

The Borzoi Handbook

for WRITERS

THIRD
EDITION



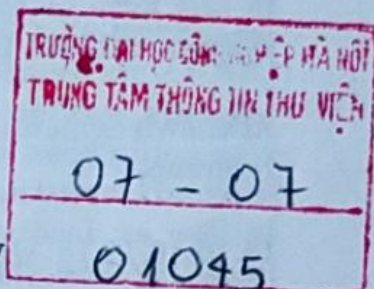
Frederick Crews
Sandra Schor
Michael Hennessy

et (11-11-11)
watering
watering

THE BORZOI HANDBOOK FOR WRITERS

THIRD EDITION

Frederick Crews
Professor of English
University of California at Berkeley



Sandra Schor
Late Professor of English
Queens College
The City University of New York

Michael Hennessy
Professor of English
Southwest Texas State University
GIFT OF THE ASIA FOUNDATION
NOT FOR RE-SALE
QUÀ TẶNG CỦA QUỸ CHÂU Á
KHÔNG ĐƯỢC BÁN LẠI
McGraw-Hill, Inc.

New York St. Louis San Francisco Auckland Bogotá
Caracas Lisbon London Madrid Mexico Milan
Montreal New Delhi Paris San Juan
Singapore Sydney Tokyo Toronto

This book was developed by STEVEN PENSINGER, Inc.

The Borzoi Handbook for Writers

Copyright © 1993 by Frederick Crews and Michael Hennessy. All rights reserved. Copyright © 1989, 1985 by Frederick Crews and Sandra Schor. All rights reserved. Printed in the United States of America. Except as permitted under the United States Copyright Act of 1976, no part of this publication may be reproduced or distributed in any form or by any means, or stored in a data base or retrieval system, without the prior written permission of the publisher.

Acknowledgments appear on pages 637-638, and on this page by reference.

14 15 16 17 18 QPH QPH 07

ISBN 0-07-013638-6

This book was set in Century Schoolbook by Monotype Composition Company.

The editors were Steve Pensinger and James R. Belser; the production supervisor was Richard A. Ausburn.

The cover was designed by Larry Didona.

Arcata Graphics/Hawkins was printer and binder.

Library of Congress Cataloging-in-Publication Data

Crews, Frederick C.

The Borzoi handbook for writers/Frederick Crews, Sandra Schor, Michael Hennessy.—3rd ed.

p. cm.

Includes bibliographical references and index.

ISBN 0-07-013638-6

1. English language—Rhetoric—Handbooks, manuals, etc.
 2. English language—Grammar—1950- —Handbooks, manuals, etc.
- I. Schor, Sandra. II. Hennessy, Michael. III. Title.

PE1408.C7145

1993

808'.042—dc20

92-33521

ABOUT THE AUTHORS

Frederick Crews, Professor of English and chair of his department at the University of California, Berkeley, received the Ph.D. from Princeton University. In his career he has attained many honors, including a Guggenheim Fellowship, appointment as a Fulbright Lecturer in Italy, an essay award from the National Council on the Arts and Humanities, election to membership in the American Academy of Arts and Sciences, and, from his own university, recognition as a Distinguished Teacher and as Faculty Research Lecturer. His writings include the widely used *Random House Handbook* as well as highly regarded books on Henry James, E. M. Forster, and Nathaniel Hawthorne; the best-selling satire *The Pooh Perplex*; and three volumes of his own essays, *Out of My System*, *Skeptical Engagements*, and *The Critics Bear It Away: American Fiction and the Academy*. Professor Crews has published numerous articles in *Partisan Review*, *The New York Review of Books*, *Commentary*, *Tri-Quarterly*, *The American Scholar*, and other important journals. He has twice been Chair of Freshman Composition in the English Department at Berkeley.

Until her death in 1990, **Sandra Schor** was Associate Professor of English at Queens College (City University of New York), where she served as director of the writing program. Her essays and reviews on the theory of composition and the teaching of writing have appeared in *College English* and *College Composition and Communication* and in *The Writer's Mind*, *What Makes Writing Good*, *Audits of Meaning*, and *Linguistics, Stylistics, and the Teaching of Composition*. Her writings also include *The Random House Guide to Writing* (with Judith Summerfield) and a novel, *The Great Letter E*. Professor Schor received both a Mellon Fellowship and a grant from the Fund for the Improvement of Postsecondary Education for composition studies. In recognition of her contributions as a teacher of writing, the City University of New York named her a Master Teacher; for her academic writing, she received the Mina P. Shaughnessy Writing Award.

Michael Hennessy is Professor of English at Southwest Texas State University, where he directs the first-year writing program and teaches courses in beginning and advanced composition, modern literature, and the teaching of writing. He holds a Ph.D. in English literature from Marquette University and has taught at Memphis State University and John Carroll University. His publications include *The Random House Practice Book* and *The Borzoi Practice Book for Writers*. He is also the author of numerous articles and reviews on composition pedagogy and on the work of Shakespeare, W. H. Auden, and the contemporary British poet Charles Tomlinson. Professor Hennessy has served as chair of the Texas Association of Directors of Writing Programs and was recently awarded the Faculty Senate Award for Excellence in Teaching at Southwest Texas State University.

CONTENTS

Preface xiii

To the Student Writer xvii

I **Composing Essays** 1

- 1 Arriving at a Topic 3
- 2 Developing a Thesis 19
- 3 Organizing 28
- 4 Drafting 35
 - Addressing the Reader 36
 - Supporting a Thesis 42
- 5 Collaborating and Revising 55
- 6 One Essay from Start to Finish 74

II **Paragraphs** 87

- 7 Paragraph Unity and Continuity 89
 - Paragraph Unity 89
 - Paragraph Continuity 92
- 8 Paragraph Development 101
- 9 Paragraph Functions 112
- 10 Opening and Closing Paragraphs 123
 - Opening Paragraphs 123
 - Closing Paragraphs 133

III Sentences 137

- 11 Sentence Clarity 139
- 12 Subordination 148
- 13 Sentence Emphasis and Variety 157
 - Emphasis 157
 - Variety 164

IV Words 173

- 14 Appropriate Language 175
- 15 Efficient Language 189
- 16 Figurative Language 199

V Usage 207

- 17 Complete Sentences 209
- 18 Joining Independent Clauses 221
- 19 Joining Subjects and Verbs 231
 - Subject-Verb Coherence 231
 - Subject-Verb Agreement 234
 - Punctuation between a Subject and Verb 248
- 20 Modifiers 250
 - Degrees of Adjectives and Adverbs 251
 - Choosing and Placing Modifiers 253
 - Punctuating Modifiers 261
- 21 Noun and Pronoun Case 272

- 22** Pronoun Agreement and Reference 282
 Pronoun Agreement 283
 Pronoun Reference 287
- 23** Parallelism 293
 Joining Parallel Elements 294
 Punctuating Parallel Elements 304
- 24** Relations between Tenses 308

VI Punctuation 319

- 25** Periods, Question Marks, Exclamation Points 321
 Periods 321
 Question Marks 323
 Exclamation Points 324
- 26** Commas 326
- 27** Semicolons and Colons 333
 Semicolons 333
 Colons 335
- 28** Dashes and Parentheses 339
 Dashes 339
 Parentheses 343
- 29** Quoting 346
 The Logic of Quotation 347
 Incorporating a Quotation 350
 Indenting a Quotation ("Block Quotation") 354
 Introducing a Quotation 357
 Omitting or Inserting Material 359
- 30** Forming and Spacing Punctuation Marks 363

VII Conventions 369

- 31** Verb Forms 371
- 32** Plurals and Possessives 383
 - Plurals 384
 - Possessives 389
- 33** Spelling 396
 - Troublesome Words 396
 - Spelling Rules 404
- 34** Hyphenation 408
- 35** Capitals 416
- 36** Italics, Abbreviations, Numbers 424
 - Italics 424
 - Abbreviations 429
 - Numbers and Figures 436

VIII Research Papers 441

- 37** Conducting Research 443
- 38** Writing from Sources 469
- 39** Using MLA Documentation 485
- 40** Using APA Documentation 534

IX Applied Writing 555

- 41** Examination Answers and In-Class Essays 557

42 Business Writing 563

43 Résumés 574

X Tools 577

44 Writing with a Word Processor 579

45 An Index of Usage 585

46 A Glossary of Terms 606

Acknowledgments 637

Index 639