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# An Introduction to Writing

## 写作概论

### This chapter will explain and illustrate

- the importance of supporting a point in writing
- the structure of the traditional essay
- the benefits of writing the traditional essay

### This chapter also

- presents writing as both a skill and a process of discovery
- suggests keeping a journal



*What is your ideal job? Write two or more paragraphs about what your ideal job would be and what your daily activities on the job would entail. Be sure to include your reasons for wanting such a job.*

The experience I had writing my first college essay helped shape this book. I received a C- for the essay. Scrawled beside the grade was the comment “Not badly written, but ill-conceived.” I remember going to the instructor after class, asking about his comment as well as the word *Log* that he had added in the margin at various spots. “What are all these logs you put in my paper?” I asked, trying to make a joke of it. He looked at me a little wonderingly. “Logic, Mr. Langan,” he answered, “logic.” He went on to explain that I had not thought out my paper clearly. There were actually two ideas rather than one in my thesis, one supporting paragraph had nothing to do with either idea, another paragraph lacked a topic sentence, and so on. I’ve never forgotten his last words: “If you don’t think clearly,” he said, “you won’t write clearly.”

I was speechless, and I felt confused and angry. I didn’t like being told that I didn’t know how to think. I went back to my room and read over my paper several times. Eventually, I decided that my instructor was right. “No more logs,” I said to myself. “I’m going to get these logs out of my papers.”

My instructor’s advice was invaluable. I learned that clear, disciplined thinking is the key to effective writing. *College Writing Skills with Readings* develops this idea by breaking down the writing process into a series of four logical, easily followed steps. These steps, combined with practical advice about prewriting and revision, will help you write strong papers.

Here are the four steps in a nutshell:

1. Discover a clearly stated point, or thesis.
2. Provide logical, detailed support for your thesis.
3. Organize and connect your supporting material.
4. Revise and edit so that your sentences are effective and error-free.

Part 1 of this book explains each of these steps in detail and provides many practice materials to help you master them.

## Point and Support 论点 + 论据

### An Important Difference between Writing and Talking

In everyday conversation, you make all kinds of points or assertions. You say, for example, “My boss is a hard person to work for,” “It’s not safe to walk in our neighborhood after dark,” or “Poor study habits keep getting me into trouble.” The points that you make concern personal matters as well as, at times, outside issues:

“That trade will be a disaster for the team,” “Lots of TV commercials are degrading to women,” “Students are better off working for a year before attending college.”

The people you are talking with do not always challenge you to give reasons for your statements. They may know why you feel as you do, or they may already agree with you, or they simply may not want to put you on the spot; and so they do not always ask why. But the people who read what you write may not know you, agree with you, or feel in any way obliged to you. If you want to communicate effectively with readers, you must provide solid evidence for any point you make. An important difference, then, between writing and talking is this: *In writing, any idea that you advance must be supported with specific reasons or details.*

Think of your readers as reasonable people. They will not take your views on faith, but they are willing to accept what you say as long as you support it. Therefore, remember to support with specific evidence any point that you make.

## Point and Support in a Paragraph

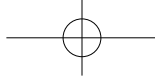
In conversation, you might say to a friend who has suggested a movie, “No, thanks. Going to the movies is just too much of a hassle. Parking, people, everything.” From shared past experiences, your friend may know what you are talking about so that you will not have to explain your statement. But in writing, your point would have to be backed up with specific reasons and details.

Below is a paragraph, written by a student named Diane Woods, on why moviegoing is a nuisance. A *paragraph* is a short paper of around 150 to 200 words. It usually consists of an opening point, called a *topic sentence*, followed by a series of sentences that support that point.

### The Hazards of Moviegoing



Although I love movies, I've found that there are drawbacks to moviegoing. One problem is just the inconvenience of it all. To get to the theater, I have to drive for at least fifteen minutes, or more if traffic is bad. It can take forever to find a parking spot, and then I have to walk across a huge parking lot to the theater. There I encounter long lines, sold-out shows, and ever-increasing prices. And I hate sitting with my feet sticking to the floor because of other people's spilled snacks. Another problem is my lack of self-control at the theater. I often stuff myself with unhealthy calorie-laden snacks. My choices might include a bucket of popcorn, a box of Milk Duds, a giant soda, or all three. The worst problem is some of the other moviegoers. Kids run up and down the aisle. Teenagers laugh and shout at the screen. People of all ages drop soda cups and popcorn tubs, cough and burp, and talk to one another. All in all, I would rather stay home and watch a DVD in the comfort of my own living room.



Notice what the supporting evidence does here. It provides you, the reader, with a basis for understanding *why* the writer makes the point that is made. Through this specific evidence, the writer has explained and successfully communicated the idea that moviegoing can be a nuisance.

The evidence that supports the point in a paper often consists of a series of reasons followed by examples and details that support the reasons. That is true of the paragraph above: three reasons are provided, with examples and details that back up those reasons. Supporting evidence in a paper can also consist of anecdotes, personal experiences, facts, studies, statistics, and the opinions of experts.

The paragraph on moviegoing, like almost any piece of effective writing, has two essential parts: (1) a point is advanced, and (2) that point is then supported. Taking a minute to outline “The Hazards of Moviegoing” will help you understand these basic parts. Write in the following space the point that has been advanced in the paragraph. Then add the words needed to complete the paragraph’s outline.

- 
1. \_\_\_\_\_
    - a. Fifteen-minute drive to theater
    - b. \_\_\_\_\_
    - c. Long lines, sold-out shows, and increasing prices
    - d. \_\_\_\_\_
  2. Lack of self-control
    - a. Often stuff myself with unhealthy snacks
    - b. Might have popcorn, candy, soda, or all three
  3. \_\_\_\_\_
    - a. \_\_\_\_\_
    - b. \_\_\_\_\_
    - c. People of all ages make noise.

### ACTIVITY 1

#### Point Support

### Point and Support in an Essay

An excellent way to learn how to write clearly and logically is to practice composing the traditional college *essay*—a paper of about five hundred words that typically consists of an introductory paragraph, three or more supporting paragraphs, and a concluding paragraph. The central idea, or point, developed in any essay is called a *thesis statement* (rather than, as in a paragraph, a *topic sentence*). The thesis appears in the introductory paragraph, and the specific support for the thesis appears in the paragraphs that follow. The supporting paragraphs allow for a fuller



treatment of the evidence that backs up the central point than would be possible in a single-paragraph paper. Unlike paragraphs that are usually developed using one mode of writing, like description, essays are usually developed using several modes of writing to support the single point.

## Structure of the Traditional Essay

### 短文的常见结构

#### A Model Essay

The following model will help you understand the form of an essay. Diane Woods, the writer of the paragraph on moviegoing, later decided to develop her subject more fully. Here is the essay that resulted.

Personal

Introductory  
paragraph

First  
supporting  
paragraph

Second  
supporting  
paragraph

#### The Hazards of Moviegoing

I am a movie fanatic. My friends count on me to know movie trivia (who was the pigtailed little girl in *E.T.: The Extra-Terrestrial*? Drew Barrymore) and to remember every big Oscar awarded since I was in grade school (Best Picture, 1994? *Forrest Gump*). My friends, though, have stopped asking me if I want to go out to the movies. While I love movies as much as ever, the inconvenience of going out, the temptations of the concession stand, and the behavior of some patrons are reasons for me to wait and rent the DVD.

To begin with, I just don't enjoy the general hassle of the evening. Since small local movie theaters are a thing of the past, I have to drive for fifteen minutes to get to the nearest multiplex. The parking lot is shared with several restaurants and a supermarket, so it's always jammed. I have to drive around at a snail's pace until I spot another driver backing out. Then it's time to stand in an endless line, with the constant threat that tickets for the show I want will sell out. If we do get tickets, the theater will be so crowded that I won't be able to sit with my friends, or we'll have to sit in a front row gaping up at a giant screen. I have to shell out a ridiculous amount of money—up to \$11—for a ticket. That entitles me to sit while my shoes seal themselves to a sticky floor coated with spilled soda, bubble gum, and crushed Raisinets.

Second, the theater offers tempting snacks that I really don't need. Like most of us, I have to battle an expanding waistline. At home I do pretty well by simply not buying stuff that is bad for me. I can make do with snacks like celery and carrot sticks because there is no ice cream in the freezer. Going to the theater, however, is like spending my evening in a 7-Eleven that's been equipped with a movie screen and comfortable seats. As I try to persuade myself to just have a Diet Coke, the smell of fresh popcorn dripping with butter soon overcomes me. Chocolate bars the size of small automobiles seem to jump into my hands. I risk pulling out my fillings as I chew enormous

*continued*

mouthfuls of Milk Duds. By the time I leave the theater, I feel disgusted with myself.

Many of the other patrons are even more of a problem than the concession stand. Little kids race up and down the aisles, usually in giggling packs. Teenagers try to impress their friends by talking back to the screen, whistling, and making what they consider to be hilarious noises. Adults act as if they were at home in their own living room. They comment loudly on the ages of the stars and reveal plot twists that are supposed to be a secret until the film's end. And people of all ages create distractions. They crinkle candy wrappers, stick gum on their seats, and drop popcorn tubs or cups of crushed ice and soda on the floor. They also cough and burp, squirm endlessly in their seats, file out for repeated trips to the restrooms or concession stands, and elbow me out of the armrest on either side of my seat.

After arriving home from the movies one night, I decided that I was not going to be a moviegoer anymore. I was tired of the problems involved in getting to the theater, resisting unhealthy snacks, and dealing with the patrons. The next day, I arranged to have premium movie channels added to my cable TV service, and I also got a Netflix membership. I may now see movies a bit later than other people, but I'll be more relaxed watching box office hits in the comfort of my own living room.

**Third  
supporting  
paragraph**

**Concluding  
paragraph**

## Parts of an Essay

“The Hazards of Moviegoing” is a good example of the standard short essay you will write in college English. It is a composition of over five hundred words that consists of a one-paragraph introduction, a three-paragraph body, and a one-paragraph conclusion. The roles of these paragraphs are described and illustrated below.

### *Introductory Paragraph*

The introductory paragraph of an essay should start with several sentences that attract the reader's interest. It should then advance the central idea, or *thesis*, that will be developed in the essay. The thesis often includes a *plan of development*—a “preview” of the major points that will support the thesis. These supporting points should be listed in the order in which they will appear in the essay. Such a thesis might assert, “Winter is my favorite season because I like the weather, the holidays, and the sports,” leading to an essay that has a paragraph about weather, followed by a paragraph about winter holidays, and so on. In some cases, however, the plan of development is omitted. For example, a thesis that claims, “Education can be a key to socioeconomic security,” doesn't state how the essay will be developed, but still advances a central idea.

**ACTIVITY 2**

1. In “The Hazards of Moviegoing,” which sentence or sentences are used to attract the reader’s interest?
  - a. First sentence
  - b. First two sentences
  - c. First three sentences
2. In which sentence is the thesis of the essay presented?
  - a. Third sentence
  - b. Fourth sentence
3. Does the thesis include a plan of development?
  - a. Yes
  - b. No
4. Write the words in the thesis that announce the three major supporting points in the essay:
  - a. \_\_\_\_\_
  - b. \_\_\_\_\_
  - c. \_\_\_\_\_

*Body: Supporting Paragraphs*

Many essays have three supporting points, developed at length over three separate paragraphs. However, more developed essays require four or more body paragraphs to support the thesis. This is very common in essays with thesis statements that omit a plan of development. Each of the supporting paragraphs should begin with a *topic sentence* that states the point to be detailed in that paragraph. Just as a thesis provides a focus for the entire essay, the topic sentence provides a focus for a supporting paragraph.

**ACTIVITY 3**

1. What is the topic sentence for the first supporting paragraph of the model essay?
 

\_\_\_\_\_

\_\_\_\_\_
2. The first topic sentence is then supported by the following details (fill in the missing details):
  - a. Have to drive fifteen minutes
  - b. \_\_\_\_\_
  - c. Endless ticket line

- d. \_\_\_\_\_
- e. \_\_\_\_\_
- f. Sticky floor
3. What is the topic sentence for the second supporting paragraph of the essay?
- \_\_\_\_\_
- \_\_\_\_\_
4. The second topic sentence is then supported by the following details:
- a. At home, only snacks are celery and carrot sticks.
- b. Theater is like a 7-Eleven with seats.
- (1) Fresh popcorn
- (2) \_\_\_\_\_
- (3) \_\_\_\_\_
5. What is the topic sentence for the third supporting paragraph of the essay?
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
6. The third topic sentence is then supported by the following details:
- a. \_\_\_\_\_
- b. \_\_\_\_\_
- c. Adults talk loudly and reveal plot twists.
- d. People of all ages create distractions.

### *Concluding Paragraph*

The concluding paragraph often summarizes the essay by briefly restating the thesis and, at times, the main supporting points. In addition, the writer often presents a concluding thought about the subject of the paper.

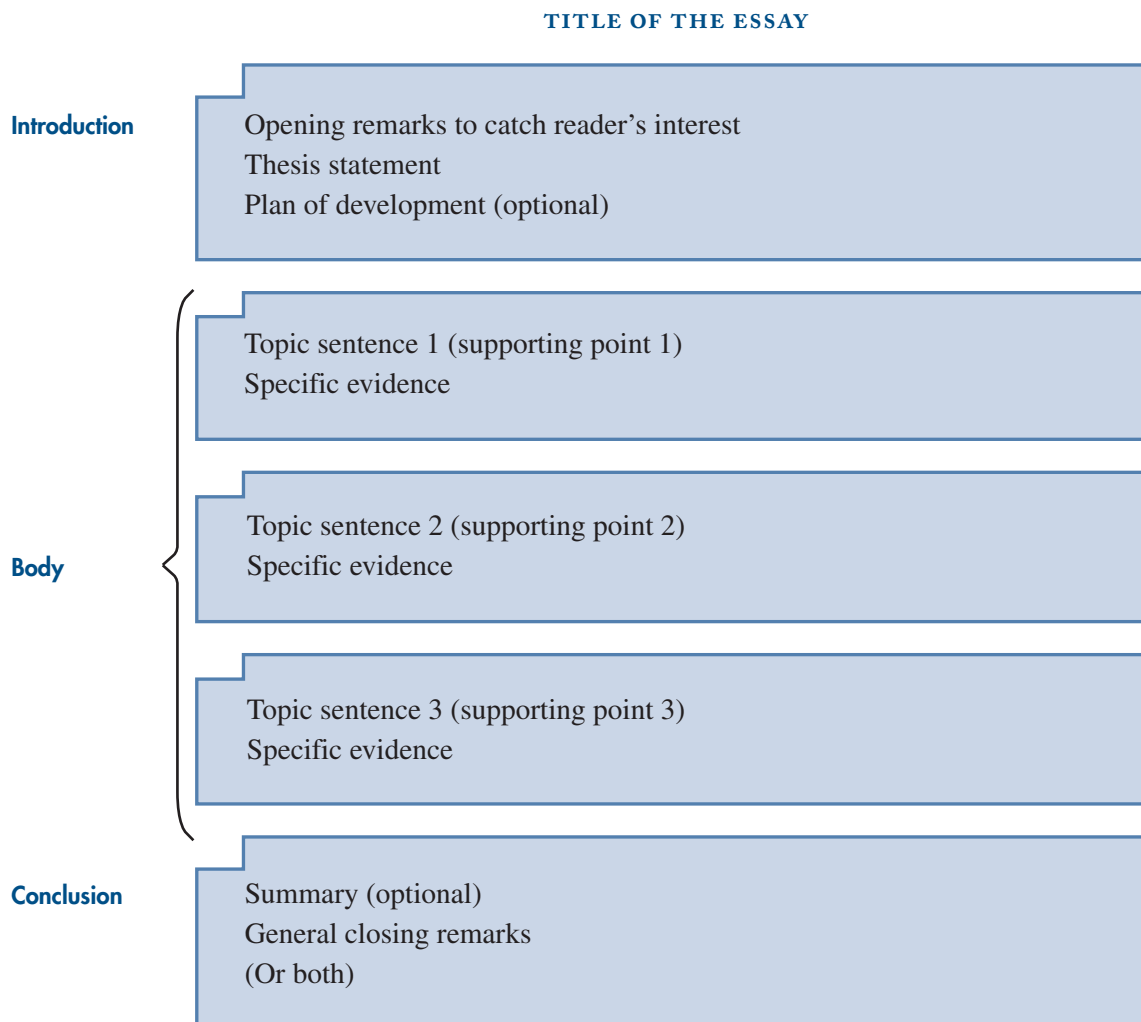
1. Which two sentences in the concluding paragraph restate the thesis and supporting points of the essay?
- a. First and second
- b. Second and third
- c. Third and fourth

## ACTIVITY 4

2. Which sentence in the concluding paragraph contains the final thought of the essay?
  - a. Second
  - b. Third
  - c. Fourth

## Diagram of an Essay

The following diagram shows you at a glance the different parts of a standard college essay, also known as a *one-three-one-essay*. This diagram will serve as a helpful guide when you are writing or evaluating essays.



You now have an overview of the traditional form of the essay. In Chapter 2, you will learn *how* to go about writing an effective essay. First, though, it will be helpful to consider the following: the benefits of writing traditional essays, the advantage of seeing writing as both a skill and a process of discovery, and the value of keeping a journal.

## Benefits of Writing the Traditional Essay

### 掌握常见短文写作的好处

Learning to write a traditional essay offers at least three benefits. First of all, mastering the traditional essay will help make you a better writer. For other courses, you'll often compose papers that will be variations on the essay form—for example, examination essays, reports, and research papers. Becoming comfortable with the basic structure of the traditional essay, with its emphasis on a clear point and well-organized, logical support, will help with almost every kind of writing that you have to do.

Second, the discipline of writing an essay will strengthen your skills as a reader and listener. As a reader, you'll become more critically aware of other writers' ideas and the evidence they provide (or fail to provide) to support those ideas. Essay writing will also help you become a better speaker. You'll be more prepared to develop the three basic parts of an effective speech—an appealing introduction, a solidly developed body, and a well-rounded conclusion—because of your experience writing three-part essays.

Most important, essay writing will make you a stronger thinker. Writing a solidly reasoned traditional essay requires mental discipline and close attention to a set of logical rules. Creating an essay in which there is an overall thesis statement and in which each of three supporting paragraphs begins with a topic sentence is more challenging than writing a free-form or expressive paper. Such an essay obliges you to carefully sort out, think through, and organize your ideas. You'll learn to discover and express just what your ideas are and to develop those ideas in a logical, reasoned way. Traditional essay writing, in short, will train your mind to think clearly, and that ability will prove to be of value in every phase of your life.

## Writing as a Skill 写作是一种技能

A realistic attitude about writing must build on the idea that *writing is a skill*, not a “natural gift.” It is a skill like driving, typing, or cooking; and, like any skill, it can be learned. If you have the determination to learn, this book will give you the extensive practice needed to develop your writing skills.

People often fear they are the only ones for whom writing is unbearably difficult. They believe that everyone else finds writing easy or at least tolerable. Such

people typically say, “I’m not any good at writing,” or “English was not one of my good subjects.” They imply that they simply do not have a talent for writing, while others do. Often, the result of this attitude is that people try to avoid writing, and when they do write, they don’t try their best. Their attitude becomes a self-fulfilling prophecy: their writing fails chiefly because they have brainwashed themselves into thinking that they don’t have the “natural talent” needed to write.

Many people find it difficult to do the intense, active thinking that clear writing demands. It is frightening to sit down before a blank sheet of paper or computer screen and know that an hour later, nothing on it may be worth keeping. It is frustrating to discover how much of a challenge it is to transfer thoughts and feelings from one’s head onto the page. It is upsetting to find that an apparently simple subject often turns out to be complicated. But writing is not an automatic process: we will not get something for nothing—and we should not expect to. For almost everyone, competent writing comes from plain hard work—from determination, sweat, and head-on battle. The good news is that the skill of writing can be mastered, and if you are ready to work, you will learn what you need to know.

## Writing as a Process of Discovery

### 写作是一个发现的过程

In addition to believing that writing is a natural gift, many people falsely believe that writing should flow in a simple, straight line from the writer’s head onto the written page. But writing is seldom an easy, one-step journey in which a finished paper comes out in a first draft. The truth is that *writing is a process of discovery* involving a series of steps, and those steps are very often a zigzag journey. Look at the following illustrations of the writing process:

#### Seldom the Case

Starting point  Finished paper

#### Usually the Case

Starting point  Finished paper

Very often, writers do not discover just what they want to write about until they explore their thoughts in writing. For example, Diane Woods (the author of the paragraph and essay on moviegoing) had been assigned to write about an annoyance in everyday life. She did not know what annoyance she would choose; instead, she just began writing about annoyances in general, in order to discover a topic. One of those annoyances was traffic, which seemed promising, so she began putting down ideas and details that came to her about traffic. One detail was the traffic she had to deal with in going to the movies. That made her think of the

traffic in the parking lot at the theater complex. At that point, she realized that moviegoing itself was an annoyance. She switched direction in midstream and began writing down ideas and details about moviegoing.

As Diane wrote, she realized how much other moviegoers annoyed her, and she began thinking that other movie patrons might be her main idea in a paper. But when she was writing about patrons who loudly drop popcorn tubs onto the floor, she realized how much all the snacks at the concession stand tempted her. She changed direction again, thinking now that maybe she could talk about patrons and tempting snacks. She kept writing, just putting down more and more details about her movie experiences, still not having figured out exactly how she would fit both patrons and snacks into the paper. Even though her paper had not quite jelled, she was not worried, because she knew that if she kept writing, it would eventually come together.

The point is that writing is often a process of continuing discovery; as you write, you may suddenly switch direction or double back. You may be working on a topic sentence and realize suddenly that it could be your concluding thought. Or you may be developing a supporting idea and then decide that it should be the main point of your paper. Chapter 2 will treat the writing process more directly. What is important to remember here is that writers frequently do not know their exact destination as they begin to write. Very often they discover the direction and shape of a paper during the process of writing.

## Writing as a Way to Communicate with Others

### 写作是一种与他人交流的途径

When you talk, chances are you do not treat everyone the same. For example, you are unlikely to speak to your boss in the same way that you chat with a young child. Instead, you adjust what you say to suit the people who are listening to you—your *audience*. Similarly, you probably change your speech each day to suit whatever *purpose* you have in mind when you are speaking. For instance, if you wanted to tell someone how to get to your new apartment, you would speak differently than if you were describing your favorite movie.

To communicate effectively, people must constantly adjust their speech to suit their purpose and audience. This same idea is true for writing. When you write for others, it is crucial to know both your purpose for writing and the audience who will be reading your work. The ability to adjust your writing to suit your purpose and audience will serve you well not only in the classroom but also in the workplace and beyond.

#### TIP

Purpose and audience, further explained on page 172, are special focuses of each of the nine patterns of essay development in Part 2.



## Keeping a Journal 坚持写日志

Because writing is a skill, it makes sense that the more you practice writing, the better you will write. One excellent way to get practice in writing, even before you begin composing essays, is to keep a daily or almost daily journal. Writing in a journal will help you develop the habit of thinking on paper and will show you how ideas can be discovered in the process of writing. A journal can make writing a familiar part of your life and can serve as a continuing source of ideas for papers.

At some point during the day—perhaps during a study period after your last class of the day, or right before dinner, or right before going to bed—spend fifteen minutes or so writing in your journal. Keep in mind that you do not have to plan what to write about, or be in the mood to write, or worry about making mistakes

as you write; just write down whatever words come out. You should write at least one page in each session.

You may want to use a notebook that you can easily carry with you for on-the-spot writing. Or you may decide to write on loose-leaf paper that can be transferred later to a journal folder on your desk. Many students choose to keep their journals on their home computer or laptop. No matter how you proceed, be sure to date all entries.

Your instructor may ask you to make journal entries a specific number of times a week, for a specific number of weeks. He or she may have you turn in your journal every so often for review and feedback.



If you are keeping the journal on your own, try to make entries three to five times a week every week of the semester.

## Review Activities 巩固训练

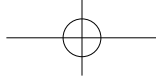
Answering the following questions will help you evaluate your attitude about writing.

1. How much practice were you given writing compositions in high school?  
\_\_\_\_\_ Much \_\_\_\_\_ Some \_\_\_\_\_ Little
2. How much feedback (positive or negative comments) from teachers were you given on your compositions?  
\_\_\_\_\_ Much \_\_\_\_\_ Some \_\_\_\_\_ Little
3. How did your teachers seem to regard your writing?  
\_\_\_\_\_ Good \_\_\_\_\_ Fair \_\_\_\_\_ Poor
4. Do you feel that some people simply have a gift for writing and others do not?  
\_\_\_\_\_ Yes \_\_\_\_\_ Sometimes \_\_\_\_\_ No
5. When do you start writing a paper?  
\_\_\_\_\_ Several days before it is due  
\_\_\_\_\_ About a day before it is due  
\_\_\_\_\_ At the last possible minute

**EXPLANATION:** Many people who answer *Little* to questions 1 and 2 often answer *Poor*, *Yes*, and *At the last possible minute* to questions 3, 4, and 5. On the other hand, people who answer *Much* or *Some* to questions 1 and 2 also tend to have more favorable responses to the other questions. The point is that people with little practice in the skill of writing often have understandably negative feelings about their writing ability. They need not have such feelings, however, because writing is a skill that they can learn with practice.

6. Have you ever kept a diary or journal like the one explained in this chapter? If so, what kinds of ideas, images, or other information have you put into your journal? If you have never kept a journal, why not? Does this fact have anything to do with how you think of writing?

### ACTIVITY 5



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- 7. In your own words, explain what it means to say that writing is often a zigzag journey rather than a straight-line journey.

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**ACTIVITY 6**

Following is an excerpt from one student's journal. As you read, look for a general point and supporting material that could be the basis for an interesting paper.



September 12

I received the results of my first history test today. I really thought I had studied a lot, but my grade was terrible. In high school, I never needed to study much, and I still received As and Bs. My teachers always provided a study guide of some sort and working through it usually guaranteed a good grade. My history professor didn't give us anything to study from. When I asked about a study guide, I was told that our text, notes, and PowerPoints were the study guide. How was I supposed to figure out what was and wasn't important? At first I was really angry at my professor that she hadn't helped me more. It was hard to sit through the class listening to her go over the exam and reprimanding the class for not doing well. I felt like telling her that maybe it was her fault if so many people did poorly. When class was over, I ended up storming out, promising myself that I was going to complain to the dean. I headed to the dean's office to formally complain, but was told by the assistant that if I hadn't spoken to my professor first, the dean wasn't going to listen to my complaint. As upset as I was, I headed back to my professor's office and waited for her. When she arrived, she seemed really pleased to see me. I

*continued*

was totally surprised! She told me she was happy that I was coming in to talk about my test and would be more than pleased to show me where I had gone wrong. After forty-five minutes, I completely understood what I had missed and what I needed to do for future tests. Our meeting ended with my professor making me promise to visit her again—before the next exam—to make sure I understood the material. I learned a lot more from this test than just history! I now realize that professors expect us to take responsibility for our learning, which means going to see them for help and not waiting for them to spoon-feed us.

1. If the writer of the journal entry above was looking for ideas for an essay, she could probably find several in this single entry. For example, she might write a story about the differences between high school teachers and college professors. See if you can find an idea in the entry that might be the basis for an interesting essay, and write your point in the space below.

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2. Take fifteen minutes now to write a journal entry on this day in your life. On a separate sheet of paper, just start writing about anything that you have seen, said, heard, thought, or felt today, and let your thoughts take you where they may.

## Using This Text 如何使用本书

Here is a suggested sequence for using this book if you are working on your own.

1. After completing this introduction, read Chapters 2 through 6 in Part 1 and work through as many of the activities as you need to master the ideas in these chapters. By the end of Part 1, you will have covered all the basic theory needed to write effective papers.
2. Work through some of the chapters in Part 2, which describe a number of ways to organize and develop essays. You may want to integrate “Exemplification,” “Process,” and “Argument.” Each chapter opens with a brief introduction to a specific pattern, followed by two student essays and one professional essay written in a way that emphasizes that pattern. Included are a series of questions so that you can evaluate the essays in terms of the basic principles of writing explained in Part 1. Finally, a

number of writing topics are presented, along with hints about prewriting and revising to help you plan and write an effective paper.

3. Turn to Part 3 as needed for help with types of writing you will do in college: summaries, reports, and the research paper. You will see that these kinds of writing are variations of the essay form you have already learned.
4. In addition, refer to Part 4 as needed for review and practice in the skills needed to write effective, error-free sentences.
5. Finally, read some of the selections in Part 5 and respond to the activities that follow the selections.

For your convenience, the book includes a checklist of the four basic steps in effective writing on the inside back cover.

Get into the habit of regularly referring to these guides; they'll help you produce clearly thought-out, well-written essays.

*College Writing Skills with Readings* will help you learn, practice, and apply the thinking and writing skills you need to communicate effectively. But the starting point must be your own determination to do the work needed to become a strong writer. The ability to express yourself clearly and logically can open doors of opportunity for you, both in school and in your career. If you decide—and only you can decide—that you want such language power, this book will help you reach that goal.