THE BASICS

4th Edition

A Rhetoric and Handbook

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THE BASICS

4th Edition

A Rhetoric and Handbook

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PREFACE

When we originally wrote *The Basics,* we had our own students in mind, many of whom had heavy responsibilities outside the classroom and struggled to compensate for inadequate preparation inside the classroom. Therefore, we set out to provide a handbook that was uniquely supportive of students with both varying levels of experience and varying educational needs. Because *The Basics* needed to be useful both as a classroom tool and as a reference for beginning writers to use independently, we made sure to include an introduction to important writing strategies and a thorough primer on research and documentation, as well as an easy-to-understand handbook on grammar and usage that uses a simple number-based reference system for easy navigation. And because students learn best when they practice skills as they learn them, we included many exercises to reinforce the lessons throughout the book. This edition of *The Basics* continues to do all these things and more.

> "*The Basics* is a thoroughly revised handbook that expands current expectations by including excellent sections on reading and on using the computer for writing and research. . . . The reorganization is successful, especially moving 'argument' and 'fallacies' up front with writing and researching."
>
> **Anne Mills King**
> Prince George's Community College

WHAT'S NEW?

More Support for Students of Varying Abilities This edition of *The Basics* offers more exercises integrated throughout the text to give students even more reinforcement for newly learned skills. These mini-lessons—from using adverbs correctly to writing effective introductions and editing paragraphs—ask students not just to make corrections to faulty sentences, but also to make the kinds of decisions that they will be called on to make in their own writing. Therefore, they don't just learn the rules; they learn how to apply the rules. The exercises can either be covered in class or assigned as homework to students who need extra help.

More Accessible Approach to Grammar, Punctuation, Spelling, and Mechanics We continue to avoid jargon in our presentation of grammar, punctuation, spelling, and mechanics so that students can easily identify, understand, and apply the

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