skill level. Updated professional and student writing samples highlight important features of academic writing -- from organization to documentation -- while modeling strategies and timely topics to use in your own papers. A reader-friendly organization leads you through the process of composing academic and research-based essays. Revisions emphasize how to craft strong paragraphs and thesis statements, analyze and respond to readings, and compose multimodal texts. With MindTap, you can even choose an online, multimedia learning experience with an eBook, audio and video files, weblinks, practice exercises, and bonus content on test-taking, workplace writing, and oral presentations.

CONTENTS

Part I: THE WRITING PROCESS 1. Getting Started. 2. Reading Critically. 3. Viewing Critically. 4. Planning Your Piece. 5. Drafting: From Paragraphs to Essays. 6. Revising Your Draft. 7. Polishing Your

Prose. 8. One Writer's Process. Part II: READER: STRATEGIES AND SAMPLES. 9. Forms of College Writing. 10. Personal Writing. 11. Analytical Writing: Definition. 12. Analytical Writing: Classification. 13. Analytical Writing: Process. 14. Analytical Writing: Comparison-Contrast. 15. Analytical Writing: Cause and Effect. 16. Reading Literature: A Case Study in Analysis. 17. Persuasive Writing: Strategies for Argumentation. 18. Persuasive Writing: Positions, Actions, and Solutions. BONUS ONLINE CHAPTERS. A. Taking Essay Tests. B. Writing for the Workplace. C. Preparing Oral Presentations. D. Writing for the Web. Part III: RESEARCH AND WRITING. 19. Getting Started: Planning Your Research. 20. Doing Research. 21. Practicing Research Ethics. 22. Drafting Research Papers. 23. MLA Style. 24. APA Style. Part IV: HANDBOOK. 25. Understanding Grammar. 26. Constructing Sentences. 27. Avoiding Sentence Errors. 28. Marking Punctuation. 30. Using the Right Word. 31. Multilingual and ESL Guidelines.

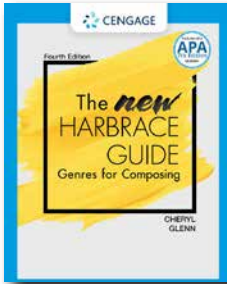
NEW EDITION

THE NEW HARBRACE GUIDE:
GENRES FOR COMPOSING, 4E

Cheryl Glenn, The Pennsylvania State University

© 2022, 576pp, Paperback, 9780357509074

CENGAGE | MINDTAP ebook



Discover the rhetorically based writing guide designed for you, the digital native, with THE NEW HARBRACE GUIDE: GENRES FOR COMPOSING, 4E. This reader-friendly presentation, written by award-winning author

Cheryl Glenn, is known for its trademark emphasis on writing in multiple media. This edition combines coverage of genres and persuasion with a thematic reader, research manual, and a new, rhetorically-oriented handbook section that offers step-by-step guidance in editing. Thirty-six new readings jumpstart your writing with interesting topics ranging from veganism and apolitical food to how young people are changing today's climate conversation. Updated content guides you in analyzing rhetorical choices, creating effective thesis statements, and applying the latest MLA or APA styles. With this edition and MindTap online tools, you can sharpen your digital, print, and multimodal composing skills as well as strengthen critical thinking that is invaluable in future courses and your career.

CONTENTS

PART I: ENTERING THE CONVERSATION: THE RHETORICAL SITUATION. 1. Understanding the Rhetorical Situation. 2. Responding to the Rhetorical Situation. 3. The Writer as Reader. 4. Rhetorical Success in a Digital World. PART II: WRITING PROJECTS: RHETORICAL SITUATIONS FOR COMPOSING. 5. Memoirs. 6. Profiles. 7. Investigative Reports. 8. Position Arguments. 9. Proposals. 10. Evaluations. 11. Critical Analyses. 12. Literary Analyses. PART III: PROCESSES

AND STRATEGIES FOR COMPOSING. 13. From Tentative Idea to Finished Project. 14. Rhetorical Methods of Development. PART IV: A GUIDE TO RESEARCH. 15. Thinking Rhetorically about Research. 16. Identifying Sources. 17. Evaluating Sources. 18. Synthesizing Sources: Summary, Paraphrase, and Quotation. 19. Acknowledging Sources in MLA Style. 20. Acknowledging Sources in APA Style. PART V: REAL SITUATIONS FOR REAL WRITING: A THEMATIC READER. 21. Food and the (Cultural) Experience of Taste. 22. The Millennial Generation. 23. Taking Up (Public) Space. 24. Whose Lives Matter?. 25. STEM vs. STEAM. PART VI: A RHETORICAL GUIDE TO GRAMMAR AND SENTENCE STYLE [ONLINE]. Appendix 1: Essay Exams and the Rhetorical Situation [Online]. Appendix 2: Oral Presentations and the Rhetorical Situation [Online]. Appendix 3: Portfolios and the Rhetorical Situation [Online].

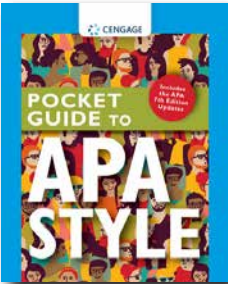
NEW EDITION

POCKET GUIDE TO APA STYLE WITH
APA 7E UPDATES, 7E

Robert Perrin, Indiana State University

© 2021, 192pp, Spiral, 9780357632963

CENGAGE | MINDTAP ebook



Perrin's POCKET GUIDE TO APA STYLE, 7th Edition, is your essential tool for writing research papers in every course you take. Concise yet thorough, the POCKET GUIDE presents straightforward explanations, annotated examples and margin notes

that help you write properly documented papers in the latest APA style. Student-friendly organization, quick-reference indexing and a convenient spiral design make it easier to use than the APA Manual. Expansive, up-to-date coverage of electronic sources prepares you to evaluate and use internet references correctly in your research, while new guidelines help you appropriately incorporate footnotes. An appendix on annotated bibliographies provides guidance plus plenty of examples. Also available: MindTap English.

CONTENTS

1. WRITING SCHOLARLY PAPERS. 2. PREPARING APAMANUSCRIPTS. 3. FOLLOWING APA EDITORIAL STYLE. 4. PREPARING THE REFERENCE LIST AND PARENTHETICAL CITATIONS. 5. CITING PERIODICALS. 6. CITING BOOKS AND OTHER SEPARATELY PUBLISHED MATERIALS. 7. CITING AUDIOVISUAL SOURCES. 8. CITING ELECTRONIC SOURCES. 9. EXAMINING SAMPLE PAPERS. Appendix A. PREPARING AN ANNOTATED BIBLIOGRAPHY. Appendix B. PREPARING POWERPOINT AND POSTER PRESENTATIONS. Preparing a PowerPoint Presentation. Preparing a Poster Presentation. Appendix C. ADDRESSING TECHNICAL ISSUES IN WRITING.

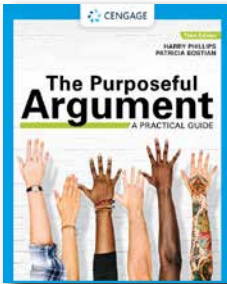
NEW EDITION

THE PURPOSEFUL ARGUMENT, 3E
A Practical Guide

Harry Phillips, Central Piedmont Community College, Retired;
Patricia Bostian, Central Piedmont Community College

© 2021, 704pp, Paperback, 9780357138663

CENGAGE | MINDTAP ebook



Written for today's diverse student body, THE PURPOSEFUL ARGUMENT: A PRACTICAL GUIDE, 3rd Edition, empowers you with essential negotiating skills for everyday life -- tools that will serve you well wherever your career takes you. Vivid

explanations, detailed examples and practical exercises guide you step by step through the process of building an effective argument. The text equips you to argue in response to issues in a variety of environments: school, workplace, family, neighborhood, social-cultural, consumer and concerned citizen. It provides thorough treatments of Toulmin-based and Rogerian approaches and emphasizes the value of understanding the opposition, aiming for the middle ground and using a microhistory to forge an unconventional position. In addition, a rich anthology of arguments covers a wide range of current issues. Also available: MindTap digital learning solution.

CONTENTS

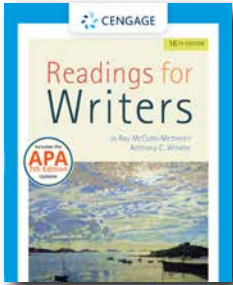
Part 1: How to Approach Argument in Real Life. 1. Argue with a Purpose. 2. Explore an Issue that Matters to You. Part 2: How to Establish Context Through Research. 3. Develop a Research Plan. 4. Evaluate and Engage with Your Sources. 5. Read Critically and Avoid Fallacies. 6. Work Fairly with the Opposition. Part 3: How to Plan, Structure, and Deliver an Argument. 7. Explore an Issue. 8. Consider Toulmin-Based Argument. 9. Consider Middle Ground Argument, Rogerian Argument, and Argument Based on a Microhistory. 10. Build Arguments. 11. Support an Argument with Fact

(Logos), Credibility (Ethos), and Emotion (Pathos). Part 4: How to Take Ownership of Your Argument: A Style Guide. 12. Enhance Your Argument With Visuals. 13. Develop and Edit Argument Structure and Style. Part 5: An Anthology of Arguments.

READINGS FOR WRITERS, 16E

Jo Ray McCuen-Metherell, Glendale Community College, Emeritus; Anthony C. Winkler
© 2020, 761pp, Paperback, 9781337902311

CENGAGE | MINDTAP ebook



From helping you find your voice to guiding you on the latest MLA and APA documentation guidelines, READINGS FOR WRITERS is designed to help you become a more successful writer. Throughout the text, the authors offer helpful commentary, practical tips and suggestions, real student essays, and other writing tools that you can use for any assignment. But even more importantly, they present over 60 readings from a variety of genres and authors that will inspire and inform your writing as you learn what good writing is, and how to create it on your own.

CONTENTS

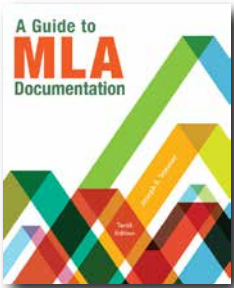
PART I: READING AND WRITING: FROM READING TO WRITING. 1. Reading Critically. 2. Rhetoric: The Art of Persuasion. 3. Synthesis: Incorporating Outside Sources. 4. The Writer's Voice. 5. The Writer's Thesis. 6. Organizing Ideas. 7. Developing Good Paragraphs. PART II: PATTERNS OF DEVELOPMENT. 8. Narration. 9. Description. 10. Process Analysis. 11. Illustration/Exemplification. 12. Definition. 13. Comparison/Contrast. 14. Division/Classification. 15. Causal Analysis. 16. Argumentation and Persuasion. 17. Combining the Modes. PART III: THEMATIC

COLLECTIONS FOR CRITICAL THINKING AND DEBATE. PART IV: REWRITING YOUR WRITING. PART V: CHECKING YOUR PUNCTUATION. PART VI: WRITING RESEARCH PAPERS.

A GUIDE TO MLA DOCUMENTATION, 10E

Joseph F. Trimmer, Ball State University
© 2019, 48pp, Wire Stitched, 9781337555999

CENGAGE | MINDTAP ebook



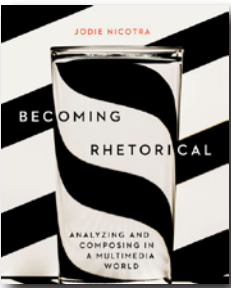
Briefer, more affordable, and easier to use than the MLA's own handbook, this popular guide features the current MLA standards and principles, new annotated examples, and an expanded guide to citing online resources. You'll appreciate the Guide's numerous examples, a sample research paper, and helpful hints on such topics as evaluating resources and avoiding plagiarism.

CONTENTS

Acknowledgements. 1. Implications for Your Research and Composing. Evaluating Resources. Compiling Source Information. Taking Notes. Quoting Sources. Summarizing and Paraphrasing Sources. Avoiding Plagiarism. 2. Documenting Sources. Preparing the List of Works Cited. Using the Core Elements to Create Works-Cited Entries. Sample Entries: Books in Print. Sample Entries: Articles in Print Periodicals. Sample Entries: Online Publications. Sample Entries: Miscellaneous Sources. Using Notes. Abbreviations for MLA Documentation. 3. Annotated Student Research Paper: "The Perils of the Second Shift: Navigating Work Family Conflict in the 21st Century," by Nichole Peña. Index.

BECOMING RHETORICAL
Analyzing and Composing in a Multimedia World
Jodie Nicotra, Associate Professor, University of Idaho
© 2019, 672pp, Paperback, 9781305956773

CENGAGE | MINDTAP ebook



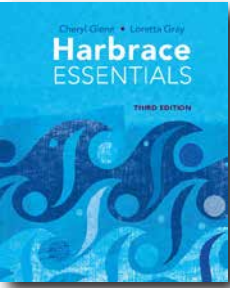
In your courses and career, you will compose essays, reports, photos, graphics, web pages, and more. BECOMING RHETORICAL gives you the tools and the training you need to create successful communications in all of these formats and in different situations. First you will learn tools of analysis -- ways to investigate different aspects of a situation that will guide you to respond in the best possible way. Then you will learn how to draw on the specific capabilities of each medium of composition -- words, still images, sounds, video -- to create compositions that affect your audience in the ways you intend. As you learn to analyze and compose, you will read examples annotated by the author to show you exactly how it is done, and practice on projects large and small. Whether you have to design a brochure or make a video, BECOMING RHETORICAL gives you the foundations to make it work.

CONTENTS

Part 1: WHAT "BECOMING RHETORICAL" MEANS. 1. The Basic Rhetorical Situation. 2. The Expanded Rhetorical Situation. Part 2: RHETORICAL ANALYSIS. 3. Analyzing Textual Rhetoric. 4. Analyzing Visual Rhetoric. 5. Analyzing Multimodal Rhetoric. Part 3: RHETORICAL PRODUCTION. 6. The Invitation to Rhetoric: Defining Rhetorical Problems. 7. Responding to Rhetorical Problems with Arguments. 8. Explaining Concepts, Events, and Ideas. 9. Defining. 10. Evaluating. 11. Proposing. Part 4: TOOLS FOR COMPOSING. 12. Research: Composing with Multiple Sources. 13. Creating Written Compositions. 14. Creating Visual Compositions. 15. Creating Multimodal Compositions.

HARBACE ESSENTIALS, 3E
Cheryl Glenn, The Pennsylvania State University; Loretta Gray, Central Washington University
© 2019, 496pp, Paperback, 9781337556880

CENGAGE | MINDTAP ebook



Grab it and go! HARBACE ESSENTIALS, 3rd Edition answers all of your essential writing questions in one easy-to-navigate, easy-to-carry handbook. Inside, you'll find brief yet thorough explanations of important grammar, style, mechanics and punctuation topics. You'll also find model student papers, extensive MLA and APA citation examples and more.

CONTENTS

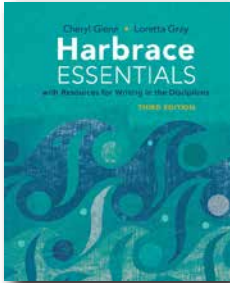
Part I: WRITING. 1. Writing and Reading Rhetorically. 2. Planning and Drafting Essays. 3. Developing Paragraphs. 4. Revising and Editing Essays. 5. Critical Reading and Analysis. 6. Writing Arguments. 7. Designing Documents. Part II: RESEARCH. 8. Planning Research. 9. Finding Sources in Print, Online, and in the Field. 10. Evaluating Print and Online Sources. 11. Using Sources Critically and Responsibly. 12. Avoiding Plagiarism. Part III: DOCUMENTATION. 13. MLA Documentation. 14. APA Documentation. 15. CMS Documentation. 16. CSE Documentation. Part IV: GRAMMAR. 17. Sentence Essentials. 18. Sentence Fragments. 19. Comma Splices and Fused Sentences. 20. Verbs. 21. Pronouns. 22. Modifiers. Part V: EFFECTIVE SENTENCES. 23. Sentence Unity. 24. Subordination and Coordination. 25. Parallelism. 26. Emphasis. 27. Variety. Part VI: EFFECTIVE LANGUAGE. 28. Good Usage. 29. Precise Word Choice. 30. Conciseness. Part VII: PUNCTUATION. 31. The Comma. 32. The Semicolon and the Colon. 33. The Apostrophe. 34. Quotation Marks. 35. The Period and Other Punctuation Marks. Part VIII: MECHANICS. 36. Spelling and the Hyphen. 37. Capitals. 38. Italics. 39. Abbreviations, Acronyms, and Numbers.

HARBACE ESSENTIALS WITH
RESOURCES WRITING IN THE
DISCIPLINES, 3E

Cheryl Glenn, *The Pennsylvania State University*; Loretta Gray, *Central Washington University*

© 2019, 592pp, Paperback, 9781337556903

CENGAGE | MINDTAP *ebook*



Grab it and go! HARBACE ESSENTIALS WITH RESOURCES FOR WRITING IN THE DISCIPLINES, 3rd Edition answers all of your essential writing questions in one easy-to-navigate, easy-to-carry handbook. Inside, you'll find brief yet thorough explanations of important grammar, style, mechanics and punctuation topics. You'll also find model student papers in a variety of disciplines, extensive MLA citation examples and more.

CONTENTS

Part I: WRITING. 1. Writing and Reading Rhetorically. 2. Planning and Drafting Essays. 3. Developing Paragraphs. 4. Revising and Editing Essays. 5. Critical Reading and Analysis. 6. Writing Arguments. 7. Designing Documents. Part II: RESEARCH. 8. Planning Research. 9. Finding Sources in Print, Online, and in the Field. 10. Evaluating Print and Online Sources. 11. Using Sources Critically and Responsibly. 12. Avoiding Plagiarism. Part III: DOCUMENTATION. 13. MLA Documentation. 14. APA Documentation. 15. CMS Documentation. 16. CSE Documentation. Part IV: GRAMMAR. 17. Sentence Essentials. 18. Sentence Fragments. 19. Comma Splices and Fused Sentences. 20. Verbs. 21. Pronouns. 22. Modifiers. Part V: EFFECTIVE SENTENCES. 23. Sentence Unity. 24. Subordination and Coordination. 25. Parallelism. 26. Emphasis. 27. Variety. Part VI: EFFECTIVE LANGUAGE. 28. Good Usage. 29. Precise Word Choice. 30. Conciseness. Part VII: PUNCTUATION. 31. The Comma. 32. The Semicolon and the Colon.

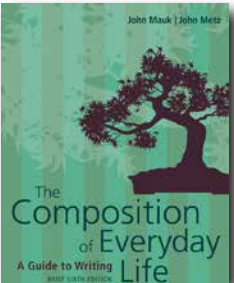
33. The Apostrophe. 34. Quotation Marks. 35. The Period and Other Punctuation Marks. Part VIII: MECHANICS. 36. Spelling and the Hyphen. 37. Capitals. 38. Italics. 39. Abbreviations, Acronyms, and Numbers. Part IX: WRITING IN THE DISCIPLINES. 40. Writing about Literature. 41. Writing in the Humanities. 42. Writing in the Social Sciences. 43. Writing in the Natural Sciences. 44. Writing in Business.

THE COMPOSITION OF EVERYDAY
LIFE, BRIEF, 6E

John Mauk, *Northwestern Michigan College*; John Metz, *Kent State University at Geauga*

© 2019, 768pp, Paperback, 9781337556064

CENGAGE | MINDTAP *ebook*



Encouraging you to be an inventive thinker and writer, THE COMPOSITION OF EVERYDAY LIFE, Brief, connects the act of writing to your daily life. It helps you to uncover meaning, rethink the world around you and invent ideas. With more than 50 reading selections by both professional and student writers, this book is designed to help you develop focused and distinctive academic essays. It gives you great preparation for the reading and writing activities you'll encounter throughout your college experience and beyond.

CONTENTS

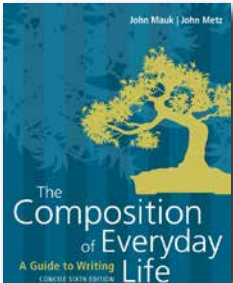
Part I: INVENTION. 1. Inventing Ideas. 2. Remembering Who You Were. 3. Explaining Relationships. 4. Observing. 5. Analyzing Concepts. 6. Analyzing Texts. 7. Analyzing Images. 8. Making Arguments. 9. Responding to Arguments. 10. Evaluating. 11. Searching for Causes. 12. Proposing Solutions. 13. Thinking Radically: Re-Seeing the World. Part II: RESEARCH. 14. Finding Sources. 15. Analyzing, Synthesizing, and Evaluating Sources. 16. Integrating and Documenting Sources. Part III: ORGANIZATION AND DELIVERY. 17. Organizing Ideas. 18. Developing Voice. 19. Vitalizing Sentences. Part IV: ANTHOLOGY. 20. Everyday Rhetoric.

THE COMPOSITION OF EVERYDAY
LIFE, CONCISE, 6E

John Mauk, *Northwestern Michigan College*; John Metz, *Kent State University at Geauga*

© 2019, 604pp, Paperback, 9781337556088

CENGAGE | MINDTAP *ebook*



Encouraging you to be an inventive thinker and writer, THE COMPOSITION OF EVERYDAY LIFE, Concise, connects the act of writing to your daily life. It helps you to uncover meaning, rethink the world around you and invent ideas. With 36 reading selections by both professional and student writers, this book is designed to help you develop focused and distinctive academic essays. It gives you great preparation for the reading and writing activities you'll encounter throughout your college experience and beyond.

CONTENTS

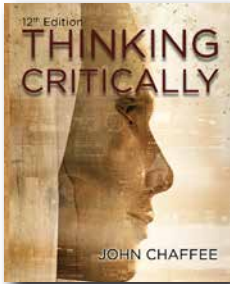
Part I: INVENTION. 1. Inventing Ideas. 2. Remembering Who You Were. 3. Explaining Relationships. 4. Observing. 5. Analyzing Concepts. 6. Analyzing Texts. 7. Analyzing Images. 8. Making Arguments. 9. Responding to Arguments. 10. Evaluating. 11. Searching for Causes. 12. Proposing Solutions. 13. Thinking Radically: Re-Seeing the World. Part II: RESEARCH. 14. Finding Sources. 15. Analyzing, Synthesizing, and Evaluating Sources. 16. Integrating and Documenting Sources. Part III: ORGANIZATION AND DELIVERY. 17. Organizing Ideas. 18. Developing Voice. 19. Vitalizing Sentences.

THINKING CRITICALLY, 12E

John Chaffee, City University of New York

© 2019, Paperback, 9781337558501

CENGAGE | MINDTAP ebook



Become a more sophisticated thinker with THINKING CRITICALLY, which teaches you a surefire process for developing the thinking abilities you need for academic and career success. First, you'll build your confidence by learning and practicing basic skills related to your personal experiences. Next, you'll progress to the types of reasoning skills required for abstract contexts -- such as your academic courses. Activities and writing assignments invite your active participation and prompt you and your peers to critically examine each other's thinking. Thought-provoking and current readings from a wide variety of thinkers engage you in thinking about complex issues from different perspectives. Along the way, monitor your own progress as a critical thinker with self-assessment activities.

CONTENTS

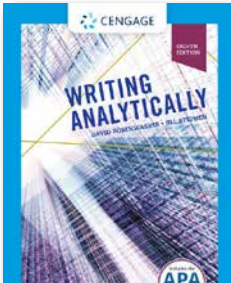
- 1. Thinking. 2. Thinking Critically. 3. Solving Problems. 4. Perceiving and Believing. 5. Constructing Knowledge. 6. Language and Thought. 7. Forming and Applying Concepts. 8. Relating and Organizing. 9. Thinking Critically about Moral Issues. 10. Constructing Arguments. 11. Reasoning Critically. 12. Thinking Critically, Living Creatively.

WRITING ANALYTICALLY WITH APA 7E UPDATES, 8E

David Rosenwasser, Muhlenberg College; Jill Stephen, Muhlenberg College

© 2019, 384pp, Paperback, 9781337559461

CENGAGE | MINDTAP ebook



Learning to write well requires learning to use writing as a tool to think well--and this book shows you how. WRITING ANALYTICALLY leads you through the process of analysis and synthesis and helps you to generate original, well-developed ideas. Whether you're already a confident writer or someone who feels stranded amidst your notes and sources--waiting for the light bulb of inspiration to rescue you--this book will help you improve your skills. It's built on a series of tools for thinking that proceed step-by-step. Applying the tools will enable you to see more and arrive at better ideas about whatever you're analyzing. You'll learn to determine which details are important in your subject, how to go about figuring out why they are important, and most important, how to talk and write about what they mean.

CONTENTS

- Unit I: THE ANALYTICAL FRAME OF MIND. 1. The Five Analytical Moves. 2. Reading Analytically. 3. Interpretation: Moving from Observation to Implication. 4. Responding to Traditional Writing Assignments More Analytically. 5. Thinking Like a Writer. Unit II: WRITING THE ANALYTICAL PAPER 6. Reasoning from Evidence to Claims. 7. Finding and Evolving a Thesis. 8. Conversing with Sources: Writing the Researched Paper. 9. Finding, Evaluating, and Citing Sources. Unit III: MATTERS OF FORM. 10. From Paragraphs to Papers: Forms and Formats Across the Curriculum. 11. Style: Choosing Words, Shaping Sentences. 12. Nine Basic Writing Errors (BWEs) and How to Fix Them.

KEYS FOR WRITERS WITH APA 7E UPDATES, SPIRAL BOUND VERSION, 8E

Ann Raimes, Hunter College, City University of New York; Susan K. Miller-Cochran

© 2018, 736pp, Spiral, 9781305956759

CENGAGE | MINDTAP ebook



Offering a wealth of examples, tips, and tools, KEYS FOR WRITERS, 8e, is an easy-to-use resource for improving your writing for all of your coursework -- as well as your career. Color-coded tabs allow you to quickly find answers to your grammar and writing questions. The visual Critical Thinking Framework enables you to read, write, and research with better results, and Key Examples help you compare strong versus weak ways of applying critical thinking. Sample student papers provide excellent models of writing in different disciplines, while the new Assignment Guide provides steps for writing in 15 common genres you might encounter in your academic and professional career. Completely up to date with the latest MLA guidelines, the eighth edition also highlights the importance of writing in such careers as nursing, accounting, law, IT, and more.

CONTENTS

- Part I: THE WRITING PROCESS. 1. Critical Thinking, Reading, and Writing. 2. Drafting in Stages. 3. Revising, Editing, and Proofreading. 4. Writing and Analyzing Arguments. 5. Writing in Academic Disciplines. ASSIGNMENT GUIDE: KEYS TO COMMON GENRES. Part II: THE RESEARCH PROCESS. 6. Research: A Conversation with Sources. 7. Searching for Sources. 8. How to Evaluate Sources. 9. How to Avoid Plagiarizing. 10. How to Use, Integrate, and Document Sources. Part III: MLA DOCUMENTATION. 11. Citing Sources in Your Paper, MLA Style. 12. MLA List of Works Cited. 13. A Student's Research Paper,

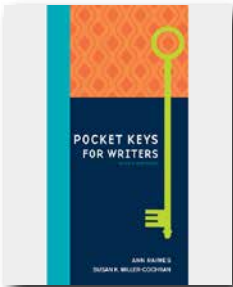
- MLA Style. Part IV: APA, CSE, AND CHICAGO DOCUMENTATION. 14. Citing Sources in Your Paper, APA Style. 15. APA List of References. 16. A Student's Research Paper, APA Style. 17. CSE Style of Documentation. 18. Excerpt from a Student's Research Paper, CSE Style. 19. Chicago Manual of Style: Endnotes, Footnotes, and Bibliography. 20. Excerpt from a Student's Research Paper, Chicago Style. Part V: DESIGN, MEDIA, AND PRESENTATION. 21. Document Design. 22. Visuals. 23. Online Communication Forums. 24. Oral and Multimedia Presentations. 25. Portfolios. 26. Resumes and Letters of Application. 27. Business Letters and Memos. Part VI: STYLE: THE FIVE C'S. 28. First C: Cut. 29. Second C: Check for Action. 30. Third C: Connect. 31. Fourth C: Commit. 32. Fifth C: Choose the Best Words. 33. Revising for Style: A Student's Drafts. 34. Style Tips. Part VII: COMMON SENTENCE PROBLEMS. 35. Trouble Spots and Terms. 36. Fixing a Sentence Fragment. 37. Run-ons and Comma Splices. 38. Sentence Snarls. 39. Verbs. 40. Passive Voice. 41. Subject-Verb Agreement. 42. Pronouns. 43. Adjectives and Adverbs. 44. Relative Clauses and Relative Pronouns. Part VIII: PUNCTUATION, MECHANICS, AND SPELLING. 45. Commas. 46. Apostrophes. 47. Quotation Marks. 48. Semicolons and Colons. 49. Other Punctuation Marks. 50. Italics/Underlining. 51. Capitalization. 52. Abbreviations. 53. Numbers. 54. Hyphens. 55. Online Guidelines. 56. Spelling. Part IX: WRITING ACROSS LANGUAGES AND CULTURES. 57. Language Diversity and Edited American English: Challenges for Multilingual Writers. 58. Nouns and Articles. 59. Verbs and Verb Forms. 60. Sentence Structure and Word Order. 61. Prepositions and Idioms. 62. Language Learners' FAQs. Part X: GLOSSARIES. 63. Words to Watch For: Glossary of Usage. 64. Glossary of Grammatical Terms. Index.

POCKET KEYS FOR WRITERS, SPIRAL
BOUND VERSION, 6E

Ann Raimes, Hunter College, City University of New York;
Susan K. Miller-Cochran

© 2018, 304pp, Spiral, 9781305972117

CENGAGE | MINDTAP ebook



Get big writing help in a small package with POCKET KEYS FOR WRITERS. Based on the authors' research and experience in the college writing classroom, this book offers everything you need to improve your writing. The sixth edition features three new extended examples to help you build important critical thinking skills that will serve you well in your college writing and beyond. From navigating the research process to understanding the mechanics of writing and using punctuation to finding and documenting print and electronic source materials, POCKET KEYS FOR WRITERS assembles concise and practical information in one clear, easy-to-use handbook that you'll find yourself turning to again and again.

CONTENTS

Part I: WRITING IN COLLEGE. 1. The Writing Process in Context. 2. A Framework for Critical Thinking. 3. Reading and Writing Arguments. 4. Presentation Matters. Part II: RESEARCH: FINDING AND EVALUATING SOURCES. 5. How to Search for Information. 6. How to Evaluate Sources. Part III: USING AND CITING SOURCES: WRITING WITHOUT PLAGIARIZING. 7. Citing Your Sources. 8. How to Use and Integrate Source Material. Part IV: DOCUMENTING SOURCES. 9. MLA Style. 10. APA Style. 11. Chicago Style. Part V: THE FIVE C'S FOR CLEAR STYLE. 12. Cut. 13. Check for Action ("Who's Doing What?") 14. Connect. 15. Commit. 16. Choose Your Words Carefully. 17. Revising for Style. Part VI: COMMON SENTENCE PROBLEMS. 18. FAQs about Sentences. 19. Fixing a Sentence Fragment. 20. Fixing a Run-on or Comma Splice.

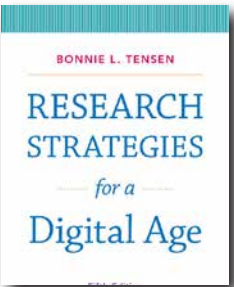
21. Untangling Sentence Snarls. 22. Using Verbs Correctly. 23. Making Subjects and Verbs Agree. 24. Using Pronouns. 25. Adjectives and Adverbs. Part VII: PUNCTUATION AND MECHANICS. 26. Punctuation Shows Intent. 27. Commas. 28. Apostrophes. 29. Quotation Marks. 30. Other Punctuation Marks. 31. Italics and Underlining. 32. Capitals, Abbreviations, and Numbers. 33. Hyphens. Part VIII: WRITING ACROSS LANGUAGES AND CULTURES. 34. Standard Academic English. 35. Nouns and Articles (A, An, The). 36. Infinitive, -ing, and -ed Forms. 37. Sentence Structure and Word Order. Part IX: WORDS TO WATCH FOR. 38. Glossary of Usage.

RESEARCH STRATEGIES FOR A
DIGITAL AGE, 5E

Bonnie Tensen

© 2018, 320pp, Paperback, 9781305969407

CENGAGE | MINDTAP ebook



Practical, relevant, and reflecting the latest technologies, RESEARCH STRATEGIES FOR A DIGITAL AGE, 5th Edition, provides a thorough, step-by-step guide that helps you develop research skills critical to today's online environment -- skills that will serve you well for a lifetime. This text blends traditional research methods with detailed instruction on how to use and evaluate electronic research technologies. The author introduces you to research by beginning in the academic library: Using online discovery tools to search in a controlled environment with credible sources helps you to develop and sharpen your research and analytical skills before expanding your search into the vast (and sometimes questionable) resources of the Web. You'll find practical guidance about how to incorporate and document resources skillfully and with academic integrity, as well as insightful examples, illustrations, and tips to help you get the most from today's wealth of online material.

CONTENTS

Part I: RESEARCH BASICS. 1. Get Off to a Good Start. 2. Searching Versus Surfing: Locating Quality Sources. 3. Become a Research "Supersleuth." Part II: RESEARCH USING THE WORLD WIDE WEB. 4. How to Surf the Web without Drowning. 5. Field Research Online. Part III: INCORPORATING YOUR RESEARCH. 6. Academic Integrity. 7. Documentation Guidelines. Part IV: RESEARCH DOCUMENTATION. 8. Documentation: MLA Format. 9. Documentation: APA Format. 10. Documentation: CSE Format. 11. Documentation: CMS Format.

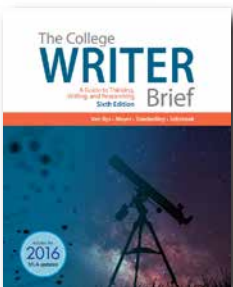
THE COLLEGE WRITER, 6E

A Guide to Thinking, Writing, and Researching, Brief

John Van Rys, Redeemer University; Verne Meyer, Dordt College; Randall VanderMey, Westmont College; Patrick Sebranek, University of Wisconsin-Whitewater

© 2018, 608pp, Paperback, 9781305959002

ebook



Combining streamlined instruction in the writing process with an accessible style, THE COLLEGE WRITER, BRIEF, is your all-in-one writing resource. Throughout the text, samples of student and professional writing in different disciplines and from different career paths help you write papers for all of your courses. A research guide, including the most current MLA and APA documentation guidelines, helps you meet all the expectations of your academic projects. Learning Outcomes in each chapter show you the key concepts you'll be expected to know.

CONTENTS

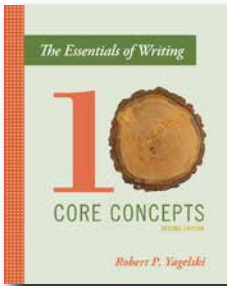
Part I: RHETORIC: A COLLEGE STUDENT'S GUIDE TO WRITING. 1. Critical Thinking Through Reading, Viewing, and Writing. 2. Beginning the Writing Process. 3. Planning. 4. Drafting. 5. Revising. 6. Editing and Proofreading. 7. Submitting Writing and Creating Portfolios. 8. One Writer's Process. Part II: READER: STRATEGIES AND SAMPLES. 9. Forms of College Writing. 10. Narration, Description, and Reflection. 11. Definition. 12. Classification. 13. Process. 14. Comparison and Contrast. 15. Cause and Effect. 16. Reading Literature: A Case Study in Analysis. 17. Strategies for Argumentation and Persuasion. 18. Arguing for Positions, Actions, and Solutions. Part III: RESEARCH AND WRITING. 19. Getting Started: From Planning Research to Evaluating Sources. 20. Conducting Research: Primary, Library, Web. 21. Building Credibility: Avoiding Plagiarism. 22. Drafting Papers with Documented Research. 23. MLA Style. 24. APA Style.

THE ESSENTIALS OF WRITING, 2E
Ten Core Concepts

Robert P. Yagelski, State University of New York, Albany

© 2018, 352pp, Paperback, 9781337091732

ebook



THE ESSENTIALS OF WRITING: TEN CORE CONCEPTS is a brief writing guide that teaches you ten core concepts you need to learn to become a sophisticated writer. It also offers you practical advice about analytical and argumentative writing,

developing an academic writing style, synthesizing ideas, designing documents, conducting research, and evaluating and documenting sources.

CONTENTS

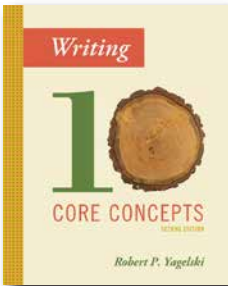
1. Why We Write. 2. Ten Core Concepts for Effective Writing. 3. The Core Concepts in Action. 4. A Student Writer Applies the Core Concepts. 5. Understanding Analytical Writing. 6. Understanding Argument. 7. Working with Ideas and Information. 8. Designing Documents. 9. Finding Source Material. 10. Evaluating Sources. 11. Using Source Material. 12. Citing Sources Using MLA Style.

WRITING, 2E
Ten Core Concepts

Robert P. Yagelski, State University of New York, Albany

© 2018, 896pp, Paperback, 9781305956766

CENGAGE | MINDTAP ebook



WRITING: TEN CORE CONCEPTS is designed to help you acquire the fundamental understanding that you need to become an effective writer, and to give you practice in applying ten core concepts across different writing tasks. Handy ten-step writing

guides use the core concepts to help you effectively manage various types of writing that you will encounter in college and beyond.

CONTENTS

Part I: A GUIDE TO WRITING EFFECTIVELY. 1. Why We Write. 2. Ten Core Concepts for Effective Writing. 3. The Ten Core Concepts in Action. 4. A Student Writer Applies the Core Concepts. Part II: WRITING TO ANALYZE. 5. Understanding Analytical Writing. 6. Examining Causes and Effects. 7. Comparing and Synthesizing. 8. Conducting Rhetorical Analysis. 9. Analyzing Literary Texts. 10. Evaluating and Reviewing. Part III: WRITING TO PERSUADE. 11. Understanding Argument. 12. Making Academic Arguments. 13. Making Arguments in Public Discourse. 14. Presenting a Proposal. Part IV: WRITING TO NARRATE AND INFORM. 15. Understanding Narrative Writing. 16. Writing Personal Narratives. 17. Writing Informative Essays. 18. Digital Storytelling. Part V: ESSENTIAL SKILLS FOR CONTEMPORARY WRITERS. 19. Working with Ideas and Information. 20. Designing Documents. 21. Finding Source Material. 22. Evaluating Sources. 23. Using Source Material. 24. Citing Sources Using MLA Style. 25. Citing Sources Using APA Style. 26. Composing with Style. 27. Avoiding Common Problems in Grammar and Usage.

COMPOSING TO COMMUNICATE: A
STUDENT'S GUIDE (WITH 2016 MLA
UPDATE CARD)

Robert Saba, Florida International University

© 2017, 512pp, Paperback, 9781337287517

CENGAGE | MINDTAP ebook



COMPOSING TO COMMUNICATE: A STUDENT'S GUIDE takes a conversational, "how to" approach to show you how writing connects to your academic and career goals. The textbook's jargon-free instruction provides you with accessible strategies

that can be applied to all of your college writing tasks. The textbook focuses on teaching you how you can use writing and communicating to solve real problems and address issues that matter to you. It supports this theme by presenting student writing samples that demonstrate how writing for class can be more than just an academic exercise. Learning objectives open each chapter so you can focus on the most important points. The variety of writing projects, readings, and interviews with student writers aim to make your composition course more interesting than you may have imagined it could be. Each student text is packaged with a free Cengage Essential Reference Card to the MLA HANDBOOK, Eighth Edition.

CONTENTS

Part I: WRITING TO COMMUNICATE AND SOLVE PROBLEMS. 1. The Relevance of Writing. 2. Planning Essays as Communication. 3. An Overview of the Writing Process. Part II: WRITING PROJECTS AND ESSAYS. 4. Narrative Essays. 5. Profiles. 6. Evaluations and Reviews. 7. Arguments That Matter. 8. Navigating Research Projects. 9. Public Writing and Community Engagement. 10. Analyzing Stories. 11. Writing Beyond the Page: Shifting Genres and Using New Media. Part III: CLEAR WRITING AND PROFESSIONAL

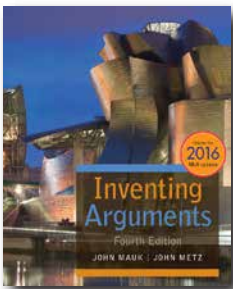
PRESENTATIONS. 12. Developing an Effective Style. 13. Writing in the Workplace: How College Writing Skills Transfer. 14. Using and Documenting Sources. 15. Text to Speech: Oral Presentations and Public Speaking (MindTap edition only).

INVENTING ARGUMENTS, 2016 MLA
UPDATE, 4E

John Mauk, Northwestern Michigan College; John Metz, Kent State University at Geauga

© 2017, 608pp, Paperback, 9781337280853

CENGAGE | MINDTAP ebook



Organized around common rhetorical situations that occur all around us, INVENTING ARGUMENTS shows you that argument is a living process, not a form to be modeled. Through the text's prominent focus on invention, you will learn to recognize the rhetorical

elements of any argumentative situation and apply the tools of argument effectively in your own writing. The basic layers of argument are introduced in early chapters, with material arranged into increasingly sophisticated topics beginning with the most obvious or explicit layers (claims) and moving to more implied or "hidden" layers (assumptions, values, beliefs, ideology). By the time you finish Part I, you will have a thorough understanding of argument, which you can then apply not just to the invention projects in Chapters 7–12, but also to your writing for other college courses and beyond. This edition has been updated to reflect guidelines from the 2016 MLA HANDBOOK, Eighth Edition.

CONTENTS

PART I: ENTERING ARGUMENT. 1. Inventing Arguments. 2. Claims. 3. Support. 4. Opposition. 5. Hidden Layers. 6. Analyzing Argument. PART II: INVENTING ARGUMENT. 7. Arguing Definitions.

8. Arguing Causes. 9. Arguing Value. 10. Arguing Crisis. 11. Arguing the Past. 12. Arguing the Future. PART III: RESEARCH. 13. The Research Guide. PART IV: ARGUMENT ANTHOLOGY. 14. Politics. 15. Men and Women. 16. Race. 17. Environment. 18. Education. 19. Consumption. 20. Popular Culture. 21. Technology. 22. Philosophy and Humanity.

STEPS TO WRITING WELL (WITH 2016 MLA UPDATE CARD), 13E

Jean Wyrick, Professor Emerita, Colorado State University

© 2017, 656pp, Paperback, 9781337287180

CENGAGE | MINDTAP ebook



Writing well is just a step away! Join the thousands of students who have learned to write well with Jean Wyrick's clear, thoughtful advice. STEPS TO WRITING WELL, Thirteenth Edition, is the ultimate step-by-step guide to writing effective academic essays.

Wyrick offers friendly, practical guidelines for composing different types of essays, with discussion of everything from choosing a topic to developing an essay to polishing your prose. New "Visualizing the Process" flowcharts provide at-a-glance summaries of the steps for completing each of the major assignments in the text; many new professional readings and sample essays offer useful models for academic writing and also touch on engaging topics intended to spark ideas for your own writing. A wealth of exercises, group activities, and longer assignments provide additional essay topic ideas and opportunities to apply and review what you are learning. Each student text is packaged with a free Cengage Essential Reference Card to the MLA HANDBOOK, Eighth Edition.

CONTENTS

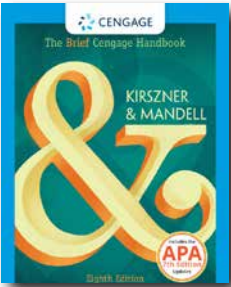
Part I: THE BASICS OF THE SHORT ESSAY. 1. Prewriting. 2. The Thesis Statement. 3. The Body Paragraphs. 4. Beginnings and Endings. 5. Drafting and Revising: Creative Thinking, Critical Thinking. 6. Effective Sentences. 7. Word Logic. 8. The Reading-Writing Connection. Part II: PURPOSES, MODES, AND STRATEGIES. 9. Development by Example. 10. Process Analysis. 11. Comparison and Contrast. 12. Definition. 13. Division and Classification. 14. Causal Analysis. 15. Argumentation. 16. Description. 17. Narration. 18. Writing Essays Using Multiple Strategies. Part III: SPECIAL ASSIGNMENTS. 19. Conducting Research and Using Sources. 20. Documenting Sources. 21. Classroom Writing Assignments: Exams, Timed Essays, and Presentations. 22. Writing about Literature. 23. Writing in the World of Work. Part IV: A CONCISE HANDBOOK. Parts of Speech. Sentence Components and Classifications. 24. Major Errors in Grammar. 25. A Concise Guide to Punctuation. 26. A Concise Guide to Mechanics.

THE BRIEF CENGAGE HANDBOOK WITH APA 7E UPDATES, 8E

Laurie G. Kirsznér, University of the Sciences, Emeritus; Stephen R. Mandell, Drexel University

© 2017, 688pp, Spiral, 9781337280983

CENGAGE | MINDTAP ebook



Become a successful college writer with THE BRIEF CENGAGE HANDBOOK, 8th Edition. This comprehensive and practical text provides extensive coverage of rhetorical concerns, the writing and research

process, composing in digital environments and in various genres, and other topics essential for 21st century writers. Numerous checklists summarize key information that you can quickly access as you work on writing and research projects. This versatile and proven text is a uniquely effective guide to help you develop the critical thinking, reading, and writing skills you need to be a successful communicator in college and beyond. This edition has been updated to reflect guidelines from the 2016 MLA HANDBOOK, Eighth Edition.

CONTENTS

How to Use This Book. Acknowledgments. Part I: APPROACHING TEXTS. 1. Understanding the Rhetorical Situation. 2. Reading and Interpreting Texts. 3. Reading and Interpreting Visuals. Part II: DEVELOPING ESSAY PROJECTS. 4. Planning. 5. Shaping. 6. Drafting and Revising. Part III: DEVELOPING CRITICAL THINKING AND ARGUMENTATION SKILLS. 7. Thinking Critically. 8. Writing an Argumentative Essay. 9. Writing Proposals. 10. Using Visuals as Evidence. Part IV: CONDUCTING RESEARCH. 11. Developing a Research Project. 12. Finding Information. 13. Evaluating Sources. 14. Summarizing, Paraphrasing, and Quoting Sources. 15. Synthesizing Sources. 16. Using Sources Ethically. Part V: DOCUMENTING SOURCES. 17. MLA Documentation Style. 18. APA

Documentation Style. 19. Chicago Documentation Style. 20. CSE and Other Documentation Styles. Part VI: COMPOSING AND EVALUATING DIGITAL DOCUMENTS. 21. Understanding, Exploring, and Developing Multimodal Texts. 22. Composing in Digital Environments. 23. Designing Effective Documents. Part VII: COMPOSING IN THE DISCIPLINES. 24. Composing in the Humanities. 25. Composing a Rhetorical Analysis. 26. Composing a Literary Analysis. 27. Composing in the Social Sciences. 28. Composing in the Natural and Applied Sciences. Part VIII: COMPOSING IN OTHER GENRES. 29. Creating a Writing Portfolio. 30. Writing Essay Exams. 31. Writing for the Public. 32. Writing in the Workplace. 33. Developing and Delivering Presentations. Part IX: DEVELOPING PARAGRAPH AND SENTENCE STYLE. 34. Writing Effective Paragraphs. 35. Writing Varied Sentences. 36. Writing Emphatic Sentences. 37. Writing Concise Sentences. 38. Using Parallelism. 39. Choosing Words. Part X: UNDERSTANDING SENTENCE GRAMMAR. 40. Using Verbs. 41. Using Pronouns. 42. Using Adjectives and Adverbs. 43. Revising Fragments. 44. Revising Run-Ons. 45. Revising Agreement Errors. 46. Revising Awkward or Confusing Sentences. 47. Revising Misplaced and Dangling Modifiers. Part XI: UNDERSTANDING PUNCTUATION. 48. Using End Punctuation. 49. Using Commas. 50. Using Semicolons. 51. Using Apostrophes. 52. Using Quotation Marks. 53. Using Other Punctuation Marks. Part XII: UNDERSTANDING SPELLING AND MECHANICS. 54. Improving Spelling. 55. Knowing When to Capitalize. 56. Using Italics. 57. Using Hyphens. 58. Using Abbreviations. 59. Using Numbers. Part XIII: COMPOSING FOR MULTILINGUAL WRITERS. 60. Adjusting to the US Classroom. 61. Grammar and Style for Multilingual Writers. Appendix A: Parts of Speech. Appendix B: Sentence Review. Appendix C: Glossary of Usage. Credits. Index. Correction Symbols.

THE CENGAGE GUIDE TO RESEARCH
(WITH 2016 MLA UPDATE CARD), 3E

Susan K. Miller-Cochran; Rochelle L. Rodrigo, Old Dominion University

© 2017, 432pp, Spiral, 9781337287371

CENGAGE | MINDTAP



Develop the research skills you need for success in academic, career, and everyday situations with THE CENGAGE GUIDE TO RESEARCH, 3rd Edition. Recognizing that technology is a part of your daily life, the authors show you how to apply the research skills you

use every day (buying a car or choosing a cell phone plan, for example) to academic and professional settings. Annotated student samples, research scenarios, and Techno Tips show you the “how” and “why” of researching and the key research technologies important to success. Each student text is packaged with a free Cengage Essential Reference Card to the MLA HANDBOOK, Eighth Edition.

CONTENTS

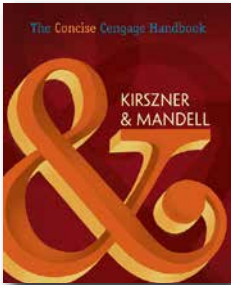
Part I: PREPARING FOR RESEARCH. 1. Research and the Rhetorical Situation. 2. Writing Processes. 3. Identifying a Topic. DIY: Writing a Research Proposal. Part II: CONDUCTING RESEARCH. 4. Finding Resources through Secondary Research. 5. Conducting Primary Research. 6. Rhetorically Reading, Tracking, and Evaluating Resources. 7. Understanding Plagiarism and Integrating Resources. DIY: Writing a Review of Research. Part III: REPORTING ON RESEARCH. 8. Developing an Argument. 9. Selecting and Integrating Evidence. 10. Sharing the Results. DIY: Presenting Your Research Results. Part IV: FORMATTING YOUR RESEARCH. 11. Understanding Citation Styles Rhetorically. 12. MLA Guidelines. 13. APA Guidelines. 14. CMS Guidelines. 15. CSE Guidelines. DIY: Writing a Rhetorical Analysis of Citations.

THE CONCISE CENGAGE HANDBOOK
(WITH 2016 MLA UPDATE CARD), 5E

Laurie G. Kirsznner, University of the Sciences, Emeritus; Stephen R. Mandell, Drexel University

© 2017, 592pp, Spiral, 9781337287487

CENGAGE | MINDTAP ebook



This fifth edition of THE CONCISE CENGAGE HANDBOOK provides up-to-date, realistic advice for today’s digital-age students. You will find it clearly written, thorough, easy to navigate, and indispensable for use in college courses and beyond. Each student

text is packaged with a free Cengage Essential Reference Card to the MLA HANDBOOK, Eighth Edition.

CONTENTS

How to Use This Book. Part I: APPROACHING TEXTS. 1. Reading to Write. 2. Understanding the Rhetorical Situation. 3. Planning. 4. Shaping. 5. Drafting and Revising. 6. Thinking Critically. 7. Composing an Argumentative Essay. 8. Composing a Literary Analysis. Part II: COMPOSING IN VARIOUS GENRES. 9. Writing Essay Exams. 10. Writing in the Workplace. 11. Designing Effective Documents. 12. Composing in Digital Environments. Part III: DEVELOPING PARAGRAPH AND SENTENCE STYLE. 13. Writing Effective Paragraphs. 14. Building Sentences. 15. Writing Varied Sentences. 16. Writing Emphatic Sentences. 17. Writing Concise Sentences. 18. Using Parallelism. 19. Choosing Words. Part IV: UNDERSTANDING GRAMMAR. 20. Using the Parts of Speech. 21. Using Pronouns. 22. Using Verbs. 23. Using Adjectives and Adverbs. 24. Revising Fragments. 25. Revising Run-Ons. 26. Revising Agreement Errors. 27. Revising Misplaced and Dangling Modifiers. 28. Revising Awkward or Confusing Sentences. Part V: UNDERSTANDING PUNCTUATION. 29. Using End Punctuation. 30. Using Commas. 31. Using Semicolons. 32. Using Apostrophes. 33. Using Quotation Marks.

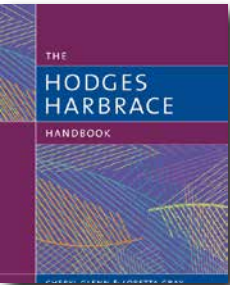
34. Using Other Punctuation Marks. Part VI: UNDERSTANDING SPELLING AND MECHANICS. 35. Improving Spelling. 36. Knowing When to Capitalize. 37. Using Italics. 38. Using Hyphens. 39. Using Abbreviations. 40. Using Numbers. Part VII: CONDUCTING RESEARCH AND DOCUMENTING SOURCES. 41. Developing a Research Project. 42. Finding Information. 43. Evaluating Sources. 44. Summarizing, Paraphrasing, and Quoting Sources. 45. Synthesizing Sources. 46. Using Sources Ethically. 47. MLA Documentation Style. 48. APA Documentation Style. Part VIII: COMPOSING FOR MULTILINGUAL WRITERS. 49. Grammar and Style for Multilingual Writers. Glossary of Usage. Answers to Selected Exercises. Credits. Index. Correction Symbols.

THE HODGE’S HARBRACE
HANDBOOK WITH APA 7E UPDATES,
19E

Cheryl Glenn, The Pennsylvania State University; Loretta Gray, Central Washington University

© 2017, 848pp, Hardback, 9781337285049

CENGAGE | MINDTAP ebook



Improve your writing skills with THE HODGES HARBRACE HANDBOOK, 19th Edition! Learn how to write effectively, choose the best information, arrange it well, and use the most appropriate language when writing for a particular audience. This grammar-

first handbook provides complete coverage of writing essentials to help you develop the skills you need to be a successful college writer, including grammar, style, punctuation, mechanics, writing, and research. Each student text is packaged with a free Cengage Essential Reference Card to the MLA HANDBOOK, Eighth Edition.

CONTENTS

Part I: GRAMMAR. 1. Sentence Essentials. 2. Sentence Fragments. 3. Comma Splices and Fused Sentences. 4. Adjectives and Adverbs. 5. Pronouns and Case. 6. Agreement. 7. Verbs. Part II: MECHANICS. 8. Document Design. 9. Capitals. 10. Italics. 11. Abbreviations, Acronyms, and Numbers. Part III: PUNCTUATION. 12. The Comma. 13. Unnecessary or Misplaced Commas. 14. The Semicolon. 15. The Apostrophe. 16. Quotation Marks. 17. The Period and Other Punctuation Marks. Part IV: SPELLING AND DICTION. 18. Spelling, the Spell Checker, and Hyphenation. 19. Good Usage. 20. Exactness. 21. Conciseness. 22. Clarity and Completeness. Part V: EFFECTIVE SENTENCES. 23. Sentence Unity. 24. Subordination and Coordination. 25. Misplaced Modifiers. 26. Parallelism. 27. Consistency. 28. Pronoun Reference. 29. Emphasis. 30. Variety. Part VI: WRITING. 31. Reading, Writing, and the

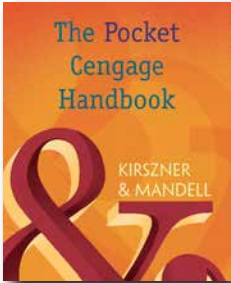
Rhetorical Situation. 32. Planning and Drafting Essays. 33. Revising and Editing Essays. 34. Writing Arguments. 35. Online Writing. Part VII: RESEARCH AND DOCUMENTATION. 36. Finding Sources Online, in Print, and in the Field. 37. Evaluating Print and Online Sources. 38. Integrating Sources and Avoiding Plagiarism. 39. MLA Documentation. 40. APA Documentation. 41. Writing about Literature. 42. Writing in Business. Part VIII: ADVICE FOR MULTILINGUAL WRITERS. 43. Determiners, Nouns, and Adjectives. 44. Verbs and Verb Forms. 45. Word Order. Glossary of Usage. Glossary of Terms.

THE POCKET CENGAGE HANDBOOK, SPIRAL BOUND VERSION (WITH 2016 MLA UPDATE CARD), 7E

Laurie G. Kirsznner, University of the Sciences, Emeritus; Stephen R. Mandell, Drexel University

© 2017, 448pp, Spiral, 9781337287463

ebook



This seventh edition of THE POCKET CENGAGE HANDBOOK provides up-to-date, realistic advice for today's digital-age students. You will find it clearly written, thorough, easy to navigate, and indispensable for use in college courses and beyond. Each student

text is packaged with a free Cengage Essential Reference Card to the MLA HANDBOOK, Eighth Edition.

CONTENTS

How to Use This Book. Part I: APPROACHING TEXTS. 1. Reading to Write. 2. Understanding the Rhetorical Situation. 3. Developing Essay Projects. 4. Writing an Argumentative Essay. Part II: CONDUCTING RESEARCH. 5. Developing a Research Project. 6. Finding Information. 7. Evaluating Sources. 8. Integrating Source Material into Your Writing. 9. Using Sources Ethically. Part III: DOCUMENTING SOURCES. 10. MLA Documentation Style. 11. APA Documentation Style. 12. Chicago Documentation Style. 13. CSE and Other Documentation Styles. Part IV: WRITING GRAMMATICAL SENTENCES. 14. Revising Run-Ons. 15. Revising Fragments. 16. Understanding Agreement. 17. Using Verbs. 18. Using Pronouns. 19. Using Adjectives and Adverbs. Part V: WRITING EFFECTIVE PARAGRAPHS AND SENTENCES. 20. Writing Effective Paragraphs. 21. Writing Varied Sentences. 22. Writing Concise Sentences. 23. Revising Awkward or Confusing Sentences. 24. Using Parallelism. 25. Placing Modifiers Carefully. 26. Choosing Words. Part VI: UNDERSTANDING PUNCTUATION. 27. Using End Punctuation.

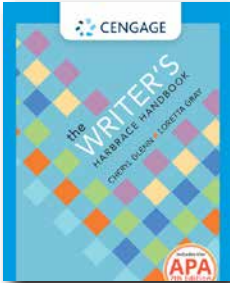
28. Using Commas. 29. Using Semicolons. 30. Using Apostrophes. 31. Using Quotation Marks. 32. Using Other Punctuation Marks. Part VII: UNDERSTANDING SPELLING AND MECHANICS. 33. Becoming a Better Speller. 34. Knowing When to Capitalize. 35. Using Italics. 36. Using Hyphens. 37. Using Abbreviations. 38. Using Numbers. Part VIII: COMPOSING IN VARIOUS GENRES. 39. Designing Effective Documents. 40. Composing in Digital Environments. 41. Writing in the Workplace. 42. Developing and Delivering Presentations. 43. Composing in the Disciplines. Part IX: COMPOSING FOR MULTILINGUAL WRITERS. 44. Grammar and Style for Multilingual Writers. Appendix A: Grammar Review. Appendix B: Usage Review. Credits. Index. Correction Symbols.

THE WRITER'S HARBRACE HANDBOOK WITH APA 7E UPDATES, 6E

Cheryl Glenn, The Pennsylvania State University; Loretta Gray, Central Washington University

© 2017, 944pp, Hardback, 9781337279635

CENGAGE | MINDTAP ebook



Become a more effective reader, researcher, and writer with THE WRITER'S HARBRACE HANDBOOK. This handbook will give you the tools to understand how best to approach any opportunity for writing. Assignments, sample papers, and clear guidelines

for writing conventions in a variety of disciplines will help you situate yourself as an effective writer in classes across the curriculum. Visual aids help reinforce and illustrate key concepts throughout the book, making it easy to grasp essential ideas and hone your writing skills quickly. The thorough coverage of various research methods, including traditional library research, online research, and multiple concepts of field research, will help you throughout your college career. This edition has been updated to reflect guidelines from the 2016 MLA HANDBOOK, Eighth Edition.

CONTENTS

Part I: WRITING AND THE RHETORICAL SITUATION. 1. Reading, Writing, and the Rhetorical Situation. 2. Planning and Drafting Essays. 3. Revising and Editing Essays. 4. Managing Academic Writing. 5. Communicating Online. 6. Multimodal Composing. 7. Composing Arguments. Part II: RESEARCH. 8. Planning Research. 9. Finding Appropriate Sources. 10. Evaluating Print and Online Sources. 11. Using Sources Critically and Responsibly. Part III: DISCIPLINES AND DOCUMENTATION STYLES. 12. Writing about Literature. 13. MLA Documentation. 14. Writing in the Social Sciences. 15. APA Documentation. 16. Writing in the Humanities. 17. CMS Documentation.

18. Writing in the Natural Sciences. 19. CSE Documentation. 20. Writing in Business. Part IV: GRAMMAR. 21. Sentence Essentials. 22. Phrases and Clauses in Sentences. 23. Sentence Fragments. 24. Comma Splices and Fused Sentences. 25. Verbs. 26. Pronouns. 27. Modifiers. Part V: EFFECTIVE SENTENCES. 28. Sentence Unity. 29. Subordination and Coordination. 30. Parallelism. 31. Emphasis. 32. Variety. Part VI: EFFECTIVE LANGUAGE. 33. Good Usage. 34. Precise Word Choice. 35. Conciseness. Part VII: PUNCTUATION. 36. The Comma. 37. The Semicolon and Colon. 38. The Apostrophe. 39. Quotation Marks. 40. The Period and Other Punctuation Marks. Part VIII: MECHANICS. 41. Spelling, the Spell Checker, and Hyphenation. 42. Capitals. 43. Italics. 44. Abbreviations, Acronyms, and Numbers. Part IX: ADVICE FOR MULTILINGUAL WRITERS. 45. Determiners, Nouns, and Adjectives. 46. Verbs and Verb Forms. 47. Word Order. Glossary of Usage. Glossary of Terms.

INVENTING ARGUMENTS, BRIEF
(WITH 2016 MLA UPDATE CARD), 4E

John Mauk, Northwestern Michigan College; John Metz, Kent State University at Geauga

© 2016, 528pp, Paperback, 97811337287074

CENGAGE | MINDTAP



Organized around common rhetorical situations that occur all around us, INVENTING ARGUMENTS shows you that argument is a living process rather than a form to be modeled. Through the text's prominent focus on invention, you will learn to recognize the

rhetorical elements of any argumentative situation and apply the tools of argument effectively in your own writing. The basic layers of argument are introduced in early chapters, with material arranged into increasingly sophisticated topics beginning with the most obvious or explicit layers (claims) and moving to more implied or "hidden" layers (assumptions, values, beliefs, ideology). By the time you finish Part 1, you will have a thorough understanding of argument, which you can then apply not just to the invention projects in Chapters 7–12 but also to your writing for other college courses and beyond. Each student text is packaged with a free Cengage Essential Reference Card to the MLA HANDBOOK, Eighth Edition.

CONTENTS

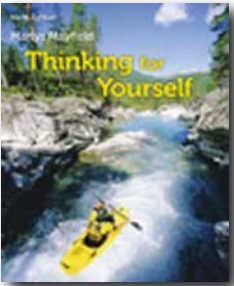
PART I: ENTERING ARGUMENT. 1. Inventing Arguments. 2. Claims. 3. Support. 4. Opposition. 5. Hidden Layers. 6. Analyzing Argument. PART II: INVENTING ARGUMENT. 7. Arguing Definitions. 8. Arguing Causes. 9. Arguing Value. 10. Arguing Crisis. 11. Arguing the Past. 12. Arguing the Future. PART III: RESEARCH. 13. The Research Guide.

THINKING FOR YOURSELF, 9E

Marlys Mayfield, College of Alameda

© 2014, 400pp, Paperback, 9781133311188

ebook



THINKING FOR YOURSELF: DEVELOPING CRITICAL THINKING SKILLS THROUGH READING AND WRITING offers a unique integration of composition, reading, and critical thinking. As you complete the book's writing assignments, you'll see how

your writing reflects your thinking and how self-directed improvement in thinking also improves your writing. The book offers step-by-step instruction, humor, cartoons, and up-to-date social and political examples as a foundation for lifelong improvement in thinking and writing. Available with InfoTrac® Student Collections <http://goengage.com/infotrac>.

CONTENTS

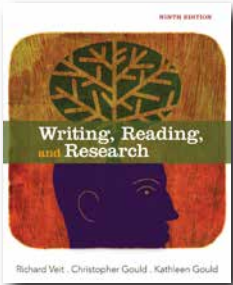
PART I: BASICS OF CRITICAL THINKING. 1. Observation Skills: What's Out There? 2. Word Precision: How Do I Describe It? 3. Facts: What's Real? 4. Inferences: What Follows? PART II: PROBLEMS OF CRITICAL THINKING. 5. Assumptions: What's Taken for Granted? 6. Opinions: What's Believed? 7. Viewpoints: What's the Filter? PART III: FORMS AND STANDARDS OF CRITICAL THINKING. 8. Argument: What's a Good Argument? 9. Fallacies: What's a Faulty Argument? 10. Inductive Reasoning: How Do I Reason from Evidence? 11. Inductive Fallacies: How Can Inductive Reasoning Go Wrong? 12. Deductive Reasoning: How Do I Reason from Premises? APPENDIX.

WRITING, READING, AND RESEARCH, 9E

Richard Veit, University of North Carolina at Wilmington; Christopher Gould, University of North Carolina, Wilmington; Kathleen Gould

© 2014, 640pp, Paperback, 9781133311171

ebook



Broadening the traditional notion of undergraduate research, WRITING, READING, AND RESEARCH covers essential skills for developing a research paper: analytical reading, synthesizing, paraphrasing, and summarizing. Presenting the process of research in a practical sequence,

including separate chapters on finding, analyzing, and integrating sources, the authors illustrate each stage of the process with compelling examples of student and professional writing. Using a flexible and goal-oriented approach, the authors have created a text that blends the best features of a theoretically informed rhetoric, an interdisciplinary reading anthology, and a research guide. WRITING, READING, AND RESEARCH, Ninth Edition, provides helpful and engaging exercises, frequent opportunities to write, and many occasions for discussion and critical response.

CONTENTS

PART I: WRITING, READING, AND RESEARCH. 1. Introduction to Writing. 2. Introduction to Reading. 3. Strategies for Reading. 4. Reading for the Main Idea. 5. Paraphrasing. 6. Summarizing. 7. Synthesizing. 8. Analyzing Texts. 9. Beginning a Research Project. 10. Finding Library Sources. 11. Using Sources Outside the Library: Interviews, Letters of Inquiry, and Surveys. 12. Putting Your Sources to Work. 13. Using Sources in Research Writing. 14. Writing and Revising the Research Paper. 15. Argument: Reading, Writing, and Research. PART II: RESEARCH PAPER REFERENCE HANDBOOK. A. List of Works Cited (MLA Format). B. Parenthetical Notes (MLA Format). C. Research Paper Format (MLA Style). D. APA Format. E. Format Featuring Numbered References.

LINGUISTICS

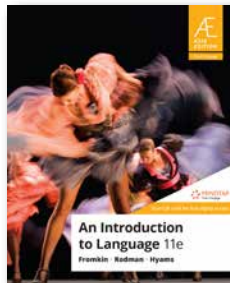
AN INTRODUCTION TO LANGUAGE, 11E

Victoria Fromkin, University of California, Los Angeles; Robert Rodman, North Carolina State University; Nina Hyams, University of California, Los Angeles

© 2019, 544pp, Paperback, 9789814846387

CENGAGE | MINDTAP

Cengage
ASIA TITLE



AN INTRODUCTION TO LANGUAGE, 11th Edition, offers an entirely up-to-date look at language studies and linguistics in today's world. Written from the ground up as if it were a first edition, the book is fresh, modern, and reflective of the current state of the field.

At the same time, it maintains the acclaimed light, friendly, readable style and the breadth of coverage that have made it a perennial best seller. The authors examine grammatical subjects (e.g., morphology, syntax, semantics, phonetics, phonology), childhood language development and adult secondary language acquisition, and the tremendous leap in knowledge achieved in neurolinguistics.

CONTENTS

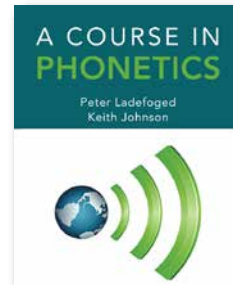
1. WHAT IS LANGUAGE? 2. MORPHOLOGY: THE WORDS OF LANGUAGE. 3. SYNTAX: THE SENTENCE PATTERNS OF LANGUAGE. 4. THE MEANING OF LANGUAGE. 5. PHONETICS: THE SOUNDS OF LANGUAGE. 6. PHONOLOGY: THE SOUND OF LANGUAGE. 7. LANGUAGE IN SOCIETY. 8. LANGUAGE CHANGE: THE SYLLABLES OF TIME. 9. LANGUAGE ACQUISITION. 10. LANGUAGE PROCESSING AND THE HUMAN BRAIN.

A COURSE IN PHONETICS, 7E

Peter Ladefoged, UCLA, Emeritus; Keith Johnson

© 2015, 352pp, Paperback, 9781285463407

ebook



Offering the most current coverage available, A COURSE IN PHONETICS, 7e remains the authoritative text for the study of phonetics. Combining Peter Ladefoged's student-friendly writing style with Keith Johnson's comprehensive

presentation, the Seventh Edition introduces concepts of speech production, describes speech in acoustic terms, and teaches practical phonetic skills including IPA transcription. Expanded sections on acoustic phonetics and speech motor control bring instructors up to date and help students use tools for digital inspection and manipulation of speech. Numerous updates include MRI images of vocal tracts. In addition, the thoroughly revised companion website includes interactive exercises, instant spectrograms for every chapter, over 4,000 audio files of nearly 100 languages, and maps keyed to sounds of languages where they are spoken. With its broad overview and numerous examples, A COURSE IN PHONETICS remains the ideal introduction to phonetics-no previous knowledge required!

CONTENTS

Part I: INTRODUCTORY CONCEPTS. 1. Articulation and Acoustics. 2. Phonology and Phonetic Transcription. Part II: ENGLISH PHONETICS. 3. The Consonants of English. 4. English Vowels. 5. English Words and Sentences. Part III: GENERAL PHONETICS. 6. Airstream Mechanisms and Phonation Types. Airstream 7. Consonantal Gestures. 8. Acoustic Phonetics. 9. Vowels and Vowel-like Articulations. 10. Syllables and Suprasegmental Features. 11. Linguistic Phonetics.

LANGUAGE, 7E

Its Structure and Use

Edward Finegan, University of Southern California

© 2015, 608pp, Paperback, 9781285052458

ebook



This best-selling introductory linguistics textbooks treats language as both a system (structure) and a social tool (use) - an approach that serves students in many disciplines, especially linguistics, English, speech communication, and education. Features such as "What Do You Think?" and "Try It Yourself" prompt students to consider language in daily life and to begin thinking about language analysis, while new "Language at the Bar" features show them the real-world applications of linguistic analysis to criminal and civil legal cases. The wide range of exercises includes "Especially for Educators and Future Teachers" sections ideal for future educators, as well as "Practice Exercises," "Based on English," and end-of-chapter review sections. Based on sound scholarship and framed in a clear, friendly presentation, LANGUAGE: ITS STRUCTURE AND USE, Seventh Edition, helps students understand the uniquely human trait of language.

CONTENTS

1. Languages and Linguistics. Part 1: LANGUAGE STRUCTURES. 2. Words and Their Parts: Lexicon and Morphology. 3. The Sounds of Languages: Phonetics. 4. Sound Systems of Language: Phonology. 5. The Structure and Function of Phrases and Sentences: Syntax. 6. The Study of Meaning: Semantics. 7. Language Universals and Language Typology. Part 2: LANGUAGE USE. 8. Information Structure and Pragmatics. 9. Speech Acts and Conversation. 10. Language Variation Across Situations of Use: Registers and Styles. 11. Language Variation Among Social Groups: Dialects. Part 3: LANGUAGE CHANGE,

LANGUAGE DEVELOPMENT, AND LANGUAGE ACQUISITION. 12. Language Change Over Time: Historical Linguistics. 13. Historical Development in English. 14. Acquiring First and Second Languages.

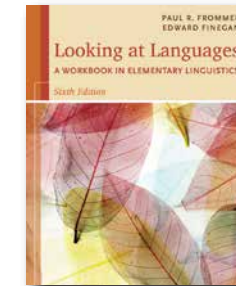
LOOKING AT LANGUAGES, 6E

A Workbook in Elementary Linguistics

Paul R. Frommer, University of Southern California; Edward Finegan, University of Southern California

© 2015, 400pp, Paperback, 9781285463582

ebook



This hands-on workbook gives students practice in analyzing 30 natural languages from Akan and Arabic to Welsh and Yiddish, plus constructed languages like Klingon and Na'vi. In addition, audio files on the accompanying website allow students to

hear much of the foreign language data pronounced by native speakers. Exercises progress in level of challenge and are divided into English and non-English sections, while sample exercises and solutions in phonology and morphology give students additional practice. An answer key with extended discussions and pedagogical suggestions is available. Although developed to accompany Finegan's LANGUAGE: ITS STRUCTURE AND USE, it is an ideal companion to any linguistics textbook.

CONTENTS

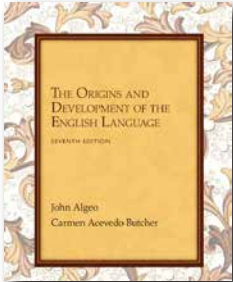
1. MORPHOLOGY. 2. PHONETICS. 3. PHONOLOGY. 4. SYNTAX. 5. SEMANTICS. 6. PRAGMATICS. 7. REGISTER. 8. DIALECT. 9. WRITING. 10. HISTORICAL AND COMPARATIVE LINGUISTICS.

THE ORIGINS AND DEVELOPMENT OF THE ENGLISH LANGUAGE, 7E

John Algeo, University of Georgia, Emeritus; Carmen A. Butcher, Shorter University, Professor of English and Scholar-in-Residence

© 2014, 384pp, Hardback, 9781133307273

ebook



Focusing on facts rather than theory, THE ORIGINS AND DEVELOPMENT OF THE ENGLISH LANGUAGE, Seventh Edition, offers you comprehensive background while reflecting current research. This edition features new graphs and maps as well as references to various online resources.

CONTENTS

PREFACE. 1. LANGUAGE AND THE ENGLISH LANGUAGE: AN INTRODUCTION. 2. THE SOUNDS OF CURRENT ENGLISH. 3. LETTERS AND SOUNDS: A BRIEF HISTORY OF WRITING. 4. THE BACKGROUNDS OF ENGLISH. 5. THE OLD ENGLISH PERIOD (449-1100). 6. THE MIDDLE ENGLISH PERIOD (1100-1500). 7. THE EARLY MODERN ENGLISH PERIOD (1500-1800): SOCIETY, SPELLINGS, AND SOUNDS. 8. THE EARLY MODERN ENGLISH PERIOD (1500-1800): FORMS, SYNTAX, AND USAGE. 9. LATE MODERN ENGLISH (1800-PRESENT). 10. WORDS AND MEANINGS. 11. NEW WORDS FROM OLD. 12. FOREIGN ELEMENTS IN THE ENGLISH WORD STOCK.

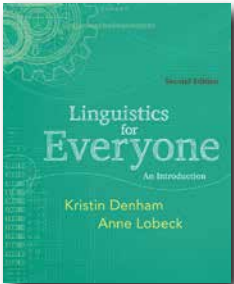
LINGUISTICS FOR EVERYONE, 2E

An Introduction

Kristin Denham, Western Washington University; Anne Lobeck, Western Washington University

© 2013, 576pp, Paperback, 9781111344382

ebook



LINGUISTICS FOR EVERYONE: AN INTRODUCTION, Second Edition, relates the study of linguistics to the language of communication in the real world. The text is organized to make the material easy to find and relevant to your life. The first chapter gives you the basics such as how to define language, new ways to look at grammar, and your innate knowledge about language. Later chapters address core linguistics areas in depth (phonetics and phonology, morphology, syntax, and semantics). Many innovative activities help you review and practice the content and offer ample opportunities to apply the knowledge immediately. Special features throughout the book demystify common curiosities about language how language works.

CONTENTS

1. What Is Language and How Do We Study It? 2. The Human Capacity for Language. 3. Phonetics: Describing Sounds. 4. Phonology: The Sound Patterns of Language. 5. Morphology: Words and Their Parts. 6. Morphological Typology and Word Formation. 7. Syntax: Heads and Phrases. 8. Syntax: Phrase Structure and Syntactic Rules. 9. Semantics: Making Meaning with Words. 10. Semantics and Pragmatics: Making Meaning with Sentences. 11. The Early Story of English. 12. English Goes Global. 13. Representing Language: The Written Word. 14. The Life Cycle of Language.

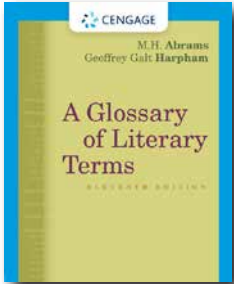
LITERATURE

A GLOSSARY OF LITERARY TERMS, 11E

M.H. Abrams, Cornell University, Emeritus; Geoffrey Harpham

© 2015, 448pp, Paperback, 9781285465067

ebook



First published over fifty years ago, A GLOSSARY OF LITERARY TERMS remains an essential text for all serious students of literature. Now fully updated to reflect the latest scholarship on recent and rapidly evolving critical theories, the eleventh edition contains a complete glossary of essential literary terms presented as a series of engaging, beautifully crafted essays that explore the terms, place them in context, and suggest related entries and additional reading. This indispensable, authoritative, and highly affordable reference covers terms useful in discussing literature and literary history, theory, and criticism. Perfect as a core text for introductory literary theory or as a supplement to any literature course, this classic work is an invaluable reference that you can use throughout your academic and professional career.

CONTENTS

Preface. Acknowledgements. How to Use this Glossary. Literary Terms. Index of Authors.

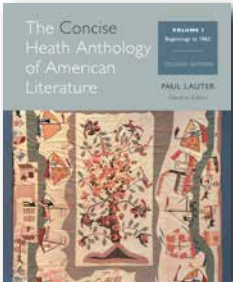
THE CONCISE HEATH ANTHOLOGY OF AMERICAN LITERATURE, VOLUME 1, 2E

Beginnings to 1865

Paul Lauter, Trinity College, General Editor

© 2014, 1280pp, Paperback, 9781285079998

ebook



THE CONCISE HEATH ANTHOLOGY OF AMERICAN LITERATURE, Volume 1: BEGINNINGS TO 1865, Second Edition, brings the expansive, inclusive approach of Volumes A and B of THE HEATH ANTHOLOGY to a single-volume format. While other one-volume texts anthologize primarily familiar canonical works, the new CONCISE HEATH, Volume 1, offers a fresh perspective for courses in American literature and showcases the extraordinary diversity of literature written between the beginnings of the cultures of the "Americas" and 1865.

CONTENTS

BEGINNINGS TO 1700. EIGHTEENTH CENTURY. EARLY NINETEENTH CENTURY: 1800-1865.

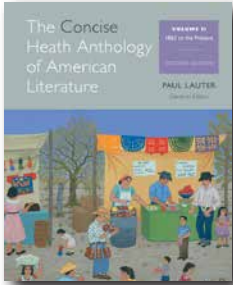
THE CONCISE HEATH ANTHOLOGY OF AMERICAN LITERATURE, VOLUME 2, 2E

1865 to the Present

Paul Lauter, Trinity College, General Editor

© 2014, 1760pp, Paperback, 9781285080000

ebook



THE HEATH ANTHOLOGY OF AMERICAN LITERATURE, CONCISE, VOLUME 2 brings the expansive, inclusive approach of Volumes C, D, and E of THE HEATH ANTHOLOGY to a single-volume format. While other anthologize primarily familiar canonical works, the new HEATH CONCISE, VOLUME 2 offers a fresh perspective for courses in American literature and showcases the extraordinary diversity of literature written between 1865 and today.

CONTENTS

LATE NINETEENTH CENTURY: 1865–1910. MODERN PERIOD: 1910–1945. THE LATE 1940S AND 1950S: VICTORY CULTURE. THE 1960S: POSTMODERNISM AND OTHER VIOLENT CHANGES. THE 1970S: DECADE OF DISILLUSIONMENT. THE 1980S: DISASTERS, DIVESTMENT, DIVERSITY. THE 1990S: NEW WORLD DISORDER. THE TWENTY-FIRST CENTURY: 9/11 AND BEYOND.

PROFESSIONAL AND TECHNICAL COMMUNICATION

TECHNICAL COMMUNICATION, 9E

Paul V. Anderson, Miami University, Ohio

© 2018, 560pp, Paperback, 9781305667884

CENGAGE | MINDTAP ebook



Join the thousands of students who have used Anderson's TECHNICAL COMMUNICATION: A READER-CENTERED APPROACH to develop the communication skills that employers consistently rank at the very top of the qualifications they seek in college graduates. You will learn to meet the special demands and expectations of the workplace by adapting and building on what you already know about writing and speaking effectively. Chapters guide you through the writing process and teach you how to communicate successfully at work, whether in print, orally, online, or through social media. Throughout, you'll find easy-to-learn guidelines and thoroughly annotated examples of effective communications.

CONTENTS

PART I: INTRODUCTION. 1. Communication, Your Career, and This Book. 2. Overview of the Reader-Centered Approach: Writing for a Job. PART II: THE READER-CENTERED COMMUNICATION PROCESS. 3. Defining Your Communication's Goals. 4. Conducting Reader-Centered Research: Gathering, Analyzing, and Thinking Critically About Information. 5. Using Six Reader-Centered Research Methods. 6. Organizing Reader-Centered Communications. 7. Drafting Reader-Centered Communications. 8. Using Eight Reader-Centered Patterns for Presenting Information and Ideas. 9. Persuading Your Readers. 10. Developing an Effective, Professional Style. 11. Writing Reader-Centered Front and Back Matter. 12. Creating

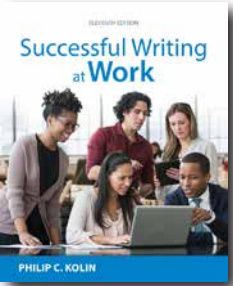
Reader-Centered Graphics. 13. Creating Eleven Types of Reader-Centered Graphics. 14. Designing Reader-Centered Pages and Documents. 15. Revising Your Drafts. 16. Testing Your Drafts for Usefulness and Persuasiveness. PART III: APPLICATIONS OF THE READER-CENTERED APPROACH. 17. Creating Communications with a Team. 18. Creating and Delivering Listener-Centered Oral Presentations. 19. Managing Client and Service-Learning Projects. 20. Creating Reader-Centered Websites and Professional Portfolios. 21. Writing Reader-Centered Correspondence: Letters, Memos, and Emails. 22. Writing Effectively on Social Media at Work. 23. Writing Reader-Centered Proposals. 24. Writing Reader-Centered Empirical Research Reports. 25. Writing Reader-Centered Feasibility Reports. 26. Writing Reader-Centered Progress Reports. 27. Writing Reader-Centered Instructions. Appendix A: Documenting Your Sources. Appendix B: Reflecting for Transfer. References. Index.

SUCCESSFUL WRITING AT WORK (WITH 2016 MLA UPDATE CARD), 11E

Philip C. Kolin, University of Southern Mississippi

© 2017, 752pp, Paperback, 9781337285018

CENGAGE | MINDTAP ebook



SUCCESSFUL WRITING AT WORK, 11th Edition, is a comprehensive introduction to workplace writing with real-world examples and problems; an easy-to-read style; and thorough guidelines for planning, drafting, revising, editing, formatting, and producing professional documents in the global workplace. After a discussion of the writing process and collaboration, the author explores basic business communications (including e-communications and social media), letters, resumes, and other job search materials; proceeds to how to conduct research and document sources; and ends with guidance on more advanced tasks such as preparing visuals, websites, instructions, procedures, proposals, short and long reports, and presentations. You will learn how to be an effective problem solver at work, understand and write for a global audience, write clear and effective sentences, paragraphs, and documents, and select the best communication technologies to accomplish your goals. Each student text is packaged with a free Cengage Essential Reference Card to the MLA HANDBOOK, Eighth Edition.

CONTENTS

1. Getting Started: Writing and Your Career. 2. The Writing Process at Work. 3. Collaborative Writing and Meetings in the Workplace. 4. E-Communications at Work: Email, Blogs, Messaging, and Social Media. 5. Writing Letters: Basics for Communicating with Audiences Worldwide. 6. Types of Business Letters and Memos. 7. How to Get a Job: Searches, Networking, Dossiers, Portfolios/Webfolios, Resumes, Transitioning to a Civilian Job, Letters, and Interviews. 8. Doing Research, Evaluating

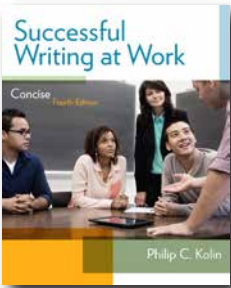
Sources, and Preparing Documentation in the Workplace. 9. Summarizing Information at Work. 10. Creating Clear Visuals. 11. Designing Successful Documents and Websites. 12. Writing Instructions and Procedures. 13. Writing Winning Proposals. 14. Writing Effective Short Reports. 15. Writing Careful Long Reports. 16. Making Successful Presentations at Work. Appendix. A Writer's Brief Guide to Paragraphs, Sentences, and Words.

SUCCESSFUL WRITING AT WORK, 4E
Concise Edition

Philip C. Kolin, University of Southern Mississippi

© 2015, 246pp, Paperback, 9781285052564

ebook



Packed with real-world examples, **SUCCESSFUL WRITING AT WORK: CONCISE, 4e** delivers a practical yet succinct introduction to effective workplace writing for a variety of communication tasks. Covering the most essential skills, the text

begins with writing basics, emphasizing the characteristics of effective writing, the writing process, ethics, and the importance of audience. It covers basic business correspondence, walks you through formatting letters for a variety of business situations, and features a step-by-step chapter on getting a job. More advanced chapters focus on document design and visuals, writing instructions and procedures, writing reports, proposals, and making business presentations. The Fourth Edition emphasizes ethical considerations throughout as well as integrates guidelines for greening the workplace. In addition, its contemporary, open, and user-friendly design includes a wide trim size to allow for marginal note-taking.

CONTENTS

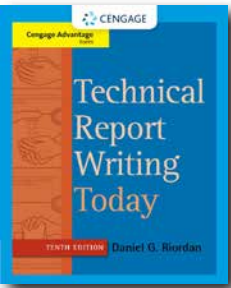
Preface. 1. Getting Started: Writing and Your Career. 2. The Writing Process and Collaboration at Work. 3. E-Communications at Work. 4. Preparing Correspondence: Some Basics for Writing to Audiences Worldwide. 5. How to Get a Job: Searches, Networking, Dossiers, Portfolios, Webfolios, Résumés, Letters, Interviews, and Transitioning to a Civilian Job. 6. Designing Successful Documents, Visuals, and Websites. 7. Writing Instructions and Procedures. 8. Writing Effective Short Reports and Proposals. 9. Documenting and Writing Careful Long Reports. 10. Making Successful Presentations at Work. Index.

TECHNICAL REPORT WRITING
TODAY, 10E

Daniel G. Riordan, University of Wisconsin, Stout

© 2014, 640pp, Paperback, 9781133607380

ebook



TECHNICAL REPORT WRITING TODAY provides thorough coverage of technical writing basics, techniques, and applications. Through a practical focus with varied examples and exercises, students internalize the skills necessary to produce

clear and effective documents and reports. Project worksheets help students organize their thoughts and prepare for assignments, and Focus boxes highlight key information and recent developments in technical communication. Extensive individual and collaborative exercises expose students to different kinds of technical writing problems and solutions. Annotated student examples—more than 100 in all—illustrate different writing styles and approaches to problems. Numerous short and long examples throughout the text demonstrate solutions for handling writing assignments in current career situations. The four-color artwork in the chapter on

creating visuals keeps pace with contemporary workplace capabilities. The Tenth Edition offers the latest information on using electronic resumes and documenting electronic sources and Ethics and Globalization sidebars that highlight these two important topics in the technical communication field.

CONTENTS

SECTION 1: TECHNICAL COMMUNICATION BASICS. 1. Definition of Technical Communication. 2. Profiling Audiences. 3. The Technical Communication Process. 4. Technical Communication Style. 5. Researching. 6. Designing Pages. 7. Using Visual Aids. 8. Describing. **SECTION 2: TECHNICAL COMMUNICATION APPLICATIONS.** 9. Sets of Instructions. 10. Memorandums and Informal Reports. 11. Developing Websites. 12. Formal Reports. 13. Recommendation and Feasibility Reports. 14. Proposals. 15. User Manuals. **SECTION 3: PROFESSIONAL COMMUNICATION.** 16. Presentations. 17. Job Application Materials.



Cengage Learning Asia Pte Ltd

151 Lorong Chuan #02-08

New Tech Park (Lobby H)

Singapore 556741

T (65) 6410 1200

F (65) 6410 1208

E asia.info@cengage.com

URL www.cengageasia.com