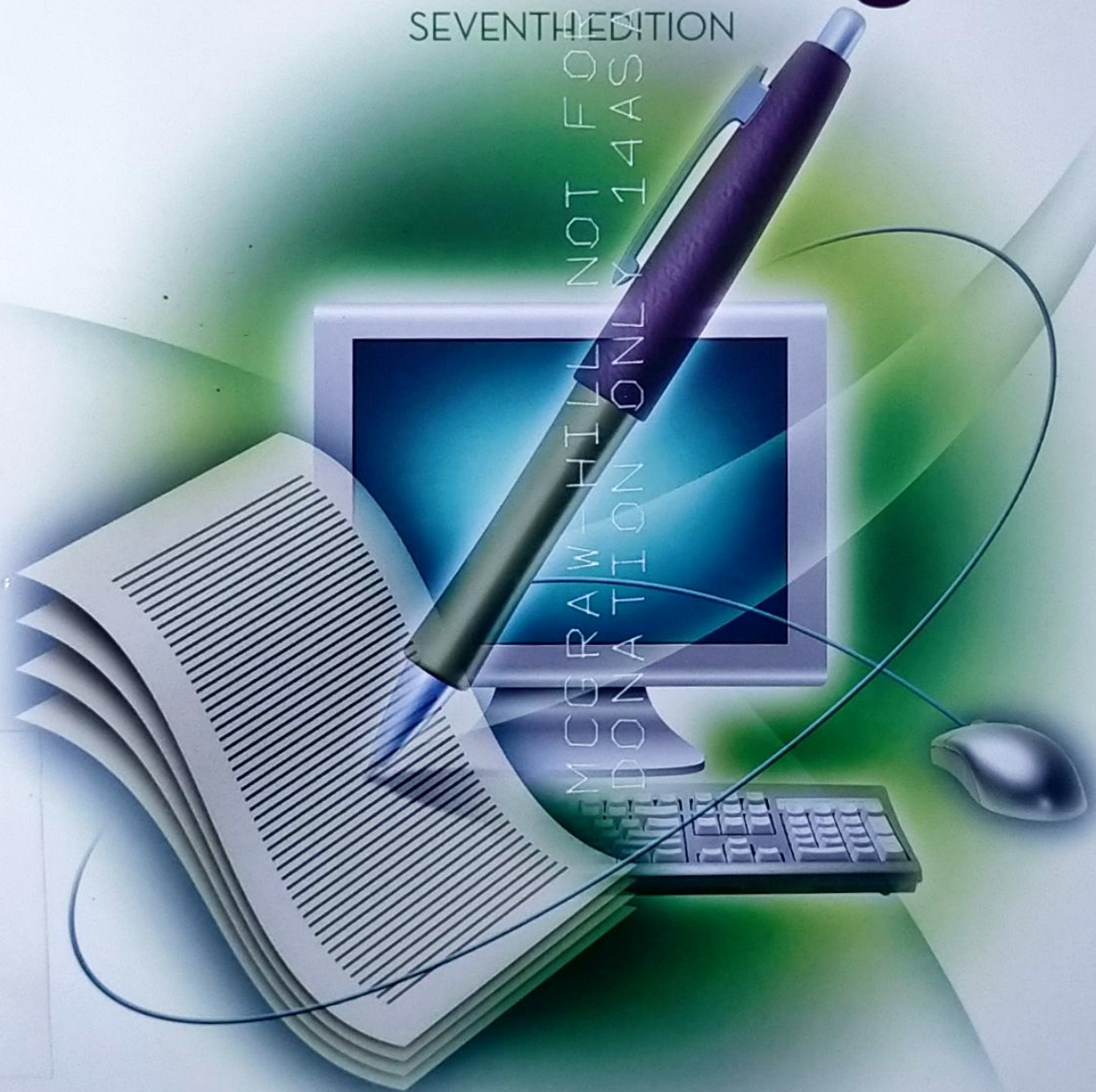


English Skills with Readings

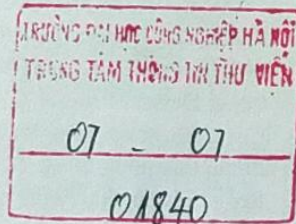
SEVENTH EDITION



JOHN LANGAN

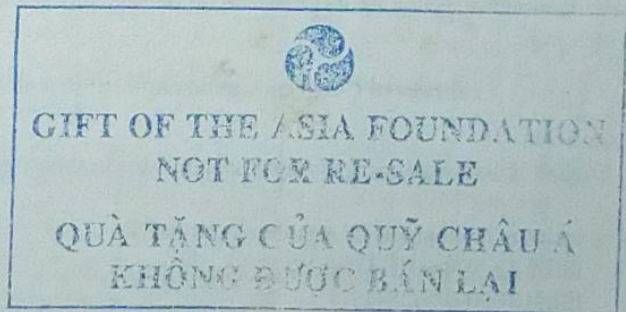
Seventh Edition

English Skills with Readings



John Langan

Atlantic Cape Community College



**McGraw-Hill
Higher Education**

Boston Burr Ridge, IL Dubuque, IA New York San Francisco St. Louis
Bangkok Bogotá Caracas Kuala Lumpur Lisbon London Madrid Mexico City
Milan Montreal New Delhi Santiago Seoul Singapore Sydney Taipei Toronto



ENGLISH SKILLS WITH READINGS, SEVENTH EDITION

Published by McGraw-Hill, a business unit of The McGraw-Hill Companies, Inc., 1221 Avenue of the Americas, New York, NY, 10020. Copyright © 2008, 2006, 2002, 1999, 1995, 1991, 1988 by The McGraw-Hill Companies, Inc. All rights reserved. No part of this publication may be reproduced or distributed in any form or by any means, or stored in a database or retrieval system, without the prior written consent of The McGraw-Hill Companies, Inc., including, but not limited to, in any network or other electronic storage or transmission, or broadcast for distance learning. Some ancillaries, including electronic and print components, may not be available to customers outside the United States.

This book is printed on acid-free paper.

7 8 9 0 DOC/DOC 0

ISBN: 978-0-07-338411-5 (Student Edition); 978-0-07-335014-1 (Annotated Instructor's Edition)

MHID: 0-07-338411-9 (Student Edition); 0-07-335014-1 (Annotated Instructor's Edition)

Editor in Chief: *Emily Barrosse*

Publisher: *Emily Barrosse*

Sponsoring Editor: *John Kindler*

Development Editors:

Alyson Watts/Anne Stameshkin

Editorial Coordinator: *Jesse Hassenger*

Executive Marketing Manager: *Tamara Wederbrand*

Media Producer: *Alex Rohrs*

Permissions Editor: *Marty Moga*

Production Editors: *Melissa Williams/*

Melanie Field, Strawberry Field Publishing

Manuscript Editor: *Jan Fehler*

Design: *Preston Thomas/Maureen McCutcheon*

Cover Design: *Preston Thomas*

Cover Illustrator: *Tom White*

Photo Research: *Emily Tietz, Editorial Image*

Senior Production Supervisor: *Tandra Jorgensen*

This book was set in 11/13 Times Roman by *Electronic Publishing Services, Inc., TN.*, and printed on 45# Pub Matte by *R.R. Donnelley & Sons.*

Credits: The credits section for this book begins on page 781 and is considered an extension of the copyright page.

Library of Congress Cataloging-in-Publication Data

Langan, John.

English skills with readings / John Langan. 7th ed., annotated instructor's ed.

p. cm.

Includes bibliographical references and index.

ISBN-13: 978-0-07-338411-5

ISBN-10: 0-07-338411-9

1. English language—Rhetoric. 2. English language—Grammar. 3. College Readers.

I. Title

PE1408.L3182 2008

808'.0427—dc22

2007088423

The Internet addresses listed in the text were accurate at the time of publication. The inclusion of a Web site does not indicate an endorsement by the authors of McGraw-Hill, and McGraw-Hill does not guarantee the accuracy of the information presented at these sites.

Praise for

English Skills with Readings, 7th Edition *and English Skills, 9th Edition*

"I would describe English Skills with Readings as the 'complete package.' It is a text that will foster better student writing—one of the best texts for teaching English that I have seen in a long time!"

—Cedric Burden, Lawson State Community College

"English Skills with Readings captures the perfect balance of technique and practice, example and exercise, modeling and prompting. The student can digest and integrate the focused, essential principles of writing for clear, effective, and error-free written communication."

—Spencer Belgarian, Fashion Institute of Design & Merchandising

"An excellent book for students who need plenty of practice in the basics of writing."

—Su Senapati, Abraham Baldwin Agricultural College

"The best developmental writing text around."

—Mib Garrard, Grayson County College

"Changing to this textbook is the single factor which has renewed my desire to teach this course."

—Anneliese Homan, State Fair Community College

"There can be no legitimate comparison between John Langan's McGraw-Hill developmental composition text series and any other texts available. Other texts are simply not as clear, precise, interesting, or comprehensive as English Skills."

—Candace C. Mesa, Dixie College

"I love Langan's tone and style—direct and not condescending."

—Jeanne Grandchamp, Bristol Community College

"It is an outstanding text, good for discussion, individual work, or collaborative activities."

—Patsy Krech, University of Memphis

Contents

Readings Listed by Rhetorical Mode	xii
To the Instructor	xv

PART 1: Basic Principles of Effective Writing 2

1 An Introduction to Writing	4
Understanding Point and Support	5
Benefits of Paragraph Writing	10
Writing as a Skill	11
Writing as a Process of Discovery	13
Keeping a Journal	14
Using This Text	16
2 The Writing Process	17
Prewriting	18
Writing a First Draft	26
Revising	28
Editing	31
Review Activities	32
3 The First and Second Steps in Writing	46
Step 1: Begin with a Point	47
Step 2: Support the Point with Specific Evidence	49
Reinforcing Point and Support	53
The Importance of <i>Specific</i> Details	56
The Importance of <i>Adequate</i> Details	60
Practice in Making and Supporting a Point	62

- 4 **The Third Step in Writing** 83
Step 3: Organize and Connect the Specific Evidence 84
Practice in Organizing and Connecting Specific Evidence 95
- 5 **The Fourth Step in Writing** 105
Step 4: Write Clear, Error-Free Sentences 106
Revising Sentences 106
Editing Sentences 122
Practice in Revising Sentences 124
Using Parallelism 125
Using a Consistent Point of View 127
Using Specific Words 128
Using Concise Wording 130
Varying Your Sentences 132
- 6 **Four Bases for Revising Writing** 137
Base 1: Unity 138
Base 2: Support 140
Base 3: Coherence 142
Base 4: Sentence Skills 145
Practice in Using the Four Bases 149

PART 2: Paragraph Development 164

- 7 **Introduction to Paragraph Development** 166
Important Considerations in Paragraph Development 167
Tips on Using a Computer 169
Using Peer Review 172
Doing a Personal Review 174
Nine Patterns of Paragraph Development 174
- 8 **Exemplification** 176
- 9 **Process** 191
- 10 **Cause and Effect** 207
- 11 **Comparison or Contrast** 221

- 12 Definition 242
- 13 Division-Classification 254
- 14 Description 268
- 15 Narration 284
- 16 Argument 298
- 17 Additional Paragraph Assignments 313

PART 3: Essay Development 324

- 18 Writing the Essay 326
 - What Is an Essay? 327
 - Important Points about the Essay 330
 - Essays to Consider 334
 - Planning the Essay 339
 - Practice in Writing the Essay 341
 - Essay Assignments 347

PART 4: Research Skills 356

- 19 Using the Library and the Internet 358
 - Using the Library 359
 - Using the Internet 366
- 20 Writing a Research Paper 374
 - Step 1: Select a Topic That You Can Readily Research 375
 - Step 2: Limit Your Topic and Make the Purpose of Your Paper Clear 377
 - Step 3: Gather Information on Your Limited Topic 378
 - Step 4: Plan Your Paper and Take Notes on Your Limited Topic 378
 - Step 5: Write the Paper 381
 - Step 6: Use an Acceptable Format and Method of Documentation 382
 - Model Paper 388

PART 5: Handbook of Sentence Skills 398**Sentence-Skills Diagnostic Test 400****SECTION 1: Grammar 405****21 Subjects and Verbs 406**

A Simple Way to Find a Subject 406

A Simple Way to Find a Verb 406

More about Subjects and Verbs 407

22 Sentence Sense 411

What Is Sentence Sense? 411

Turning On Your Sentence Sense 411

Summary: Using Sentence Sense 413

23 Fragments 414

What Are Fragments? 415

Dependent-Word Fragments 415

-ing and to Fragments 419

Added-Detail Fragments 422

Missing-Subject Fragments 424

24 Run-Ons 430

What Are Run-Ons? 431

Correcting Run-Ons 432

25 Standard English Verbs 445

Regular Verbs: Dialect and Standard Forms 446

Three Common Irregular Verbs: Dialect and Standard Forms 449

26 Irregular Verbs 454

A Brief Review of Regular Verbs 455

List of Irregular Verbs 455

27 Subject-Verb Agreement 463

Words between Subject and Verb 464

Verb before Subject 465

Compound Subjects 466

Indefinite Pronouns 467

- 28 Pronoun Agreement and Reference 470**
Pronoun Agreement 471
Pronoun Reference 473
- 29 Pronoun Types 477**
Subject and Object Pronouns 477
Possessive Pronouns 480
Demonstrative Pronouns 481
- 30 Adjectives and Adverbs 483**
Adjectives 483
Adverbs 485
- 31 Misplaced and Dangling Modifiers 488**
What Misplaced Modifiers Are and How to Correct Them 489
What Dangling Modifiers Are and How to Correct Them 490

SECTION 2: Mechanics 495

- 32 Paper Format 496**
- 33 Capital Letters 501**
Main Uses of Capital Letters 502
Other Uses of Capital Letters 505
Unnecessary Use of Capitals 508
- 34 Numbers and Abbreviations 510**
Numbers 510
Abbreviations 511

SECTION 3: Punctuation 513

- 35 Apostrophes 514**
Apostrophe in Contractions 515
Apostrophe to Show Ownership or Possession 516
- 36 Quotation Marks 523**
Quotation Marks to Set Off Exact Words of a
Speaker or Writer 524
Quotation Marks to Set Off Titles of Short Works 527
Other Uses of Quotation Marks 529

- 37 Commas 531**
 - Six Main Uses of the Comma 532
- 38 Other Punctuation Marks 540**
 - Colon (:) 541
 - Semicolon (;) 541
 - Dash (—) 542
 - Hyphen (-) 542
 - Parentheses () 543

SECTION 4: Word Use 545

- 39 Using the Dictionary 546**
 - Owning Your Own Dictionaries 546
 - Dictionaries on Your Computer 547
 - Understanding a Dictionary Entry 548
- 40 Improving Spelling 555**
 - Step 1: Use the Dictionary 555
 - Step 2: Keep a Personal Spelling List 555
 - Step 3: Master Commonly Confused Words 556
 - Step 4: Understand Basic Spelling Rules 556
 - Step 5: Study a Basic Word List 557
- 41 Vocabulary Development 562**
 - Regular Reading 562
 - Vocabulary Worksheets 563
 - Vocabulary Study Books 564
- 42 Commonly Confused Words 565**
 - Homonyms 566
 - Other Words Frequently Confused 571
- 43 Effective Word Choice 575**
 - Slang 576
 - Clichés 577
 - Pretentious Words 578
- 44 ESL Pointers 581**
 - Articles 581

- Subjects and Verbs 585
Adjectives 589
Prepositions Used for Time and Place 592

SECTION 5: Practice 594

- 45 Combined Mastery Tests 595
46 Editing Tests 603
Sentence-Skills Achievement Test 616

PART 6: Readings for Writers 622

- Introduction to the Readings 624
The Format of Each Selection 624
How to Read Well: Four General Steps 625
How to Answer the Comprehension Questions:
Specific Hints 627

GOALS AND VALUES 628

- All the Good Things *Sister Helen Mrosla* 628
Rowing the Bus *Paul Logan* 634
The Scholarship Jacket *Marta Salinas* 642
Joe Davis: A Cool Man *Beth Johnson* 649
The Fist, the Clay, and the Rock *Donald Holland* 657
What Good Families Are Doing Right *Delores Curran* 662

EDUCATION AND SELF-IMPROVEMENT 676

- Do It Better! *Ben Carson, M.D., with Cecil Murphey* 676
Anxiety: Challenge by Another Name
James Lincoln Collier 686
Let's Really Reform Our Schools *Anita Garland* 693
How They Get You to Do That *Janny Scott* 701
Dealing with Feelings *Rudolph F. Verderber* 711
"Extra Large," Please *Diane Urbina* 718

HUMAN GROUPS AND SOCIETY 726

- The Most Hateful Words Amy Tan 726
The Storyteller Adapted from H. H. Munro ("Saki") 732
Rudeness at the Movies Bill Wine 740
From Father to Son, Last Words to Live by
Dana Canedy 747
A Drunken Ride, a Tragic Aftermath Theresa Conroy and
Christine M. Johnson 753

APPENDIXES

- A Answers and Charts 767
Answers to Sentence-Skills Diagnostic Test and
Introductory Activities 768
Charts 771
B A Writer's Journal 775

CREDITS 781**INDEX 783**