



# **Real** **Skills**

**Sentences and Paragraphs  
for College, Work, and  
Everyday Life**

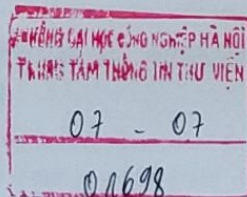
**SUSAN ANKER**

# Real Skills

*Sentences and Paragraphs for College,  
Work, and Everyday Life*

**Susan Anker**

With illustrations by Suzy Becker



**For Bedford/St. Martin's**

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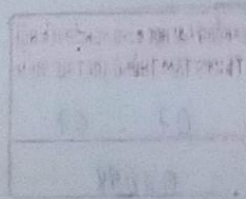
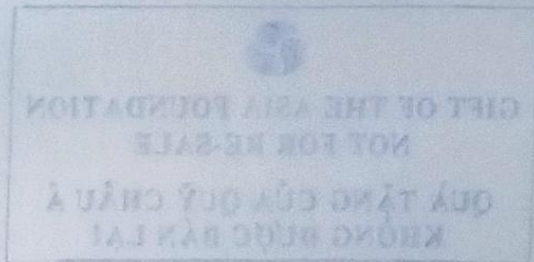
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# Preface for Instructors

*Real Skills: Sentences and Paragraphs for College, Work, and Everyday Life* is the third and newest text in the Anker series of books. This carefully sequenced series (with *Real Skills* focusing on sentences and paragraphs, *Real Writing* focusing on paragraphs and essays, and *Real Essays* focusing on the essay) demonstrates to students that writing competence is needed for success not only in college but also at work and in everyday life.

*Real Skills* shares the class-tested features of the other books in the Anker series, motivating students with the message that writing is an essential and achievable skill. These features include an emphasis on writing's relevance to the real world (with profiles of successful students and more), on the four basics of different types of writing, and on the four most serious errors. At the same time, *Real Skills* reimagines these highly praised features to address the most pressing needs of students in the sentence-to-paragraph-level course. First, it helps students develop strategies to solve problems that might cause them to drop out. It then gives students all the tools they need to write well in college, at work, and in everyday life, breaking writing and grammar concepts down into their most basic elements.

Also, special features of *Real Skills*, from an integrated approach to learning styles to instructive and humorous illustrations, make the book ideal for teaching the most basic skills.

## Features

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### Offers a Simplified, Hands-on Approach to Grammar and Editing

In *Real Skills*, an emphasis on examples over terminology, along with plenty of practice, helps students learn and master essential grammar concepts, from basic parts of speech to proper verb usage and sentence construction. Additionally, color coding of subjects and verbs in the first grammar unit helps students visualize and understand the functions of these important parts of speech.

Also, *Real Skills*, like the other books in the Anker series, concentrates first, with fuller coverage and lots of practice, on the errors identified by teachers across the country as the most serious: fragments, run-ons and comma

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CHARTS**

## How Real Skills Is Organized

### The book has four parts:

**Unit One (Chapters 1-3)** helps you get up to speed on the subject in this course and review vocabulary from other courses. It also helps you learn to study effectively, understand what you read, and practice all aspects of grammar, including writing. Unit One also includes a test that indicates your learning style and offers advice on how to use it to read, write, and study better.

**Unit Two (Chapters 4-9)** will help you master the stages of the writing process, providing examples, practice, and tips for each. Practice will help you learn to write good paragraphs. The end of each unit helps you review what you've learned and practice writing essays.

**Unit Three (Chapters 10-15)** introduces you to the four most serious grammar errors, shows you how to avoid them, and gives you lots of practice. You'll also learn how to write good paragraphs and essays. A reading list shows you what to read and how to use it. The end of each unit helps you review what you've learned and practice writing essays.

**Unit Four (Chapters 16-21)** covers other grammar errors, again with examples, practice, and tips for each. The end of each unit helps you review what you've learned and practice writing essays.