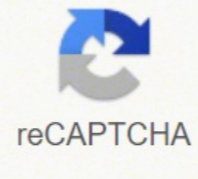




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paragraphs flow e Work on opening and closing paragraphs 5 Reviewing, Revising, and Editing a Review your writing b Get the most from peer review c Consult instructor comments d Revise e Edit 6 Reflecting a Reflect to present your work effectively A STUDENT'S REFLECTIVE STATEMENT b Reflect to learn A STUDENT'S REFLECTIVE BLOG POST Critical Thinking and Argument7 Critical Reading a Consider reading collaboratively b Preview the text; consider the source c Read and annotate the text d Summarize the main ideas e Analyze and reflect on the text f Think critically about visual texts g A STUDENT'S CRITICAL READING 8 Analyzing Arguments a Think critically about argument b Recognize cultural contexts c Identify an argument's basic appeals d Recognize the use of stories in argument e Understand Toulmin's elements of argument f Think critically about fallacies g A STUDENT'S RHETORICAL ANALYSIS9 Constructing argumentsa Understand purposes for argument. b Determine whether a statement can be argued c Make a claim and draft a working thesis d Examine your assumptions e Shape your appeal to your audience f Consider the use of narratives or storiesg Establish credibility through ethical appeals h Use effective logical appeals i Use appropriate emotional appeals j Consult sources k Organize your argument l Consider design and delivery m A STUDENT'S ARGUMENT ESSAY Research10 Doing researcha Preparefor a research projectb Form a research question and hypothesis c Plan your research d Move from hypothesis to working thesis e Understand different kinds of sources f Use web and library resourcesg Consulting your library's staff, databases, and other resources h Conduct field research11 Evaluating Sources a Understand why writers use sources b Create a working bibliography or an annotated bibliography c Evaluate a source's usefulness and credibility d Read critically, and interpret sources e Synthesize sources 12 Integrating Sources and Avoiding Plagiarism a Decide whether to quote, paraphrase, or summarize b Integrate quotations, paraphrases, and summaries effectively c Integrate visuals and media effectively and ethically d Understand why acknowledging sources matters e Know which sources to acknowledge f Recognize patch writing g Uphold your academic integrity, and avoid plagiarism h Write and revise a research project Academic, Professional, and Public Writing13 Writing Well in Any Discipline or Profession a Consider genres across disciplines and professions b Consider expectations for academic assignments c Learn specialized vocabularies and styles d Use evidence effectively e Pay attention to ethical issues f Collaborate effectively and with an open mind 14 Writing for the Humanities a Read texts in the humanities b Write texts in the humanities c A STUDENT'S CLOSE READING OF POETRY15 Writing for the Social Sciences a Read texts in the social sciences b Write texts in the social sciences c EXCERPT FROM A STUDENT'S PSYCHOLOGY LITERATURE REVIEW 16 Writing for the Natural and Applied Sciences a Read texts in the natural and applied sciences b Write texts in the natural and applied sciences c EXCERPT FROM A STUDENT'S CHEMISTRY LAB REPORT 17 Writing in Professional Settings a Read texts for business b Write texts for business STUDENT MEMO TRADITIONAL RESUMÉ CREATIVE RESUMÉ 18 Making Design Decisions a Choose a type of text b Plan a visual structure c Format print and digital texts appropriately d Consider visuals and media 19 Creating Presentations a Consider assignment, purpose, and audience for presentations b Write to be heard and remembered c Create slides or other visuals d Practice and deliver the presentation e Consider other kinds of presentations 20 Communicating in Other Media a Consider your rhetorical context b Consider types of multimodal texts c Plan features of texts 21 Writing to Make Something Happen in the World a Decide what should happen b Connect with your audience c SAMPLE WRITING TO MAKE SOMETHING HAPPEN IN THE WORLD Language and Style22 Language and Identity a Recognize how the language of others can shape identity b Use language to shape your own identity 23 Language Varieties a Use "standard" varieties of English appropriately b Use varieties of English to evoke a place or community c Build credibility within a community with language variety d Bring in other languages appropriately 24 Writing to the World a Think about what seems "normal" b Clarify meaning c Meet audience expectations 25 Language That Builds Common Ground a Examine assumptions and avoid stereotypes b Examine assumptions about gender c Examine assumptions about race and ethnicity d Consider other kinds of difference 26 Style Mattersa Use effective words and figures of speech b Use powerful verbsc Use varied sentence lengths and openings27 Coordination, Subordination, and Emphasisa Use coordination to relate equal ideas b Use subordination to distinguish main ideasc Use closing and opening positions for emphasis28 Consistency and Completenessa Revise faulty sentence structures b Match up subjects and predicatesc Use elliptical structures carefullyd Check for missing words e Make comparisons complete, consistent, and clear29 Parallelisma Make items in a series parallel b Make paired ideas parallelc Include all necessary words30 Shiftsa Revise unnecessary shifts in verb tense b Revise unnecessary shifts in mood c Revise unnecessary shifts in voice d Revise unnecessary shifts in person and numbers e Revise shifts between direct and indirect discourse f Revise shifts in tone and word choice31 Concisenessa Eliminate unnecessary words b Simplify sentence structure The Top Twenty32 The Top Twenty: A Quick Guide to Editing Your WritingWrong wordMissing comma after an introductory elementIncomplete or missing documentationVague pronoun referenceSpelling (including homonyms)Mechanical error with a quotationUnnecessary commaUnnecessary or missing capitalizationMissing wordFaulty sentence structureMissing comma with nonrestrictive elementUnnecessary shift in verb tenseMissing comma in a compound sentenceUnnecessary or missing apostrophe (including its/it's)Fused (run-on) sentenceComma spliceLack of pronoun-antecedent agreementPoorly integrated quotationUnnecessary or missing hyphenSentence fragment Sentence Grammar33 Parts of Speecha Verbs b Nouns c Pronouns d Adjectives e Adverbs f Prepositions g Conjunctions h Interjections34 Parts of Sentencesa The basic grammar of sentences b Subjects c Predicates d Phrases e Clauses f Types of sentences35 Verbs and Verb Phrasesa Understand the five forms of verbs b Form verb phrases appropriatelyc Use appropriate forms of irregular verbs d Choose between lie and lay, sit and set, rise and raise e Use verb tenses appropriatelyf Sequence verb tenses effectivelyg Use active and passive voice effectively h Understand mood and conditional sentences36 Nouns and Noun Phrasesa Use count and noncount nouns appropriately b Use determiners appropriatelyc Use articles conventionally37 Subject-Verb Agreementa Understand subject-verb agreement b Make separated subjects and verbs agree c Make verbs agree with compound subjectsd Make verbs agree with collective nouns e Make verbs agree with indefinite pronounsf Make verbs agree with who, which, and thatg Make linking verbs agree with subjectsh Make verbs agree with subjects ending in -si Make verbs agree with subjects that followj Make verbs agree with titles and words used as words38 Pronounsa Consider a pronoun's role in the sentence b Use who, whoever, whom, and whomever appropriatelyc Consider case in compound structures d Consider case in elliptical constructions e Use we and us appropriately before a nounf Make pronouns agree with antecedentsg Make pronouns refer to clear antecedents39 Adjectives and Adverbsa Understand adjectives and adverbs b Use adjectives after linking verbs c Use adverbs to modify verbs, adjectives, and adverbs d Choose appropriate comparative and superlative forms e Consider nouns as modifiers f Understand adjectives ending in -ed and -ing g Put adjectives in order h Avoid overuse of adverbs and adjectives40 Modifier Placementa Revise misplaced modifiers b Revise disruptive modifiers c Revise dangling modifiers41 Prepositions and Prepositional Phrasesa Use prepositions idiomatically b Use two-word verbs idiomatically42 Comma Splices and Fused Sentencesa Identify comma splices and fused sentences b Separate clauses into two sentences c Link the clauses with a comma and a coordinating conjunction d Link the clauses with a semicolon e Rewrite the clauses as one independent clause f Rewrite one independent clause as a dependent clause g Link the two clauses with a dash43 Sentence Fragmentsa Identify sentence fragments b Revise phrase fragments c Revise compound-predicate fragments d Revise dependent-clause fragments e Revise punctuation and Mechanics44 Commasa Use commas to set off introductory words, phrases, and clauses b Use commas with conjunctions that join clauses in compound sentences c Use commas to set off nonrestrictive elements d Use commas with items in a series e Use commas to set off parenthetical and transitional expressions f Use commas to set off contrasting elements, interjections, direct address, and tag questions g Use commas with dates, addresses, titles, and numbers h Use commas to set off most quotations i Use commas to prevent confusion j Eliminate unnecessary commas45 Semicolonsa Use semicolons to link independent clauses b Use semicolons to separate items in a series containing other punctuation c Revise misused semicolons46 End Punctuationa Use periods appropriately b Use question marks appropriately c Use exclamation points appropriately d Consider end punctuation in informal writing47 Apostrophesa Use apostrophes appropriately to show possession b Use apostrophes in contractions c Avoid apostrophes in most plural forms48 Quotation Marksa Use quotation marks to identify direct quotations b Punctuate block quotations and poetry appropriately c Use quotation marks for titles of short works d Use quotation marks appropriately for definitions e Use quotation marks to identify irony and invented terms f Follow conventions for other punctuation with quotation marks g Revise misused quotation marks49 Other Punctuation Marksa Use parentheses appropriately b Use brackets appropriately c Use dashes appropriately d Use colons appropriately e Use slashes appropriately f Use ellipses appropriately50 Capital Lettersa Capitalize the first word of a sentence or line of poetry b Capitalize proper nouns and proper adjectives c Capitalize titles of works d Revise unnecessary capitalizations51 Abbreviations and Numbersa Abbreviate some titles before and all titles after proper names b Abbreviate years and hours appropriately c Abbreviate some business, government, and science terms d Use abbreviations in official company names e Use Latin abbreviations appropriately f Use symbols and unit abbreviations appropriately g Use other abbreviations according to convention h Spell out numbers expressed in one or two words i Spell out numbers that begin sentences j Use figures according to convention52 Italicsa Italicize titles of long works b Italicize words, letters, and numbers used as terms c Italicize non-English words and phrases53 Hyphens a Use hyphens with compound words b Use hyphens with prefixes and suffixes c Avoid unnecessary hyphens MLA Documentation54 The Basics of MLA Stylea Think about what readers need from you b Consider the context of your sources c Plan and connect your citations d Include notes as needed e Format MLA manuscripts appropriately55 MLA Style for In-Text CitationsDirectory: In-text citations56 MLA Style for a List of Works CitedDirectory: Works-cited entries57 A Student Research Essay, MLA Stylea APA Documentation58 The Basics of APA Stylea Think about what readers need from you b Identify the type of source you are using c Plan and connect your citations d Include notes as needed e Format APA manuscripts appropriately59 APA Style for In-Text CitationsDirectory: In-text citations60 APA Style for a List of ReferencesDirectory: References61 A Student Research Essay, APA Style Chicago Documentation62 The Basics of Chicago Stylea Consider what readers need from you b Connect parts of citations c Format Chicago manuscripts appropriately63 Chicago Style for Notes and Bibliographic EntriesDirectory: Notes and bibliographic entries64 An Excerpt from a Student Research Essay, Chicago Style Glossaries and IndexGlossary of UsageIndex with Glossary of Terms

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