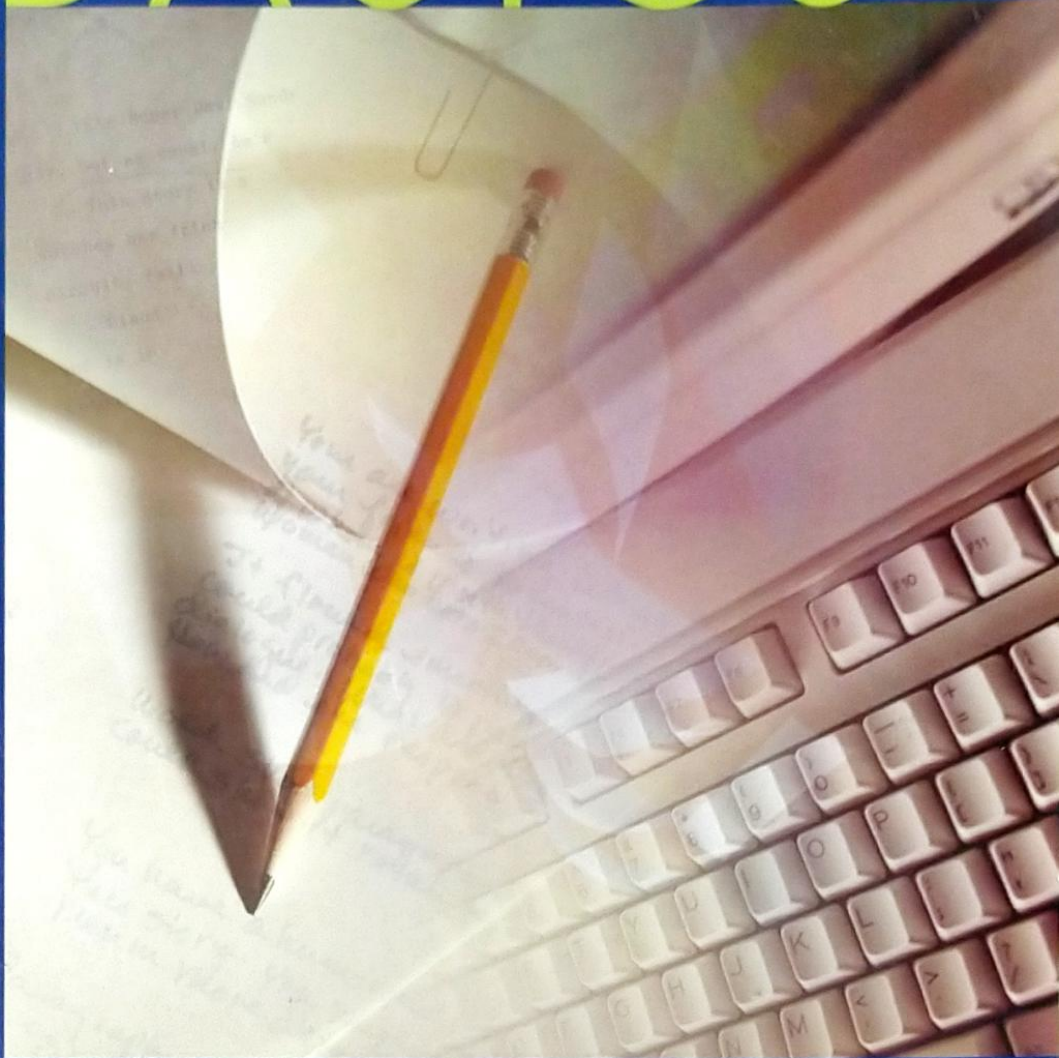


THE BASICS

Third Edition



A Rhetoric and Handbook

Santi V. Buscemi

Albert H. Nicolai

Richard Strugala

With 1999
MLA Update

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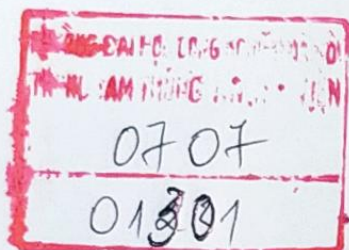
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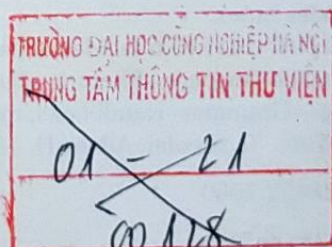
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The Basics: A Rhetoric and Handbook

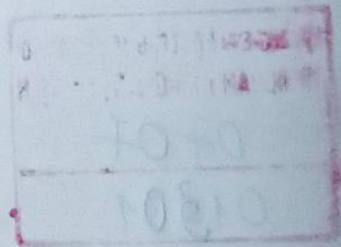
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This book is printed on acid-free paper.

6 7 8 9 0 DOC / DOC 9 0 9 8 7 6 5 4 3

ISBN 0-07-241140-6

Editorial director: Phillip A. Butcher
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Cover design: Maureen McCutcheon
Interior design: Maureen McCutcheon
Cover illustration: © PhotoDisc
Supplement coordinator: Craig S. Leonard
Compositor: Carlisle Communications, Ltd.
Typeface: 10/12 Minion
Printer: R. R. Donnelley & Sons Company



Library of Congress Cataloging-in-Publication Data

Buscemi, Santi V.

The basics : a rhetoric and handbook / Santi V. Buscemi, Albert H. Nicolai, Richard Strugala.--3rd ed.

p. cm.

Includes index.

ISBN 0-07-241140-6 (acid-free paper)

1. English language--Rhetoric--Handbooks, manuals, etc. 2. English language--Grammar--Handbooks, manuals, etc. 3. Report writing--Handbooks, manuals etc. I. Title. II. Nicolai, Albert H. III. Strugala, Richard A.

PE1408 B8852 2000

808'.042 21--dc21

99-45939

<http://www.mhhe.com>

TO THE INSTRUCTOR

The Basics is designed for use both as a classroom tool and as a reference guide that even beginning writers can use independently. As its subtitle indicates, it offers college writers an introduction to important writing strategies as well as a handbook of grammar and usage. Unique exercises integrated within each part of the text give students additional skills practice.

Designed for Easy Reference

The third edition is organized for easy accessibility. New color-coded tabs make it easier for students to differentiate between the parts of the text. New sections have been added on researching online, Chicago and CBE documentation, special-assignment writing, and document design to make *The Basics* even easier for students.

Integrated Exercises

Boxed exercises intergrated throughout the text allow students to practice and strengthen their skills. These exercises, which cover topics from writing effective introductions to using adverbs correctly, can either be assigned in class, or students can work through them on their own.

“The exercises, both in number and level of difficulty, are very effective. These exercises will, unquestionably, be useful to my students.”

Rick Tomlinson
Richland Community College

Overview of the Text

One of the most important features of *The Basics* is its comprehensive coverage of rhetoric. **Part 1: The Writing Process** helps students learn methods to gather information, to draft and revise, and to edit their work. Explanations are thorough and fully illustrated, often with student writing.

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CHAPTER 5 Rewriting Drafts

5.2 Make Important Changes

The paper that appears on pages 36–38 is the second draft of the essay in Chapter 4. This second draft shows that the main point made about *electronic communications devices* has changed. In fact, writing the second draft helped the student discover what she really wanted to say.



NOTE
Added material has been underlined. Deleted material appears with a line drawn through it.

Revised thesis: Using any electronic communications device irresponsibly can annoy and even endanger others.

Look for other important changes in the paper as you read the second draft, which follows:

ELECTRONIC ETIQUETTE (SECOND DRAFT)

- 1 In the last fifteen years the world ~~has gone~~ went thru a ~~true~~ revolution ~~revolution~~ in the communications industry. Computers enable ~~help us to send long e-mail messages quickly, cheaply, and~~

“The most effective parts of this handbook are the comprehensive and well-explained chapters on the writing process, which take students step-by-step from topic invention to writing concluding paragraphs. This makes The Basics a valuable teaching tool rather than a simple grammar reference book.”

Kurt Bolotin
Old Dominion University

Part 2: The Research Process teaches students how to research and take notes and gives valuable advice on locating sources, cross-referencing, and evaluating sources.

Part 3: Researching Online is new to the third edition. This section reflects the changing face of research by first providing basic information on how to use the Internet to do research and then discussing specific electronic databases and search engines. A comprehensive section on evaluating electronic resources teaches students how to cull valuable information from the abundance of material on the World Wide Web.

11.2 Master the Internet

The Internet is an electronic highway that connects computers all over the world. Research institutions, universities, government agencies, and private computer users like you use the Internet to exchange information via tools such as e-mail, listservs, and chat rooms and to access various databases and World Wide Web sites, where a variety of information and publications are posted. The World Wide Web, often simply referred to as the Web or WWW, is one of the electronic tools that is most useful to students. Large universities can afford to maintain varied collections with hundreds of thousands of volumes and tens of thousands of periodical subscriptions. Most community and many college libraries, on the other hand, are too small to offer more than a basic collection of books and periodicals for academic use. That's why the Internet has become such an important tool. Many sources once available only through interlibrary loan, if at all, can now be accessed immediately from the local library or even from home.

To access the Internet, you will need to work with an Internet service and content provider, such as Prodigy, American Online, or CompuServe, or with a provider and a Web browser such as Netscape Navigator and Microsoft Internet Explorer. Many of these services are already available on new computers and need only to be activated. Of course, each charges a monthly fee. If you don't have a computer at home or don't want to pay the monthly service charge, simply use the Internet service in your college library.

On page 106 is a reproduction of the Netscape Navigator homepage.

11.2a Searching for Information on the World Wide Web

You can search the WWW for information on a particular topic in two ways.

- If you know the Uniform Resource Locator (URL) of a Web site, you can type the URL in the Web browser's address box, sometimes labeled *Go To*, *Location*, or *Netsite*. The URL is a series of characters used to identify and find each page on the Web. In short, it is a Web address. For example, the URL for the division of McGraw-Hill that published this online handbook is <http://www.mhhe.com/socscience/english>.
- On the other hand, if you are trying to find information on a specific topic from a variety of sources, you will need the services of **search engine**. A search engine is a commercial

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14.4 Learn CBE Format

The Scientific Style and Format: The CBE Manual for Authors, Editors, and Publishers was prepared to provide formats for papers published about both natural and applied sciences. The latest edition of the *CBE Manual* (6th edition, 1994) recommends a common style but also covers major differences between disciplines and even countries. CBE format allows two methods of documentation:

1. A name-year system similar to APA format
2. A citation-sequence system that lists sources in the order of use

Students are introduced to various styles of documentation in **Part 4: MLA Documentation**, **Part 5: APA Documentation**, and **Part 6: Chicago and CBE Documentation**. Parts 4 and 5 include information on how to write a research paper using the MLA and APA formats, with examples of fully documented student papers included in each part. In addition, Part 4 includes updated MLA guidelines. All three sections provide information on documenting electronic sources. **Part 6: Chicago and CBE Documentation is new to the third edition.**