

Bibliography of Writing Textbooks

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This year's listing of textbooks includes new texts or new editions of previously published texts having a 1993 copyright date. Books published by companies that did not send information do not appear. All texts should be available by March 1993. Annotations were provided by the publishers; some have been edited for brevity and/or objectivity.

I. Developmental and ESL Writing Texts

I. A. Handbooks

Langan, John. *Sentence Skills* 5th ed. McGraw-Hill. This text helps students master the essential grammar, mechanics, punctuation, and usage rules needed for clear, thoughtful writing. Annotated Teacher's Edition, Instructor's Manual and Testbank, ditto masters, and practice drill tutorial—IBM 3 1/2" & 5 1/4", and Macintosh.

Yarber/Yarber. *Reviewing Basic Grammar* 3rd ed. HarperCollins. Intended for students who need to review the essentials of sentence structure, grammar, punctuation, and spelling. Format is concise, yet comprehensive, and provides explanations and examples. All exercises, review tests, and examinations are new as are the 2 chapters on paragraph writing and outlining.

I. B. Rhetorics

Brandon, Lee, and Kelly Brandon. *Sentences and Paragraphs*. D. C. Heath and Company. Teaches basics of writing at sentence and paragraph levels. Ample material, flexible format, accessible style. Includes readings. Guide questions, writing assignments emphasize critical thinking. Complete supplements include software, *Newsweek* offer.

Cherry. *Brief Guide to Basic Writing*. HarperCollins. Text covers the full-length essay and emphasizes the personalized writing assignment by asking students to specify their audience, subject, and purpose. Guidelines for group work are provided and collaboration is encouraged. Includes some discussion of grammar.

Clouse, Barbara. *Progressions* 2nd ed. Macmillan. A developmental worktext with one chapter of readings, ample apparatus and an increased focus on collaborative writing. Instructor's Manual.

Donnelly, Rory. *Sequence: A Basic Writing Course* 3rd ed. HBJ. A developmental writing text for students whose placement tests indicate they are not yet ready for composition. Organized to combine the writing process with grammar.

Funk, Robert, Susan Day, Elizabeth McMahan. *Options for Reading and Writing*. Macmillan. A developmental composition text with readings integrated into most chapters which places the emphasis on the connections between reading and writing. Instructor's Manual.

Reynolds, Audrey L. *Explorations in Basic Writing*. St. Martin's Press. A developmental text providing intensive work on sentence-level skills. Teaches basic rhetorical techniques for developing paragraphs and brief essays. Includes an introduction to the grammar of written English, with sentence-combining exercises. Instructor's Manual.

Sternglass, Marilyn S. *Reading, Writing, and Reasoning, Focus I*. Macmillan. A first-level developmental skills text integrating instruction in and application of reading, writing, and reasoning skills. Alternating chapters of reading/writing instruction and sentence structure analysis. Instructor's Manual.

Tyner, Thomas E. *College Writing Basics: A Progressive Approach* 3rd ed. Wadsworth. Text helps students write increasingly sophisticated paragraphs in preparation for college essay writing.

Uehling. *Starting Out or Starting Over: A Guide for Writing*. HarperCollins. This process-oriented basic writing text is written specifically for "non-traditional" students—returning adults or younger students who have jobs, families, or both. Employing a portfolio approach, the text offers 5 writing projects that students later revise in a collaborative setting. Techniques for overcoming writer's block are presented.

I. C. Readers

Adams, W. Royce. *Developing Reading Versatility* 6th ed. HBJ. Text approaches the development of reading comprehension on three levels: literal, critical, and affective. Contains a wide range of readings, including fiction and textbook chapters.

Adams, Royce W. *Viewpoints: Readings Worth Thinking and Writing About* 2nd ed. D. C. Heath and Company. Teaches the skills and strategies necessary for effective reading and writing; reinforces these skills with accessible, thought-provoking essays. Emphasis on reading/writing connection and critical thinking. Instructor's Edition, software.

Buscemi, Santi V. *A Reader for Developing Writers* 2nd ed. McGraw-Hill. A rhetorically organized reader, which follows the writing process, guides students in reading, in exploring their personal response to their reading, and in developing that response in writing. Instructor's Manual.

Roy/Roy. *Prentice Hall Guide to Basic Writing* 2nd ed. Prentice Hall. Developmental writing text that focuses on paragraph writing in a process approach, with an introduction to essay writing.

Smith. *Bridging the Gap: College Reading* 4th ed. HarperCollins. Incorporates actual textbook selections at graduated reading levels for student practice while presenting techniques to foster better reading comprehension. A new Chapter 8 focuses on critical thinking, as do new "Connecting & Reflecting" readings. Includes a new sociology textbook chapter on minorities and 13 new reading selections, many of which reflect cultural diversity.

Thiroux. *Cultures: Diversity in Reading and Writing*. Prentice Hall. A reader for developmental writing courses that gives students detailed help through the writing process while offering them provocative readings from many cultures and countries.

I. D. Workbooks

Campbell. *Easy Writer: A Process & Sentence Combining Approach to College Writing* 3rd ed. HarperCollins. This workbook teaches grammar, mechanics, and punctuation through sentence combining. A new opening section covers the writing process and features culturally diverse student essays in various draft stages.

Epes/Kirkpatrick. *Editing and Writing: The Comp Lab Exercises, Level 2* 2nd ed. Prentice Hall. Designed for self-instruction for intermediate writing students who need help applying writing and editing guidelines to their own writing. Text stresses the writing process and the place for editing within the total process more than Level 1.

Epes/Kirkpatrick. *Mastering Written English: The Comp Lab Exercises, Level 1* 4th ed. Prentice Hall. Designed for self-instruction in areas that basic writing students find most difficult. Twelve modules of exercise feature simple explanations with examples, followed by exercises, using sentence and paragraph transformations, controlled composition, sentence combining, proofreading, and focused perceptual practice.

Fitzpatrick, Carolyn H., and Marybeth B. Ruscica. *The Complete Paragraph Workout Book* 2nd ed. D. C. Heath and Company. Integrates reading strategies with the writing process to teach paragraph and multi-paragraph writing, while providing a review of grammar and punctuation. Instructor's Edition, testing, software, Newsweek offer.

Glazier, Theresa Ferster. *The Least You Should Know About Vocabulary Building: Word Roots* 4th ed. HBJ. Text repeats a simple learning pattern--study a root, learn derivative words, see each word used in a sentence, complete fill-in-the blank exercises, then correct their exercises.

Jacobus, Lee A. *Improving College Reading* 6th ed. HBJ. Text contains 32 readings from a diversity of disciplines, progressing in order of difficulty with tests following each selection to allow students to write about or discuss meaning of readings.

Langan, John. *English Skills* 5th ed. McGraw-Hill. This workbook/rhetoric is designed for developmental writing courses that focus on paragraph writing skills in preparation for essay writing. Supplements include instructor's edition, manual, and testbank, practice drill tutorial software, IBM PC 3 1/4", IBM PC 5 1/4", Macintosh, and ditto masters.

McWhorter. *Guide to College Reading* 3rd ed. HarperCollins. Intended to increase both reading comprehension and retention, this workbook provides techniques to apply before, during, and after reading. Students are encouraged to take control of their reading and learning processes through comprehension monitoring (metacognition). All new chapters on reading graphics and literature.

Meyers, Alan. *Composing with Confidence* 3rd ed. HarperCollins. This developmental writing workbook features high-interest model paragraphs, essays, and grammar exercises. All stages of the paragraph and essay writing process are covered through exercises. New "PostWrite Analysis" exercises, photographs and drawings have been added in this edition.

Salomone, William, and Stephen McDonald. *Inside Writing: A Writer's Workbook* 2nd ed. Wadsworth. This text, geared toward the lower-level developmental writing course, integrates grammar instruction and writing practice.

I. E. Special Texts

Birkhead. *CLAST Review Handbook: English Skills*. Prentice Hall. A resource for Florida students to help them understand what the CLAST is and how it is graded, advice on how to prepare for it, and practice with questions similar to CLAST subtests in English Language Skills and Essay Writing.

McDermid, Patt. *Steppingstones: Ways to Better Reading*. Mayfield. This guide to reading skills includes two groups of readings, the first organized in newspaper-like selections, the second comprising chapters from five college textbooks. Exercises and Instructor's Manual.

Metzger, Elizabeth, Linda Lou Cleveland, and Jerre J. Kennedy. *The CLAST Review Book*. HBJ. A review book designed to help students prepare for Florida's newly revised CLAST through a study of basic English language skills, essay writing, reading comprehension and mathematics.

Rubin, Dorothy. *Gaining Word Power* 3rd ed. Macmillan. This vocabulary workbook employs the same chapter format throughout the book. New edition has increased the number of writing assignments.

I. F. Comprehensive Texts

Langan, John. *College Writing Skills with Readings* 3rd ed. McGraw-Hill. A workbook/rhetoric/handbook with readings all in one for more advanced writing courses. Instructor's Manual, testbank, and ditto masters.

Stanford, Judith. *Guidelines for Writers: A Rhetoric, Reader, Handbook*. McGraw-Hill. A comprehensive rhetoric/reader/handbook offering instruction, readings, and practical applications for inexperienced writers at the developmental and freshman composition levels. Instructor's Manual.

II. Freshman Writing Texts

II. A. Handbooks

Aaron, Jane E. *The Little, Brown Compact Handbook*. HarperCollins. This compact sequel to *Little, Brown Handbook* covers the basics of writing, along with fully integrated ESL material. Special features include: inset boxes that define grammatical terms, highlight boxes that set off key information, indicator arrows over example sentences to direct students' attention, and guides to using the book in the endpapers.

Carter, Bonnie E., and Craig B. Skates. *The Rinehart Handbook for Writers* 3rd ed. HBJ. This handbook offers coverage of the writing process as well as grammar. Contains information about research papers, models for special writing projects, and steps for revising.

Crews, Frederick, Sandra Schor, and Michael Hennessy. *The Borzoi Handbook for Writers* 3rd ed. McGraw-Hill. Covers all types of college writing: essays, research papers, even written in-class exams.

Hacker, Diana. *A Pocket Style Manual*. Bedford Books of St. Martin's Press. A brief, inexpensive, pocket-size reference handbook that covers the most common writing problems and includes coverage of using sources and MLA/APA documentation. Based on *The Bedford Handbook for Writers* 3rd ed., and *A Writer's Reference*, 2nd ed. No exercises.

Hairston/Ruszkiewicz. *The Scott Foresman Handbook for Writers* 3rd ed. HarperCollins. This process-oriented handbook explains grammatical rules and rhetorical concepts. It identifies and solves writing problems and, using an innovative symbol system, labels errors according to their severity. Has new chapters on critical thinking and argument, a new ESL chapter, and new "Windows on Writing" sections featuring student writing. New design and alphanumeric tabbing system make this teaching tool a reference text as well.

Howell/Memering. *Brief Handbook for Writers* 3rd ed. Prentice Hall. Focusing on the writing process, this text/reference guide stresses such non-linear compositions skills as context, purpose, and audience as it strongly emphasizes revision and multiple drafting. Modern usage conventions and sentence/paragraph level skills are developed as the basics of essay, research, literary, exam, and business writing are explored.

O'Hare, Frank, and Edward A. Kline. *The Modern Writer's Handbook* 3rd ed. Macmillan. This concise handbook offers complete explanations in understandable language. New edition broadens its coverage of writing and increases the

number of sample student papers. Instructor's Annotated Edition. The Modern Writer's Workbook. Workbook answer key. Guide to Teaching Writing. Test Item File. Computerized Test Item File (IBM and MAC). Software (IBM and MAC).

Pearlman, Daniel D. and Paula R. Pearlman. *Guide to Rapid Revision* 5th ed. Macmillan. A compact handbook, alphabetically arranged in accord with the correction symbols used in composition programs nationwide, with additional symbols and new coverage of ESL concerns in this edition. Workbook.

Rice, Scott. *Right Words, Right Places*. Wadsworth. Treats rhetorical and stylistic character of grammar, giving students an understanding of the power of language and the ability to manipulate it effectively; focuses on effectiveness as opposed to correctness.

Silverman, Jay, Elaine Hughes, and Diana Wienbroer. *Rules of Thumb, A Guide for Writers* 2nd ed. McGraw-Hill. A brief, easy-to-use, and affordable handbook. Includes *Good Measures: A Practice Book to Accompany Rules of Thumb* 2nd ed.

Troyka, Lynn. *Simon & Schuster Handbook for Writers* 3rd ed. Prentice Hall. Designed to serve as core text in writing programs and as a reference throughout college, this handbook begins with coverage of the writing process, then treats all aspects of grammar, punctuation, and style. Includes chapters on critical reading and thinking, research process, writing across the curriculum, and argument. Revisions are based on the latest composition research. Annotated Instructor's Edition.

II. B. Rhetorics

Adelstein, Michael E., and Jean G. Pival. *The Writing Commitment* 5th ed. HBJ. Designed to teach students to think clearly and to write cogently, this text emphasizes the writing process through its "spiral" organization, exposing students to the writing process repeatedly within a variety of situational contexts. Has an eclectic approach, combining the proven elements of process and rhetorical approach.

Axelrod, Rise B., and Charles R. Cooper. *The Concise Guide to Writing*. St. Martin's Press. Integrates thinking, reading, and writing through systematic guides to writing, with sample professional and student essays. Explains personal, informative, and argumentative writing. Instructor's Manual.

Baker/Kennedy. *Writing and Synthesis: A Multicultural Approach to Writing*. HarperCollins. Integrating the reading and writing processes, the text has students explore their ideas and synthesize them with the readings. Cross-curricular as well as cross-cultural, the readings are often taken from international sources and reflect several disciplines. Includes student written essay responses.

Barnet, Sylvan. *A Short Guide to Writing About Art* 4th ed. HarperCollins. This brief writing supplement helps students generate ideas for papers while showing them how to analyze works of art. All fundamentals are covered, from drafting a paper to documenting sources, and details like writing a caption. Includes new discus-

sions of feminist, gay and lesbian art criticism, the latest research strategies and tools, and examples of African and Asian art.

Bruffee, Kenneth. *A Short Course in Writing: Composition, Collaborative Learning and Constructive Reading* 4th ed. HarperCollins. Over 50 classroom-tested collaborative exercises are featured in this text that teaches students to write well-developed position papers in a collaborative setting. Sample student and professional readings illustrate techniques like the three-paragraph finger exercise and hook and box diagrams. Contains a new discussion of constructive reading.

Cawelti, Scott, and Jeffrey Duncan. *The Inventive Writer: A Discovery-Based Rhetoric*. Mayfield. This comprehensive introduction to the writing process, including collaborative writing and revising, offers a full coverage of invention strategies. Instructor's Manual.

Clouse, Barbara Fine. *Working it Out: A Troubleshooting Guide for Writers*. McGraw-Hill. Tried and true means to idea generation, outlining, drafting, revising, and editing are explained in plain English.

Collette/Johnson. *Common Ground: Personal Writing and Public Discourse*. HarperCollins. Borrowing from literary criticism and reader response theory, this advanced writing text emphasizes the ways that writing serves as a bridge between readers and writers. Brief passages of good writing illustrate strategies and devices that professional writers use and that novices can adapt to their own purposes. Beginning with the writer's personal experience, the text helps students express themselves to the world.

Cooley, Michael E. *The Inventive Writer: Using Critical Thinking to Persuade*. D.C. Heath and Company. Teaches students to combine critical/analytic thinking at all stages of the writing process. *Invention Guide* presents traditional forms of discourse as tools for invention and analysis. Instructor's Edition.

Cuba. *A Short Guide to Writing About Social Science*. HarperCollins. This text lays a firm foundation for all types of social science writing including research papers, book reviews, abstracts, oral presentations, and essay exams. New and revised material on computer searches and writing with a word processor reflect the latest in research writing.

Davis/Lovejoy. *Writing: Process, Product and Power*. Prentice Hall. Organized by seven major features of written products, this introductory rhetoric guides students through the writing process, focusing on writing activities and strategies as they relate to each of the major features.

Ellis, Grace W. *Textures: Strategies for Reading and Writing*. HBJ. Text combines essays by professionals and students with practical advice on reading and writing. Examples from readings illustrate the discussions of writing strategies, and the reading and writing exercises relate closely to the selections.

Flower, Linda. *Problem-Solving Strategies for Writing* 4th ed. HBJ. A rhetoric with a strong process orientation. Flower's cognitive approach is complemented in this new edition by new attention to the social factors that influence writers.

Kennedy, X.J., Dorothy M. Kennedy, and Sylvia A. Holladay. *The Bedford Guide for College Writers: With Reader, Research Manual, and Handbook* 3rd ed. Bedford Books of St. Martin's Press. Four books in one composition text: (1) process-oriented rhetoric; (2) 40-selection thematic reader; (3) 140-page research manual; (4) 200 page reference handbook. *Writer's Prologue* software; Instructor's Manual.

Kiniry, Malcolm, and Mike Rose. *Critical Strategies for Academic Thinking and Writing: A Text and Reader* 2nd ed. Bedford Books of St. Martin's Press. Text/reader with 147 readings from 20 disciplines. Part One introduces 6 critical strategies—thinking/writing tasks required for college level work; Part Two is an expanded 6 chapter sourcebook from which students can write extended papers using the strategies. Instructor's Manual.

Martin, Marlene, and Maureen Girard. *Writing Wisely and Well*. McGraw-Hill. Focusing on the writing process, this rhetoric covers the rhetorical modes, yet provides readings organized in a stimulating thematic framework within each section.

McClelland. *The New American Rhetoric: A Multicultural Approach*. HarperCollins. This text integrates reading and writing instruction providing readings, photographs, and art to stimulate students. Assignments examine issues in American cultural, historical, and social traditions; perspectives on cultural diversity, poverty, women's issues are highlighted. Coverage of critical reading, sample student works-in-progress, and collaborative learning activities are featured in this rhetoric/reader/handbook.

Murray, Donald M. *Write to Learn* 4th ed. HBJ. Text introduces students to the writing process and demonstrates in detail how to focus, explore, plan, draft, and clarify thoughts. Includes 4 new chapters. Instructor's Manual.

Packer, Nancy Huddleston, and John Timpane. *Writing Worth Reading: A Practical Guide* 2nd ed. Bedford Books of St. Martin's Press. Paperback reprint of compact rhetoric focusing on critical thinking, reading, and writing. Offers practical advice on all stages of the writing process and on assignments from across the curriculum. Annotated student paper (MLA). Instructor's Edition.

Patton/Cooper. *Ergo: Thinking Critically and Writing Logically*. HarperCollins. Structured around 19 writing assignments, this text asks students to think critically by making inferences, drawing conclusions, solving problems, and evaluating arguments. Integrating critical thinking and writing skills, the text covers logic, rhetoric, and grammar. Sample readings include literary pieces and political essays.

Pecherik. *A Short Guide to Writing About Biology* 2nd ed. HarperCollins. This guide teaches biology students how to read more thoughtfully and think more logically in order to write clear, content-driven papers, proposals, and reports. A greater

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emphasis on critical reading and note-taking, peer review strategies, and increased coverage of database searches enhances the new edition.

Primis. *The Primis Rhetoric/Handbook*. McGraw-Hill. Customized text that allows you to tailor support materials to students' needs.

Reinking/Hart. *Strategies for Successful Writing: A Rhetoric, Reader and Handbook* 3rd ed. Prentice Hall. Text combines complete rhetoric, reader, and handbook sections. Rhetoric presents full range of writing strategies, as illustrated by student essays, along with coverage of researched writing, special writing assignments and paragraph/sentence skills. Reader presents a mix of contemporary/classic essays by professional writers. Handbook is designed as an easy reference to major elements/errors of grammar, punctuation, and mechanics.

Reinking/Hart. *Strategies for Successful Writing: A Rhetoric and Reader* 3rd ed. Prentice Hall. Brief version of above text. Two books in one--combines a complete rhetoric and reader. Rhetoric offers the full range of writing strategies, all illustrated by student essays, along with coverage of researched writing, special writing assignments, and paragraph/sentence skills. Reader offers a mix of contemporary/classic essays by professional writers.

Ruggiero, Vincent R., and Patricia G. Morgan. *Writing: Invitation and Response*. HBJ. The text covers invention, drafting, revision, and audience awareness. It also places early and continued emphasis on identifying and developing thinking skills.

Skwire, David, and Harvey S. Weiner. *Student's Book of College English* 6th ed. Macmillan. This rhetoric/reader/handbook provides students with an economical, all-in-one introduction to college English. Text also has a full chapter on the research paper, including a fully annotated student paper. Instructor's Manual.

The Simplified Series: *Essay Writing Simplified, English Grammar Simplified, Sentence Writing Simplified, The Researched Paper Simplified*. HarperCollins. These concise and inexpensive texts provide a reference set for students working on their own or in the classroom. Each title offers clear, succinct instruction in aspects of English usage, from spelling and punctuation to sentence structure and style to coverage of paragraphs, essays, and multiple-source papers.

Smith, William F., and Raymond D. Liedlich. *From Thought to Theme: A Rhetoric-Reader for College English* 9th ed. HBJ. Contains new examples and up-to-date, revised exercises.

Sommers/Simon. *The HarperCollins Guide to Writing with Sourcebook*. HarperCollins. Students write first from personal experience and move to argument and analysis; they learn to ask questions and revise as they respond to material from the Sourcebook of readings. Covering topics of morality, authority, and identity, readings are written by student and professional writers and reflect cultural diversity. Contains collaborative activities in each chapter. With a brief handbook section, this text serves as 3 books in 1: rhetoric, reader, and handbook.

Voss, Ralph F., and Michael L. Keene. *The Heath Guide to College Writing*. D.C. Heath and Company. Complete rhetoric combines product- and process-oriented ap-

proaches. Includes student and professional examples, individual and group exercises, pre- and post-reading activities, etc. Brief Edition includes handbook. Extensive package.

Wyrick, Jean. *Steps to Writing Well* 5th ed. HBJ. This text uses straightforward writing style to present practical advice to the beginning writing student.

II. C. Readers

Aaron, Jane E. *The Compact Reader: Short Essays by Theme and Form* 4th ed. Bedford Books of St. Martin's Press. Short-essay reader. 11 chapters, each with both a rhetorical and a thematic focus; 35 essays, almost all only 2-4 pages long. Extensive apparatus. Instructor's Manual.

Atwan, Robert. *Our Times/3: Readings from Recent Periodicals* 3rd ed. Bedford Books of St. Martin's Press. A thematic reader with 67 contemporary selections drawn from 52 periodicals on 22 topics of interest to students. Apparatus sparks class discussion and helps turn that discussion into engaging writing.

Axelrod, Rise B., and Charles R. Cooper. *Reading Critically, Writing Well: A Reader and Guide* 3rd ed. St. Martin's Press. A composition reader/text that teaches students critical reading skills and provides strategies to help them apply the skills to their writing. Contains 52 examples of classic, professional, and student writing. Instructor's Manual.

Anderson, Thayne, and Kent Forrester. *Point Counterpoint: Eight Cases for Composition* 2nd ed. HBJ. This text is both a thematic reader (99 essays organized around 8 topics) and a self-contained guide to writing research papers.

Back/Wolk. *Arenas of the Mind: Critical Reading for Writing*. HarperCollins. Structured around 5 "arenas" (areas of conflict), this text asks students to read critically to become better writers. Presenting readings, interviews, and transcripts of conversations with professional and student writers, the text shows students how to challenge ideas, analyze their findings, and make convincing arguments. "Arenas" cover such topics as race relations, gender issues, crime and punishment, and represent women and multicultural authors.

Barnet, Sylvan, and Hugo Bedau. *Current Issues and Enduring Questions: A Guide to Critical Thinking and Argument, with Readings* 3rd ed. Bedford Books of St. Martin's Press. Three-part argumentation text/reader: (1) critical thinking, reading, and writing guide; (2) 66 argument anthology on 17 current issues; (3) 22 reading anthology on 4 enduring questions. Appendices on 4 additional argumentative perspectives.

Barth, Melissa E., Thomas McLaughlin, and James A. Winders. *Reading for Difference: Texts on Gender, Race, and Class*. HBJ. A thematic reader containing 80 essays by writers across gender, race, and class lines.

Bartholomae, David, and Anthony Petrosky. *An Anthology for Writers* 3rd ed. Bedford Books of St. Martin's Press. 29 challenging selections (12 new; average length 27 pages) and 16 assignment sequences. Instructor's Manual.

Bloom/White. *Inquiry: A Cross-Curricular Reader*. Blair Press. A cross-curricular composition reader emphasizing writing as thinking; it is based on the premise that a good question can elicit many answers. Thus, the reading selections are organized around 6 interesting questions having to do with the nature of learning about an issue, and they illustrate how thinkers and writers in the natural sciences, social sciences, and humanities approach the issue at hand.

Davis, Boyd S. *Dimensions of Language*. Macmillan. Designed to promote critical thinking, discussions, writing, and research. 71 selections reflect a wide range of rhetorical and cultural perspectives on language. Instructor's Manual.

Divakaruni, Chitra. *Multitude: Cross-Cultural Readings for Writers*. McGraw-Hill. A cross-cultural reader divided into 10 broad themes providing a variety of lengths, difficulty levels, and perspectives. Instructor's Manual.

Escholz, Paul, and Alfred Rosa. *Subject and Strategy: A Rhetoric and Reader*. St. Martin's Press. A rhetorically arranged collection of 74 readings (36 new). Apparatus focuses on the role of reading in the writing process. Includes new casebook on language, race, and gender. Instructor's Manual.

Flachmann/Flachmann. *The Prose Reader: Essays for Thinking, Reading and Writing* 3rd ed. Prentice Hall. Based on the assumption that lucid thinking, reading, and writing are so closely interwoven as to be one process, this collection of rhetorically-organized essays includes features designed to help students become more effective readers and writers. Includes section introductions, student essays, prereading and prewriting questions, comprehension questions and writing assignments.

Ford, Marjorie, Jon Ford, and Ann Waters. *Coming From Home: Reading for Writers*. McGraw-Hill. Reader arranged around the theme of families and the importance of community. Contains 72 selections of essays, poems, stories, and memoirs. Instructor's Manual.

Gillespie. *The Writer's Craft: A Process Reader* 3rd ed. HarperCollins. Organized by stages in the writing process, this reader features photographic reproductions of professional and student works-in-progress to illustrate aspects of writing and the revision process. Author commentary with several selections lends insight into the author's thoughts and writing strategy. 25 readings are new, including several student examples.

Goshgarian, Gary. *The Contemporary Reader* 4th ed. HarperCollins. This text contains a diverse collection of essays that address the times and cultures of which students are a part. 70 of the 100 readings are new, and women and minority writers have significant representation. Thematic chapter headings include: "Race and Class in America," "Fads and Fancies," "Advertising," "On Violence in America," and an argument chapter.

Hatton, John, and Paul Plouffe. *The Culture of Science: Essays and Issues for Writers*. Macmillan. A thematically arranged science writing reader which includes 66 essays written by scientists and engineers. Questions which follow each selection emphasize the rhetorical and stylistic techniques employed in each selection. Instructor's Manual.

King, Anne Mills. *The Engaging Reader* 2nd ed. Macmillan. A thematically organized reader of 71 brief selections representing a variety of ethnic groups and literary genres. New edition has increased focus on the connections between reading and writing.

Klaus, Carl H., Chris Anderson, and Rebecca Blevins Faery. *In Depth: Essayists for Our Time* 2nd ed. HBJ. More than 100 essays by 26 well-known writers comprise this collection of readings for first year advanced composition courses. Each writer is represented by 4-6 essays, showing students how writers adapt to changing subjects, purposes, and audiences.

LaGuardia, Dolores, and Hans P. Guth. *American Voices: Multicultural Literacy and Critical Thinking*. Mayfield. This thematically organized multicultural reader incorporates 13 Writing Workshops that move from personal to more academic forms of writing including the documented paper. Contains essays, fiction, interviews, reviews, and poems. Instructor's Manual.

Levin, Gerald. *Prose Models* 9th ed. HBJ. One-third of the readings are new; of the 34 women writers represented, 8 are new to this edition.

Lonoff De Cuevas. *The College Reader: Linking Reading to Writing*. HarperCollins. 100 readings and author quotes have been collected under thematic headings that will rouse students' minds and feelings. Comments from writers are included after several selections. "Writing Links" assignments at the end of each chapter call for more extensive and imaginative writing projects often involving more than one paper.

Marting. *Making a Living: A Real-World Reader*. HarperCollins. This collection of 59 essays explores the theme of work, with leading writers unravelling topics such as the meaning of work, the work ethic, stress, discrimination in the workplace, equal pay, and work in the 21st century. Apparatus promotes critical examination of the topic and student involvement.

McCuen, Jo Ray. *Readings for Writers* 7th ed. HBJ. This text offers first year composition students a variety of ideas, instructions, and readings to help them develop their writing skills.

McDonald. *The Language of Argument* 7th ed. HarperCollins. This reader contains 100 readings, advertisements, and illustrations (80 new) that present controversial issues for students to read about and refer to in writing their persuasive essays. Brief, but thorough discussions of the forms of argument are provided as well as "Eight Rules for Good Writing." Coverage of MLA documentation has been added.

Miller. *Written Worlds: Reading and Writing Culture*. HarperCollins. A thematic reader exploring the way the written word has shaped society by looking at documents that have had major impact on culture through the ages to the present. Classic, contemporary, and historical readings highlight connections between personal/public worlds, and between oral/written traditions. 26 of the 82 readings are new; a new multicultural focus strengthens the representation of women and minority authors.

Murray, Donald M. *Read to Write: A Writing Process Reader* 3rd ed. HBJ. Designed primarily for beginning composition students, this text explains and demonstrates how writers read both their own works in progress and the works of published writers in order to learn how to write more effectively. Instructor's Manual.

Nadell, Judy, John Langan, and Linda McMeniman. *The Macmillan Reader* 3rd ed. Macmillan. Text has 58 rhetorically arranged essays including many of the preferred classics. New edition has 20 new selections, more collaborative exercises, and a new short chapter on MLA documentation. Instructor's Manual.

Penfield. *Short Takes: Model Essays for Composition* 4th ed. HarperCollins. This reader illustrates rhetorical patterns through brief essays (1-3 pages). Over half the readings are new--including 4 new pieces in the argument chapter--women and minority writers are well-represented. Apparatus and the opening "Freeze Frame" segment focuses on the connection between reading and writing.

Primis. *The Accomodating Reader*. McGraw-Hill. A breakthrough in composition readers. Create your own book by tailoring it to the special needs of your class.

Rackham/Bertagnoli. *Windows: Exploring Personal Values Through Reading and Writing*. HarperCollins. This text gathers essays, stories, poems, novellas, and plays under thematic groupings that focus on personal values offering different perspectives on all facets of life--emphasizes a reader-response approach. Includes student writings, annotated passages, journal entries, drafts, and complete essays.

Rivers, William. *Issues and Images: An Argument Reader*. HBJ. This argument-based reader includes not only the usual explicit types of argumentative essays, but also presents examples illustrating implicit arguments. Many readings provide historical context so students will have a sense of the evolution of issues.

Schmidt/VandeKopple. *Communities of Discourse: The Rhetoric of Disciplines*. Prentice Hall. Designed for freshman composition through advanced writing courses, text includes essays and chapters from some of the most prominent writers and researchers within the discourse communities of 5 disciplines--social sciences, natural sciences, fine arts, philosophy, and history. Essays examine how their rhetorical strategies and content are affected by their discourse communities.

Schuster/VanPelt. *Speculations: Readings in Culture, Identity & Values*. Blair Press. A reader offering essays, poems, and stories that encourage and challenge students to think and write critically about the dynamics of their social, cultural, and personal identities. Readings are organized around 5 themes important to college students; assignments at the end of each thematic grouping connect readings in an unfolding sequence of writing/thinking activities.

Schwegler. *Patterns in Action: A Reader for Writers* 3rd ed. HarperCollins. A rhetorically organized reader providing essay selections and discussions of the reading/writing process to show students how rhetorical patterns grow out of common writing situations and how they can be combined with other patterns to suit the writer's purpose. 25 new essays, including new essays on controversial issues.

75 Readings: *An Anthology* 4th ed. McGraw-Hill College Division. Arranged rhetorically, offering high-quality essays at a low price. Instructor's Manual.

Slovic, Scott, and Terrell Dixon. *Being in the World: An Environmental Reader for Writers*. Macmillan. A thematically arranged reader with 85 contemporary essays, letters, and journal entries on nature and the environment. Instructor's Manual.

Smith/Layton. *Choosing to Emerge as Readers and Writers: A Multicultural Reader*. HarperCollins. A thematic reader exploring ways in which writing, reading, and education can help students discover their potential and come into their own as readers, writers, and learners. Reading selections--essays, stories, and poems--represent a variety of cultural backgrounds including 7 selections by student writers.

Stanford, Judith A. *Connections: A Multicultural Reader for Writers*. Mayfield. This reader offers 80 selections organized by rhetorical aim--expressive, explanatory, and persuasive--and then by theme. Writing processes for each aim are discussed and illustrated. Instructor's Manual.

Stubbs/Barnet. *The Little, Brown Reader* 6th ed. HarperCollins. This reader features 129 readings (essays, short stories, poems), a collection of photographs and art, and brief provocative statements. Has a new treatment of critical reading/writing, and expanded analyses of professional works with sample student essays. 47 new readings--including 2 new chapters, "Identities," on multicultural issues and "Classic Essays." Almost one half of the readings are by women; nearly one third are by minority writers.

Winkler, Anthony C., and Jo Ray McCuen. *From Reading, Writing* 2nd ed. HBJ. Organized under traditional rhetorical types, the selections and pedagogy fortify the causal relationship between habitual reading and writing well (21 new selections).

The Writer's Library: *Education, Science and Society, Growing Up and Growing Old, Women and Men*. HarperCollins. This series, comprised of 5 volumes of essays on different themes, presents a mix of classic and contemporary works and represents both women and minority writers. Includes chapter introductions, biographical headnotes, and end-of-selection questions.

Wyrick, Jean. *The Rinehart Reader* 2nd ed. HBJ. A rhetorically organized reader featuring classic essays by classic authors, with introductory chapters on reading and writing--pedagogy accompanies each selection. Instructor's Manual.

II. D. Workbooks

Gordon, and Lynn Troyka. *Simon & Schuster Workbook for Writers* 3rd ed. Prentice Hall.

Nickerson, Marie-Louise. *The Modern Writer's Workbook* 2nd ed. Macmillan. Text is designed to accompany *The Modern Writer's Handbook*. All exercises are cross-referenced to the appropriate sections in the handbook on the inside front cover for easy reference. Answer Key.

II. E. Special Texts

Barnet, Sylvan, and Hugo Bedau. *Critical Thinking, Reading, and Writing: A Brief Guide to Argument*. Bedford Books of St. Martin's Press. Brief guide to critical thinking and argument. Adapted from authors' *Current Issues and Enduring Questions*, text includes 21 arguments for analysis and 4 appendices on different argument perspectives.

Blicq. *Technically Write! Communicating in a Technological Era*. Prentice Hall. Text provides an "on-the-job" exploration of the most effective techniques for the types of written and oral communication often encountered in business. Students are given typical situations asking them to interact with clients, suppliers, and each other by way of reports, technical correspondence, instructions, descriptions, illustrations, meetings, etc.

Clines/Cobb. *Research Writing Simplified*. HarperCollins. This brief research paper guide comes in an 8 1/2 by 11 format to slip easily into student notebooks. Addressing all aspects of the research process, it features clear, thorough explanations and an extensive set of learning activities on research paper skills.

Lester. *Writing Research Papers: A Complete Guide* 7th ed. HarperCollins. This text takes a practical approach to research writing, outlining each step of the research process and providing copious examples. This new edition features smaller, more manageable chapters and new alphanumeric headings and tabs to make it easier to use. Also featured are new discussions of finding/evaluating the best source material and updated/expanded coverage of using computers to write research papers.

Meyer, Michael. *The Bedford Introduction to Literature* 3rd ed. Bedford Books of St. Martin's Press. 3-genre anthology with a focus on writing about literature. 51 stories, 414 poems, 19 plays. 2 chapters on the writing process, student examples, sample research paper. Instructor's Manual plus audiocassette of poetry readings.

Rasool, Joan, Caroline D. Banks, and Mary-Jane McCarthy. *Critical Thinking: Reading and Writing in a Diverse World*. Wadsworth. A text that uses reading, writing, and discussion as vehicles for the development of students' critical thinking skills. Instructor's Manual.

Slattery, Patrick J., and Susan Carlton. *Reading, Thinking, and Writing with Sources*. Macmillan. This text introduces students to skills essential for writing effective source-based argumentative papers. The multidisciplinary readings emphasize the connection between reading, critical thinking, and writing. Instructor's Manual.

III. Advanced Writing Texts

III. A. Rhetorics

Hickey, Dona J. *Developing a Written Voice*. Mayfield. This short, practical text aims to "make voice the center of classroom discussion in a writing course," encouraging students to explore important stylistic issues within a collaborative context.

Laib. *Rhetoric and Style: Strategies for Advanced Writers*. Prentice Hall. Comprehensive text for intermediate or advanced composition with emphasis on the choices writers make. Covers general topics such as organization, development and style as well as specific applications such as letters, reviews, and reports.

Minot. *Three Genres: The Writing of Poetry, Fiction and Drama* 5th ed. Prentice Hall. Comprehensive text for creative writing courses. Covers all 3 major genres and includes sample works from each genre.

III. B. Readers

Clifford, John, and Robert DiYanni. *Modern American Prose*. McGraw-Hill. Right for both advanced and freshman composition classes, including 4 essays by each of 15 major American essayists and 1 essay by each of 15 more. Instructor's Manual.

III. C. Composition and Literature Texts

Barnet, Sylvan, Morton Berman, and William Burto. *Introduction to Literature: Fiction, Poetry, Drama* 10th ed. HarperCollins. This anthology retains its genial tone, compact size, and brief editorial apparatus while adding new coverage of reading and writing about literature. New readings—19 stories, 49 poems, and 7 plays—consisting largely of emerging contemporary and multicultural voices. Three authors are treated in-depth; many more are represented by multiple selections. A new video supplement features Anton Chekov's "Enemies" as adapted by Jamaica Kincaid (author of "Girl") is available free with text.

Barnet, Sylvan, Morton Berman, and William Burto. *Types of Drama: Plays and Essays* 6th ed. HarperCollins. This text presents a full range of drama from Ancient Greece to the present. Provides students with reading strategies for the 27 plays and discussions on how to critique them. Contains 11 new plays representing a mix of contemporary/classical works including more one-act plays. The "Context" sections offer comments on 11 plays often written by the playwrights themselves.

Advanced Texts

Barreca, Regina (Ed.). *Women of the Century: Thirty Modern Short Stories*. St. Martin's Press. Spans the 20th century from Edith Wharton to Margaret Atwood. Selections illustrate common themes and shared techniques of women's fiction in this century. Many stories by minority writers.

Corbett, Edward P.J., and Sheryl L. Finkle. *Essay: The Old and New* 2nd ed. Blair Press. An essay reader that gives students a sense of variety and evolution of the essay as a distinct literary genre. The themes of the chapters are those that have been important to the essayistic tradition, and within chapters recognizable classic essays speak to contemporary selections.

Guth/Rico. *Discovering Fiction*. Blair Press. A fiction anthology for use in both introduction-to-fiction and introduction-to-literature courses. Apparatus and selections focus on the human meaning of literature and foster students' involvement. A number of less-traditional stories are combined with classic favorites. Selection introductions provide essential context and analytical tools; follow-up questions promote close reading and personal response. Writing ideas and student examples are provided throughout, and a writing-about-fiction section at the end of each chapter supplies writing suggestions, guides, and models.

Guth/Rico. *Discovering Literature: Fiction, Poetry and Drama*. Blair Press. A literature anthology organized around the 3 major literary genres. Apparatus and selections focus on the human meaning of literature and foster students' involvement. Selection introductions provide essential context and analytical tools; follow-up questions promote close reading and personal response. Writing ideas and student examples are provided throughout, and a writing-about-literature section at the end of each chapter supplies writing suggestions. Many less-traditional selections and classic favorites are included.

Guth/Rico. *Discovering Poetry*. Blair Press. An anthology for use in introduction-to-poetry and introduction-to-literature courses. Apparatus and selections focus on human meaning of poetry and foster students' involvement. A number of less-traditional poems are combined with classic favorites. Selection introductions provide essential context and analytical tools; follow-up questions promote close reading and personal response. Writing ideas and student examples are provided throughout, and a writing-about-poetry section at the end of each chapter supplies writing suggestions, guides, and models.

HarperCollins Pocket Anthology Series: *Fiction, Poetry, Drama*. These brief, inexpensive anthologies have collected the most popular classic and contemporary literary pieces taught today, including significant representation of women and multicultural writers.

Howe, Irving. *Classics of Modern Fiction* 5th ed. HBJ. This collection of 12 novellas ranges in character from universally acknowledged masterpieces to major works by great "modernist" writers.

Ibieta, Gabriella (Ed.). *Latin American Writers: Thirty Stories*. St. Martin's Press. Contains contemporary stories by 22 writers representing 11 countries. Provides a

coherent vision of the Latin American contribution to world literature. Includes general introduction, a map of Latin America, and brief headnotes with biographical and critical commentary.

McMahan, Elizabeth, Susan X. Day, and Robert Funk. *Literature and the Writing Process* 3rd ed. Macmillan. An introduction to literature anthology that integrates basic rhetorical methods with writing about literary subjects. Instructor's Manual.

McMahan, Elizabeth, Susan Day, and Robert Funk (Eds.). *Nine Short Novels by American Women*. St. Martin's Press. Contains 9 major short works of fiction by women writing in the last 100 years. Includes biographical headnotes, study questions, topics for writing, selected bibliographies.

Perrine, Laurence, and Thomas R. Arp. *Literature: Structure, Sound, and Sense* 6th ed. HBJ. A 3-genre anthology (poetry, fiction, drama). The 6th edition looks at the latest in literary achievements by writers across the spectrum.

Perrine, Laurence, and Thomas R. Arp. *Story and Structure* 8th ed. HBJ. This 8th edition respects classic literature while capturing the achievements of contemporary writers across the spectrum. Contains 46 stories--13 new, 17 by women, 5 by minority writers.

Vesterman, William. *Literature: An Introduction to Critical Reading*. HBJ. This text combines selections from fiction, poetry, and drama with literary analysis according to 8 critical perspectives.

Worthen, W.B. *The HBJ Anthology of Drama*. HBJ. A text of Western drama, appropriate for both English and theater courses. Offers 39 plays--from Greek to the present. The text situates the theater within the history and culture of a particular era, permits a sustained interrogation of dramatic criticism and theatrical practice, and opens the traditional canon to new and powerful perspectives.

III. D. Business and Technical Writing Texts

Barnum, Carol M., and Saul Carliner. *Techniques for Technical Communication*. Macmillan. A collection of 12 original articles offering works by experts in their field of technical communication. The text takes students through the process of preparing, writing, editing, and evaluating documents in print and other media.

Brusaw, Charles T., Gerald J. Alred, and Walter E. Oliu. *The Business Writer's Handbook* 4th ed. St. Martin's Press. A reference tailored to the needs of business writers. Convenient 4-way access system: alphabetical arrangement, checklist of the writing process, topical key, index. Instructor's Resource Manual.

Brusaw, Charles T., Gerald J. Alred, and Walter E. Oliu. *Handbook of Technical Writing* 4th ed. St. Martin's Press. A reference tailored to the needs of technical writers. Convenient 4-way access system: alphabetical arrangement, checklist of the writing process, topical key, index. Instructor's Resource Manual.

Coggin, William O., and Lynette R. Porter. *Editing for Technical Professions*. Macmillan. An introduction to technical editing for upper-division undergraduates, graduate students, and working professionals enrolled in certificate programs in technical communication. Instructor's Manual. Interactive software (IBM/MAC).

Cullinan, Mary. *Business Communication: Principles and Processes* 2nd ed. HBJ. This process-oriented text of written and oral business communication contains a built-in grammar, punctuation and mechanics reference for students. Its clear, concise explanations of all types of communication and many examples offer students ample opportunity to apply newly learned principles.

Keene, Michael L. *Effective Professional and Technical Writing* 2nd ed. D.C. Heath and Company. Analytical, reader-based approach to technical writing for students in all fields. Progresses from basic writing concerns to effective professional communication. Clear explanations, examples, exercises address contemporary concerns. Instructor's Guide.

Kennedy, George E., and Tracy Montgomery. *Solving Problems through Technical and Professional Writing*. McGraw-Hill. This book is distinguished by its problem-solving approach. Instructor's Manual.

Pattow/Wresch. *Communicating Technical Information: A Guide for the Electronic Age*. Blair Press. A text that focuses on the practical realities of technical writing. Using examples, it examines basic principles, commonly used techniques, and fundamental tasks that comprise most technical writing. Includes such subjects/strategies as using computers as research tools, composition and production; the prevalence of the electronic medium as a final form for documents; and the importance of visual communication through graphics and document design.

Pickett/Laster. *Technical English* 6th ed. HarperCollins. This text is driven by practical applications and lively instruction. The explanations, helpful apparatus, and accessible reading selections lead students step-by-step through all facets of writing for the technical fields. 25% of reading selections are new, as is enhanced coverage of writing research reports and report writing.

Rew, Lois Johnson. *Introduction to Technical Writing: Process and Practice* 2nd ed. St. Martin's Press. A comprehensive text that teaches the process of technical writing—from planning and drafting through revising and editing—and writing for international audiences. Features an emphasis on collaborative writing. Includes over 150 exercises and writing assignments. Instructor's Manual, transparencies, and software available.

Vesper/Ruggerio. *Contemporary Business Communication: From Thought to Expression*. HarperCollins. A systematic approach to developing creative, critical, and ethical thinking skills for business correspondence is presented. Six integrated case studies, collaborative exercises and writing projects are included as real examples of effective and ineffective business communication. A global focus fosters sensitivity toward women and minorities in the business world.

III. E. Special Texts

Abrams, M.H. *A Glossary of Literary Terms* 6th ed. HBJ. A source/guidebook for students of literary criticism--undergraduate and beyond.

Burke, Carol, and Molly Best Tinsley. *The Creative Process*. St. Martin's Press. A process approach to teaching creative writing that offers imaginative exercises, brief readings by professional and student writers. Covers poetry, fiction, and the essay.

Fromkin, Victoria A., and Robert D. Rodman. *An Introduction to Language* 5th ed. HBJ. An introduction to language and literature text covering topics such as phonology, phonetics, morphology, pragmatics, syntax, writing, and historical change from the standpoint of generative theory, but without taking a stand on debates in the field.

Ladefoged, Peter. *A Course in Phonetics* 3rd ed. HBJ. A broad overview of the branches of phonetics for students with no prior knowledge. The approach builds on the basics, beginning with technical terms required for describing speech and transcription symbols before moving on to the phonetics of English and other languages.

O'Grady, William, Michael Dobrovolsky, and Mark Aronoff. *Contemporary Linguistics: An Introduction* 2nd ed. St. Martin's Press. A comprehensive text for introductory linguistics courses that covers both core areas as well as specialized and advanced topics. Contains linguistic examples from several languages.

Pyles, Thomas, and John Algeo. *The Origins and Development of the English Language* 4th ed. HBJ. The history of the English language as seen through the lens of linguistic analysis, takes a theory-neutral stance for graduates and advanced theory undergraduates.

Seyler, Dorothy U. *Doing Research: The Complete Research Paper Guide*. McGraw-Hill. A comprehensive guide to doing research emphasizing the "why's" with the "how's." Instructor's Manual.

IV. Professional Texts

Clarke, and Arthur Biddle. *Teaching Critical Thinking: Reports from Across the Curriculum*. Prentice Hall. Designed for college and high school teachers in all disciplines, this book provides an intellectual framework and practical strategies for teaching critical thinking.

Spellmeyer. *Common Ground: Dialogue, Understanding and the Teaching of Composition*. Prentice Hall. Drawing on literary criticism, political theory, phenomenology, and social sciences, this text provides a framework for post-rhetorical, post-constructionist composition studies. It asks teachers to reconsider their field's founding assumptions--then to undertake its complete transformation by breaking with the authoritarian legacy of classical rhetoric and modern composition studies.