

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 1994 copyright date. Books published by companies that did not send information do not appear. All texts should be available by March 1994. The annotations were provided by the publishers; some have been edited for brevity and/or objectivity.

I. Developmental and ESL Writing Texts

I. A. Handbooks

Besser, Pam. *A Basic Handbook of Writing Skills*. Mayfield. This basic handbook emphasizes the writing process and collaborative writing. Includes student samples, questions for peer review, and coverage of research-based essays. Comb. binding. Instructor's Manual.

I. B. Rhetorics

Adams, Royce. *Think, Read, React, Plan, Write, Rewrite: A Reader-Writer Work Text*, 6th ed. Harcourt Brace College Publishers. Designed to cross over from developmental writing to mainstream composition courses, this text emphasizes the recursive nature of writing as it is repeated during the basic stages of prewriting, drafting, and rewriting.

Blumethal, Joseph C. (late). *English 2200*, 4th ed., *English 2600*, 6th ed., *English 3200*, 4th ed. Harcourt Brace College Publishers. Self-pacing, self-correcting programs in grammar, usage, sentence building, capitalization and punctuation, with difficulty increasing from 2200 to 2600 to 3200.

Brandon, Lee E. *Paragraphs and Essays: with Multicultural Readings*, 6th ed. D.C. Heath. Offers students an overview of the writing process and instructors flexibility in designing their teaching approach. Instructor's Edition, Writing and Grammar Software, and Newsweek option.

Choy, Penelope, and Dorothy Goldbart Clark. *Basic Grammar and Usage*, 4th ed. Harcourt Brace College Publishers. Focusing on basic principles of grammar and usage, each lesson presents a specific set of material, followed by three exercises.

Eggers, Philip. *Process and Practice: A Guide for Developing Writers*, 3rd ed. HarperCollins. Focusing on both the process and final product, this spiralbound writing text covers the process of paragraph and short essay construction while

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providing instruction and practice in basic grammar and usage. Features new material on composing on a computer, new exercise content, and new model essays.

Eppley, George, and Anita Dixon Eppley. *The Writing System: Creating Essays Using Culture and Experience*. HarperCollins. This essay-level text presents the writing process as a system using a visual model to show how the parts of the system—audience, purpose, thesis, etc.—work together. Writing assignments focus on culture and experience and ask students to think critically about citizenship and local, national, and global issues. Has collaborative exercises and integrated grammar discussions.

Ferster, Glazier Theresa. *The Least You Should Know About English: Form B*, 5th ed. Harcourt Brace College Publishers. Reviews the essentials of spelling, grammar, sentence structure, and punctuation while encouraging students to develop competent writing skills.

Greenberg, Karen, and Peter Rondinone, with series editor, Harvey Wiener. *The Advancing Writer Book 1: Sentences and Paragraphs*. HarperCollins. This first text in *The Advancing Writer* series combines the latest theory in writing with extensive grammar discussions. Part I presents a 7-step model of the writing process and introduces the 5 qualities of good writing. Part II provides grammar coverage with connected discourse examples and exercises with a multicultural emphasis. Journal keeping and peer collaboration are encouraged. Exploring Further sections feature professional readings that model the rhetorical modes. Reference material in boxes called Points to Remember, Reminders, and Checklists. Full supplements package.

Greenberg, Karen, with series editor, Harvey Wiener. *The Advancing Writer, Book 2: Paragraphs and Essays*. HarperCollins. Second text in the series features an emphasis on the writing process and an introduction to the 5 qualities of good writing in Part I; in Part II, paragraph-writing instruction is organized by rhetorical mode. Part III provides an introduction to the essay; Part IV illustrates grammar concepts with multicultural connected discourse exercises. Journal keeping and peer collaboration are encouraged. Exploring Further sections feature professional readings modeling the rhetorical modes. Key reference material in boxes called Points to Remember, Reminders, and Checklists. Full supplements package.

Kaye, Sanford. *Writing as a Lifelong Skill*. Wadsworth. A text that teaches how to approach writing, provides good prompts for writing, and makes the case that writing is related to everything the student will do in life. Instructor's Manual.

Lambert, Judith, with series editor, Harvey Wiener. *The Advancing Writer Book 3: Reading and Writing Essays*. HarperCollins. Third text in the series covers the essay writing process and introduces the 5 qualities of good writing in Part I. Part II presents student and professional readings organized by rhetorical mode and accompanied by end-of-selection questions to promote critical reading and writing. Part III is a brief grammar handbook. Journal keeping and peer collaboration are encouraged. Key reference material in boxes called Points to Remember, Reminders, and checklists. Full supplements package.

Developmental Texts

Robinson, William, and Stephanie Tucker. *Texts and Contexts: A Contemporary Approach to College Writing*, 2nd ed. Wadsworth. An essay level text that gets students writing immediately, emphasizing shaping the whole essay. Writing and reading are integrated and the readings are mostly academic in nature.

Smith. *Sentence Matters*. Prentice Hall. A guide and workbook for students who must improve the clarity and correctness of their writing. Text covers grammar, usage, punctuation, and then guides students through exercise sheets, editing exercises, and their own writing to help them understand and use the rules.

Sotiriou, Peter Elias. *Composing Through Reading: An Integrated Approach to Writing*, 2nd ed. Wadsworth. Challenging readings grouped around various topics across the disciplines focus students' interest in this developmental reading/writing text. Writing and editing assignments grow out of the readings. Instructor's Resource Manual.

Troyka/Nudelman. *Steps in Composition*, 6th ed. Prentice Hall. Text for developmental writing courses that focus students on writing paragraphs and essays. Strong focus on the writing process with lots of activities.

Tyner, Thomas. *Writing Voyage: A Process Approach to Basic Writing*, 4th ed. Wadsworth. In this text, students learn what elements of writing are most important at each stage of the writing process. A grammar handbook is provided at end of text. Instructor's Manual.

Valeri-Gold, Maria, and Mary P. Deming. *Making Connections Through Reading and Writing*. Wadsworth. This modern rhetoric/reader integrates reading and writing concerns, provides diverse readings, and builds a framework for study and practice which is pedagogically sound and flexible. Instructor's Manual.

I. C. Readers

Atwan, Robert. *America Now: Short Readings from Recent Periodicals*. Bedford Books of St. Martin's Press. Modeled after Atwan's *Our Times* but designed for students who need more help in the classroom, this text arranges 41 contemporary short selections from 34 recent periodicals in 15 tightly focused thematic units. Editorial apparatus supports students in thinking, talking, and writing.

Barnwell, Tom, and Leah McCraney. *An Introduction to Critical Reading*, 2nd ed. Harcourt Brace College Publishers. Offers a refreshing alternative with its four-genre selection of readings, including poetry, short stories and essays, plus college textbook chapters.

Donald/Morrow/Wargetz. *Models for Clear Writing*, 3rd ed. Prentice Hall. This rhetorically organized reader is flexible enough to be used in many different levels of writing; it stresses the relationship between reading and writing. Students read engaging essays and see various types of writing to model.

Fjeldstad, Mary C. *The Thoughtful Reader*. Harcourt Brace College Publishers. Moves from collaborative learning to independent learning with an emphasis on exposition, critical reading, and contextual vocabulary acquisition.

Developmental Texts

Uehling, Karen. *Vision and Revision: A Reader for Writers*. HarperCollins. This thematically organized reader is ideal for schools with high non-traditional and returning adult student populations. Offering essays, short stories, poems, articles, oral histories, and letters on a range of levels, it focuses on themes like: parenting, work, relationships, etc. Twenty percent of the readings are by students. Can be used as a companion to Uehling's writing text, *Starting Out and Starting Over*.

I. D. Workbooks

Campbell, Diana. *Skill Builders: A Sentence Writing Workout*. HarperCollins. Ideal as a supplement to any course, this brief, inexpensive workbook teaches students grammatical rules and principles through sentence combining exercises. Perforated pages for easy removal; answers to the exercises in the back of book.

Crosby, Harry, and Robert Emery. *Skill Builders: A Spelling Workout*. HarperCollins. Useful as a supplement to any core text, this brief, inexpensive workbook uses diagnostic tests to find students' spelling weaknesses and then provides instruction and practice in common problem spelling areas. Perforated pages for easy removal; answers to the exercises in the back of book.

Fitzpatrick, Carolyn H., and Marybeth B. Ruscica. *The Complete Sentence Workout Book*, 3rd ed. D.C. Heath. Helps students master the basics of English grammar and punctuation. Self-paced. Instructor's Edition, Test Book, Transparencies, Writing and Grammar Software, and Newsweek option.

Hacker, Diana, and Wanda Van Goor. *Bedford Basics: A Workbook for Writers*, 2nd ed. Bedford Books of St. Martin's Press. Both a reference and a workbook. Contains many of the features of *The Bedford Handbook for Writers*. Exercise sets (6 new) specifically designed for developmental students begin and end with "Guided" exercises that indicate what sections of the text to consult. Spiral binding lets book lie flat.

Immel, Constance, and Florence Sacks. *Skill Builders: A Grammar Workout*. HarperCollins. Perfect as a supplement to basic writing courses, this brief, inexpensive workbook provides students with abundant exercises to practice basic grammatical concepts. Perforated pages for easy removal; answers to the exercises in the back of book.

McKoski, Martin, and Lynne Hahn. *Developing Sentence Sense*. HarperCollins. Taking an active approach to learning, this brief, inexpensive worktext uses sentence-combining and other exercises to teach the basics of sentence structure, syntax, grammar mechanics, and punctuation. Examples and proofreading exercises are composed of student work and collaborative activities are provided.

Meyers, Alan. *Writing with Confidence, Form B*, 4th ed. HarperCollins. This alternate version of the original sentence-to-paragraph level worktext has all new examples and exercise content on topics such as Annie Oakley, Sitting Bull, Emilio Zapata, the Underground Railroad, and the lost continent of Atlantis. Grammar exercises include sentence combining, sentence transforming, and patterned writing. This

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edition features a more multicultural focus, a greater emphasis on writing, and more writing assignments.

Page, Jack. *Checkpoints*, 2nd ed. HarperCollins. This spiralbound paragraph-to-essay level worktext emphasizes the reading and writing connection by integrating essays, writing instruction and grammar coverage. This edition features a new standardized 5-part organization: chapters open with a reading to stimulate thinking and discussion followed by student models and a writing assignment—usually focusing on a particular rhetorical mode—with step-by-step writing guides. Grammar coverage and exercises conclude each chapter.

Salomone, William, Stephen McDonald, and Mark Edelstein. *Inside Writing: A Writer's Workbook, Form B*. Wadsworth. Developmental writing text at the sentence to paragraph level integrates grammar and writing instruction in each chapter. All exercises and writing are thematically linked. Instructor's Manual.

Scarry, John, and Sandra Scarry. *The Writer's Workplace: Building College Writing Skills*, 3rd ed. Harcourt Brace College Publishers. Allows students to bring their skills up to standard by guiding them from the sentence to fully developed essay work.

Scarry, John, and Sandra Scarry. *The Writer's Workplace with Readings*. Harcourt Brace College Publishers. Fourteen additional readings to accompany *The Writer's Workplace*, 3rd ed.

I. E. Special Texts

Fleming, Laraine, and Judith Leet. *Becoming a Successful Student*, 2nd ed. HarperCollins. This motivational study skills text presents many active learning strategies to allow students to choose the one that works best for them. Questionnaires on learning styles, and a new three-part method of test-taking techniques to reduce anxiety are featured. New to this edition are chapters on adjusting to college life and on concentration, as well as several new readings reflecting a more multicultural focus, and a walk-through of a research paper.

Johnson, Ben E. *The Reading Edge: Thirteen Ways to Build Reading Comprehension*, 2nd ed. D.C. Heath. Develops and refines reading comprehension and study skills. Addresses literal meaning as well as critical thinking. Instructor's Edition, Tests, Reading Software, and Newsweek option.

Krizan, A.C., and Joyce Logan. *Basics of Writing*. South-Western Publishing. After reviewing English grammar and usage, this text teaches basic writing skills. Topics include: determining writing goals, reader analysis, sentence and paragraph development, preparing outlines, composing rough drafts, revising/editing messages.

Lenier/Maker. *Keys to a Powerful Vocabulary Level 2*, 3rd ed. Prentice Hall. Based on the author's research of those words frequently encountered in college and not understood by most students, this book helps students learn those words and the

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skills needed to figure out many more words: context, word parts etymology, word memorization, and use of the dictionary and thesarus.

Maker/Lenier. *Keys to a Powerful Vocabulary Level 1*, 3rd ed. Prentice Hall. Based on the author's research of those words frequently encountered in college and not understood by most students, this book helps students learn those words and the skills needed to figure out many more words: context, word parts etymology, word memorization, and use of the dictionary and thesarus.

McWhorter, Kathleen. *Academic Reading*, 2nd ed. HarperCollins. This upper level reading text presents literal and critical reading strategies as well as specific strategies for reading in six different disciplines: social sciences, business, literature, mathematics, science, and technical fields. New to this edition are study tips, a vocabulary review, new critical thinking questions and expanded coverage of academic thought patterns.

Nist, Sherrie L., and William A. Diehl. *Developing Textbook Thinking: Strategies for Success in College*, 3rd ed. D.C. Heath. Presents learning and study strategies emphasizing pre- and post-reading activities, progressive learning, and repetition, rehearsal, and monitoring. Instructor's Edition, Printed Testing, Reading Software, and Newsweek option.

Smith, R. Kent. *Building Vocabulary for College*, 3rd ed. D.C. Heath. Provides relevant strategies for learning words and practical activities for mastering them. Instructor's Guide and *Newsweek* option.

Wilf. *Basic Skills for Effective Reading*, 3rd ed. Prentice Hall. A low level reading text designed to bring students from roughly a 4th grade reading level up to a 7th grade reading level, and to prepare them for more advanced reading courses. Wilf uses phonics and syllabication to teach word attack skills, then continues to help the student increase his/her vocabulary and increase literal and inferred comprehension.

II. Freshman Writing Texts

II. A. Handbooks

Aaron, Jane. *The Little, Brown Essential Handbook for Writers*. HarperCollins. This spiralbound handbook (150 pages) is both portable and easy to use; it covers just the essentials of grammar, mechanics, punctuation, and usage as well as MLA, APA and footnote/endnote documentation. Endpapers feature A Writer's Checklist and guide to using the book; quick reference boxes appear throughout.

Adams, Peter, with Amy Tickle. *The HarperCollins Concise Handbook for Writers*. HarperCollins. Written to be accessible to students at all levels, this text presents examples first to illustrate grammar concepts then provides the rules. Co-authored by an ESL specialist, ESL material is integrated throughout as is coverage of computers. Hand-corrected examples, boxed material, and reference aids facilitate

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understanding. Available in paperback & hardcover. Supplements include basic skills workbook, ESL workbook, quick reference summary and documentation guide, the 53rd St. Writer word processor and grammar tutorial software. *The HarperCollins Resources for Writers and Instructors* ancillary programs are available.

Dornan, Edward, and Charles Dawe. *The Brief English Handbook*, 4th ed. HarperCollins. An easy to read and reference handbook. Organized from small to large elements, it presents clear and concise coverage of the basics of grammar, mechanics, punctuation, paragraphs, essays, the research paper, and documentation. This edition features new spiral binding, a new ESL chapter, integrated critical thinking coverage, new sample papers, and CBE documentation coverage. Supplements include a new workbook and *The HarperCollins Resources for Writers and Instructors* Freshman Text ancillary program.

Ellsworth, Blanche, and John Higgins. *English Simplified*, 7th ed. HarperCollins. Only 40 pages long, this 8 1/2 x 11, 3-hole punched guide contains concise explanations of basic grammar, mechanics, punctuation, spelling, paragraphing, and documentation. New are a simplified numbering system, coverage of nonsexist language, and more on mixed sentence construction and subordination.

Fulwiler/Hayakawa. *The Blair Handbook*. Prentice Hall/A Blair Press Book. This handbook covers the requisite content effectively. The rhetorical material is pedagogically up-to-date and process-oriented; organization is also process-oriented. Even the traditional handbook material (including style, grammar, punctuation, and mechanics) is presented as the final stage of the writing process. Throughout the book, brief chapters on narrowly defined topics make information easy to locate and use.

Hacker, Diana. *The Bedford Handbook for Writers*, 4th ed. Bedford Books of St. Martin's Press. This handbook has been revised to work better as a reference, a classroom text, a research guide, an aid for culturally diverse students, and a resource beyond the composition classroom. Design helps students find information quickly and easily; hand-edited examples show how to revise. Available in hardcover and paperback. Extensive ancillary package.

Harris. *Prentice Hall Reference Guide to Grammar and Usage*, 2nd ed. Prentice Hall. A guide to grammar that allows students to find answers to questions quickly and easily. Available with or without exercises (alternate edition is without exercises).

Harris. *Prentice Hall Reference Guide to Grammar and Usage*, Alternate Edition, 2nd ed. Prentice Hall. Alternate edition (i.e. without exercises) of a guide to grammar that allows students to find answers to questions quickly and easily.

Kirkland, James W., and Collett B. Dilworth Jr. *Concise English Handbook*, 3rd ed. D.C. Heath. Includes a free student subscription to *Newsweek*. Presents the fundamentals and mechanics of writing as inextricably part of the overall writing process.

Reagan, Sally Barr, Gerald J. Alfred, Charles T. Brusaw, and Walter S. Oliu. *Writing from A to Z: The Easy-to-Use Reference Handbook*. Mayfield. Offers ease and flexibility

of dictionary-like alphabetical organization. Rhetorically based introduction to composing process, extensive coverage of ESL problems, appendix on the research paper, and general and ESL indexes.

Webb, Suzanne, Winifred Horner, and Robert Miller. *The Harbrace College Handbook*, 12th ed. Harcourt Brace College Publishers. The latest edition of this classic retains the features that make it so widely adopted. The result is a handbook that is simple to use, concise, and sensitive to the students' need to understand what they are learning.

II. B. Rhetorics

Brandon, Lee E. *Paragraphs and Essays: with Multicultural Readings*, 6th ed. D.C. Heath. Offers students an overview of the writing process and instructors flexibility in designing their teaching approach. Instructor's Edition, Writing and Grammar Software, and *Newsweek* option.

Chapman, David, and Lynn Preston Waller. *The Power of Writing*. Mayfield. This brief rhetoric focuses on practical writing assignments and emphasizes the importance of community in college writing. Includes writing with a computer, developing critical thinking skills, and preparing for professional writing tasks. Instructor's Manual.

Daiker, Donald, Max Morenberg, Jeff Sommers, and Andrew Kerek. *The Writer's Options: Combining to Composing*, 5th ed. HarperCollins. This rhetoric uses sentence-combining exercises to introduce sophisticated grammatical constructions and complex sentence structure to help students improve their grammar, sentence- and paragraph-writing skills. Includes a final section on the writing process. This edition features streamlined text with improved clarity and attention to the issue of sexist language.

Hall, Donald, and Sven Birkerts. *Writing Well*, 8th ed. HarperCollins. Co-authored by poet, Donald Hall, this comprehensive rhetoric concentrates on stylistic issues and polishing writing. Signature chapters on word choice, sentences and paragraphs instruct and model good writing. This edition features new streamlined coverage, a new multicultural student paper at various draft stages, updated writing topics, and more contemporary writings by well-known writers.

Haring-Smith, Tori. *Writing Together: Collaborative Learning in the Writing Classroom*. HarperCollins. This rhetoric discusses the benefits/goals of collaborative learning and presents numerous activities—including small group discussions and peer review—for incorporating group work at all stages of the writing process. Features readings, exercises, and writing assignments reflecting an interdisciplinary and multicultural focus. Discussions of how to handle gender and cultural differences in groups are included. Includes a chapter on argument and grammar.

Harris/Cunningham. *The Simon & Schuster Guide to Writing*. Prentice Hall. A process-oriented rhetoric with thematic readings. Emphasizes the connection between reading and writing. Part 1 is on Concepts; Part 2 is on Writing Purposes;

Part 3 is an alphabetically arranged reference manual for strategies; and Part 4 which is optional, is a handbook.

Harris/Cunningham. *The Simon & Schuster Guide to Writing: Brief Edition*. Prentice Hall. The same as *The Simon & Schuster Guide to Writing* but without the handbook.

Hughes, Elaine. *Writing from the Inner Self*. HarperCollins. Adapted from the popular trade title, this rhetoric explores the link between meditation and writing to help students tap into their inner selves to elicit genuine prose. Focusing first on the personal experience essay and moving into more abstract writing, the text presents 48 meditation exercises and over 250 writing suggestions to help students overcome their inhibitions about writing or simple writer's block.

Kennedy/Smith. *Reading and Writing in the Academic Community*. Prentice Hall. Emphasizes writing from sources—includes the whole process of academic reading, writing, paraphrasing, summarizing, and quoting.

Kroiter/Martin. *The 500 Word Theme: Discovery, Organization, Expression*, 5th ed. Prentice Hall. This step-by-step presentation of the thinking/writing process—from discovering and developing ideas to expression—features an abundance of visual aids, examples, writing and thinking exercises, an in-text handbook, and illustrative readings. With some extension, its assumptions and methods are basically those of rhetoric as it has been known for over two thousand years: discovery and invention, arrangement and organization, and through revision, an introduction to some of the problems of tone and style.

Mason, Nondita, and George Otte. *The Writer's Roles*. Harcourt Brace College Publishers. This process-oriented rhetoric uses extended student examples and professional models. Each chapter focuses on a particular writing technique and shows a student writing assignment from beginning to end. The text progresses from personal to academic writing.

Moxley, Joseph M. *Becoming An Academic Writer: A Modern Rhetoric*. D.C. Heath. This concise text, encompassing modern composition research and theory, moves from expressive, personal writing to more academic forms of discourse. Instructor's Edition.

Rottenberg, Annette T. *The Structure of Argument*. Bedford Books of St. Martin's Press. Brief, affordable text spun off from the argument text/reader, *Elements of Argument*. Adapts the Toulmin model of argumentation to connect critical thinking and argumentative writing. 36 model arguments are accompanied by questions and writing suggestions. Chapters end with critical thinking exercises.

Spurgin. *The Power to Persuade: A Rhetoric and Reader for Argumentative Writing*, 3rd ed. Prentice Hall. A text for second semester composition course or critical thinking and argument (persuasion courses). Major revisions have focused on level of difficulty, new exercises to clarify concepts, and new multicultural readings.

II. C. Readers

Behrens, Laurence, and Leonard Rosen. *Writing and Reading Across the Curriculum*, 5th ed. HarperCollins. This rhetoric/reader opens with extensive coverage of the skills of summary, critique, and synthesis, as well as thorough coverage of the research paper and documentation. Text is organized by theme and discipline area and features such chapters as "The Case of Christopher Columbus," and "The Brave New World of Biotechnology." This edition has 61 new essays, 2 all new readings chapters—including a new practice chapter, "Being Black and Middle Class," and research activities at the end of each chapter.

Dunbar, Georgia, Clement Dunbar, and Louise Rorabacher. *Assignments in Exposition*, 11th ed. HarperCollins. This rhetorically organized reader features a wealth of professional essays, and numerous student-written pieces, as well as extensive apparatus to help students write a wide range of essays. Coverage includes 3 opening chapters on composing, revising, and choosing words as well as discussions of writing literary criticisms, research papers, essay exams, business letters, and resumes. This edition features 17 new readings and completely revised end-of-selection questions.

Freeman. *The Writer's Perspective: Voices from American Cultures*. Prentice Hall. A reader for composition courses that combines a multicultural approach with a specific, primary focus on the properties and practice of good writing. All of the selections are concerned with writing and are in themselves good rhetorical models for student writing.

Ford, Jon, and Marjorie Ford. *Dreams and Inward Journeys: A Reader for Writers*, 2nd ed. HarperCollins. This thematically organized reader looks at the concepts of dreams, myths, fairy tales, fantasies, obsessions, and societal ideals. Text links psychology and writing in the introduction to each chapter, and discussions of rhetorical purposes appear at the end of each chapter. This edition features significant revisions with 56 new readings including twice as many student-written pieces, more work by female and multicultural authors, more short pieces, and more poems.

Goshgarian, Gary, and Kathleen Krueger. *Crossfire: An Argument Rhetoric and Reader*. HarperCollins. This new argument reader opens with accessible writing chapters to help students understand argument and create their own argument papers. Readings chapters feature sections representing a range of viewpoints as well as several pro/con debates. Readings explore topics such as gays in military, animal rights, the environment, gun control, censorship and rap music, and sex in advertising.

Hall, Donald, and Donald Emblen. *A Writer's Reader*, 7th ed. HarperCollins. Co-authored by poet Donald Hall, this reader presents a wide range of beautifully written pieces. Organized alphabetically (with alternate thematic and rhetorical TOCs), the text features essays, poems, short stories, letters, and journal entries. Several pieces by the same author are included for more in-depth analysis of an author's work. This edition has 34 new readings, more poetry, and photos of the collected authors.

Jacobus, Lee A. *A World of Ideas: Essential Readings for College Writers*. Bedford Books of St. Martin's Press. A great ideas reader that challenges students with 35 selections (14 new) from some of the world's most important thinkers. Organized around central questions in 6 disciplines: politics, economics, psychology, science, and anthropology. Apparatus tailored for the composition course includes new "Connections" questions.

Kennedy, X.J., Dorothy M. Kennedy, and Jane E. Aaron. *The Bedford Reader*, 5th ed. Bedford Books of St. Martin's Press. Arranges 69 selections (31 new) in 10 rhetorical chapters and 4 new thematic mixed-methods chapters. Most selections are by well-known authors and are accompanied by comments by the writers on writing. Editorial apparatus now features more on the writing process and expanded treatment of critical thinking, reading, and writing.

Kennedy, X.J., Dorothy M. Kennedy, and Jane E. Aaron. *The Brief Bedford Reader*, 5th ed. Bedford Books of St. Martin's Press. Adapted from *The Bedford Reader*, this brief, affordable reader offers 42 selections (17 new) in 10 rhetorical chapters. Includes comments by most of the writers on writing and offers all of the editorial features available in the rhetorical chapters of *The Bedford Reader*.

Levy, Walter, and Christopher Hallowell. *Green Perspectives: Thinking and Writing About Nature*. HarperCollins. This chronologically organized reader traces the history—1850 to the present—of mankind's relationship to the environment dealing specifically with the American perspective on nature. Readings include essays, short stories, poems, and excerpts from novels. Part-opening essays give students an historical, sociological and political context for the readings. (Text is printed on 100% recycled paper.)

Maasik, Sonia and, Jack Solomon. *Signs of Life in the U.S.A.: Readings on Popular Culture for Writers*. Bedford Books of St. Martin's Press. The first semiotics-based composition reader on popular culture. 75 selections in 10 chapters tap into students' own expertise in American popular culture. Editorial apparatus adapts semiotics for first-year composition courses.

McQuade, Donald, and Robert Atwan. *The Writer's Presence: A Pool of Essays*. Bedford Books of St. Martin's Press. A composition reader designed to allow instructors to adapt it to their own purposes. Its 78 essays are pooled into 3 general categories and accompanied by minimal editorial apparatus, making them easily retrievable, assignable, and interpretable in an unlimited number of ways. Grows out of McQuade and Atwan's *The Winchester Reader*.

Muller/Crooks. *Major Modern Essayists*, 2nd ed. Prentice Hall/A Blair Press Book. An essay anthology providing multiple selections by 15 highly regarded and widely taught modern American and British writers. A new final section of essays, thematically linked to essays earlier in the book, offers a single selection by each of 10 outstanding essayists from around the world.

Pace, Barney. *Family Papers: A Reader for Writers*. HarperCollins. This thematic reader focuses on the family with cross-curricular readings which look at families from historical, anthropological, sociological, and literary perspectives. With a

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multicultural focus that represents all types of families, text includes essays, articles, journal entries and short fiction as well as photographs. Apparatus includes an introductory chapter on the writing process, pre- and post-reading questions, Word-Play essays, Words to Note questions, and collaborative writing workshops.

Reid. *Purpose and Process: A Reader for Writers*, 2nd ed. Prentice Hall. A reader emphasizing purpose rather than modes. Includes integrated instruction on reading and good selections with strong apparatus—almost a reader/rhetoric.

Rottenberg, Annette T. *Elements of Argument*, 4th ed. Bedford Books of St. Martin's Press. Text and reader for argument-oriented composition courses. Text adapts the Toulmin model of argumentation and covers writing and research; it arranges 121 selections (66 new), in 9 Opposing Viewpoints chapters (5 new topics), and in a section of Classic Arguments.

Rye, Marilyn. *Making Cultural Connections: Readings for Critical Analysis*. Bedford Books of St. Martin's Press. A multicultural thematic reader with 32 essays and 6 short stories built around 11 assignment sequences that connect critical reading, thinking, and writing. Editorial apparatus promotes critical thinking and helps students make the transition from personal to academic writing.

Skwire, David. *Writing With a Thesis: A Rhetoric and Reader*, 6th ed. Harcourt Brace College Publishers. This text applies the concept of the persuasive principle—the development and support of a thesis—as the major unifying theme of the book. Each chapter demonstrates how the persuasive principle underlies almost all good writing.

Taylor, Sally. *The Critical Eye: Thematic Readings for Writers*, 2nd ed. Harcourt Brace College Publishers. With reading selections from three different genres—essays, fiction, and poetry—this thematic reader focuses on basic critical thinking, reading and writing skills, including analysis, argument, and persuasion.

Thaiss, Ann Jeffries, and Christopher Thaiss. *A Sense of Value: A Thematic Reader*. Mayfield. This thematically organized anthology presents 60 writings that show people seeking to find purpose, meaning, and guiding principles within the events of their lives. Thought-provoking questions help students examine their own lives. Instructor's Manual.

Verburg, Carol J. *Ourselves Among Others: Cross-Cultural Readings for Writers*, 3rd ed. Bedford Books of St. Martin's Press. The 65 selections (38 new) of this global composition reader are drawn from over 40 countries. Each of the 7 thematic chapters focuses on some universal aspect of human experience at home and abroad. Extensive editorial apparatus includes headnotes, detailed questions, and writing assignments for each selection.

Vesterman, William, and James Barszcz. *Forming Content: A Thematic Rhetorical Reader*. HarperCollins. This rhetorically organized reader features a thematic component to accommodate different teaching approaches. Each chapter presents 5 readings that illustrate a particular mode, but the essay content is always on one

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of the 5 themes—men and women, self and society, the environment, popular culture, or mind and spirit. An argument chapter gives pro/con readings and student essays analyzing the arguments.

Vesterman, William. *Reading and Writing Short Arguments*. Mayfield. This reader features 64 short, accessible readings on 28 controversial issues. An introduction to argumentation explains both classical and modern approaches, including Toulmin's. Includes a minicasebook, A Guide to Finding and Using Information, and a model documented paper in MLA style. Instructor's Manual.

Webb, Suzanne. *The Resourceful Writer*, 3rd ed. Harcourt Brace College Publishers. Designed to work with *The Harbrace College Handbook*, this text is rhetorically arranged—each chapter opening with an introduction to a rhetorical mode and a student essay.

Winkler, Anthony, and JoRay McCuen. *The Journal Reader*. Harcourt Brace College Publishers. A collection of journal entries, taken from different historical periods, which focus on themes that unite writers across time, class, circumstance, and educational background.

Wyrick, Jean. *Discovering Ideas: An Anthology for Writers*, 4th ed. Harcourt Brace College Publishers. An anthology for composition, expository, or argumentative writing courses, this text delivers thought-provoking selections organized by theme and rhetorical mode.

Young, Diana. *Cartographies: Contemporary American Essays*. Bedford Books of St. Martin's Press. A brief, inexpensive collection of contemporary writing that arranges 27 unabridged literary essays in 5 thematic groupings. Deliberately minimal apparatus consists of brief chapter introductions and questions and writing topics after each essay.

II. D. Workbooks

II. E. Special Texts

Brantley Clarice Pennebaker. *Effective Communication for Colleges*. South-Western Publishing. Stresses applying business writing principles to writing situations. Features development exercises in writing, communication, critical thinking; multicultural issues integrated throughout; Communication-by-Objective process exercise; Revision/Composition Application template diskette.

Browne-Keeley. *Asking the Right Questions*, 4th ed. Prentice Hall. A brief text emphasizing question-asking skills that help develop critical thinking in a wide range of disciplines.

Clarke, Irene L. *Writing About Diversity: An Argument-Reader and Guide*. Harcourt Brace College Publishers. Focuses on multicultural issues rather than presenting the narrative experiences of individuals within cultural groups.

Haggblade, Berle. *Writing Effective Sentences*. South-Western Publishing. Integrated instruction in grammar, punctuation, and composition. Features: lessons with immediate application and source to check correctness; immediately applicable, practical sentence analysis system. Flexible text appropriate for many learning situations.

Henson, Carol, and Thomas L. Means. *Fundamentals of Business Communication*. South-Western Publishing. Activity-oriented text integrates extensive review of business English skills with traditional business communication concepts. Provides abundant learning assists, including chapter objectives, learning checkpoints, summaries, and end-of-chapter activities.

Hughes, Elaine, Jay Silverman, and Diana Weinbroer. *Finding Answers: Conducting and Reporting Research*. HarperCollins. This brief research paper guide shows students how research skills can be personally meaningful and useful later in life. In a friendly, style, the text presents new and non-traditional research methods and resources plus all the standard approaches. Cross-curricular coverage includes writing a social science paper, a scientific report, a photo essay, and a literature-based essay. "In A Crunch" boxes provide last-minute tips for procrastinators.

Krizan, A.C. "Buddy", and Joyce Logan. *Basics of Writing*. South-Western Publishing. After reviewing English grammar and usage, text teaches basic writing skills. Topics include: determining writing goals, reader analysis, sentence and paragraph development, preparing outlines, composing rough drafts, revising/editing messages.

Lee, Donald (late), and Kathleen Rosseau. *Harbrace Vocabulary Guide*, 3rd ed. Harcourt Brace College Publishers. Focusing on vocabulary expansion and correct usage in both written and oral communication, this guide also emphasizes uses of the dictionary.

Mayfield, Marlys. *Thinking For Yourself: Developing Critical Thinking Skills Through Reading and Writing*, 3rd ed. Wadsworth. This text serves two purposes: to teach writing through emphasizing the thinking process and to teach critical thinking through writing applications. Instructor's Manual.

Meyer, Michael. *The Little, Brown Guide to Writing Research Papers*, 3rd ed. HarperCollins. This research paper guide presents coverage of all stages of the research process—from narrowing a topic, to mastering the library, to evaluating sources and to drafting the paper. This edition features a new sample MLA paper on a short story and includes the paper topic, Chopin's "The Story of an Hour." Also has a new sample APA paper, an updated list of reference sources, and complete coverage of footnoting.

Muller, Erik. *Opening Arguments: A Brief Rhetoric with Readings*. Harcourt Brace College Publishers. Progressing from theory to practice, this concise text for composition courses in argument helps students clarify their views, understand their audiences, and effectively convince readers.

VanHuss, Susie J. *Basic Letter and Memo Writing*. South-Western Publishing. Activity-oriented text-workbook teaches principles and approaches for writing various types of communications. Includes: updated technology section, performance evaluations, applications, case scenarios, letterheads, traditional and simplified memos, template diskettes.

Winkler, Anthony, and JoRay McCuen. *Writing the Research Paper: A Handbook*, 4th ed. Harcourt Brace College Publishers. This edition now places coverage of thesis/outline development before research in response to the tendency students have to approach paper writing in this manner.

III. Advanced Writing Texts

III. A. Rhetorics

Bloom. *Fact and Artifact: Writing Nonfiction*, 2nd ed. Prentice Hall/A Blair Press Book. Text focuses on the kinds of nonfiction writing that real writers do: writing about people, places, performances, how-to, science, humor, controversy. It treats students as pre-professional writers who care about style, who are willing to revise their work, and who intend to work to reach a wider audience..

Enos/Brown. *Professing the New Rhetorics: A Sourcebook*. Prentice Hall/A Blair Press Book. A collection of key texts in twentieth-century rhetoric. The first section contains important theoretical readings from the founders of modern rhetoric; the second section provides influential commentaries on modern rhetorical theory.

Jason/Lefcowitz. *Creative Writer's Handbook*, 2nd ed. Prentice Hall. Covers fiction, poetry and drama, but emphasizing the "interweaving of techniques among the three genres."

Norgaard, Rolf. *Ideas in Action: A Guide to Critical Thinking and Writing*. HarperCollins. Focusing on critical reading, analysis, and argument, this advanced composition text helps students hone the persuasive edge that all college writing requires. Encouraging students to turn writing into a process of inquiry, the text uses student-authored works-in-progress to illustrate the process of exploring and testing ideas. Strategies are applied to writing across the curriculum and suggestions for collaborative learning are integrated throughout.

III. B. Readers

III. C. Composition & Literature Texts

Annas/Rosen. *Literature & Society: An Introduction to Fiction, Poetry, Drama, NonFiction*, 2nd ed. Prentice Hall. A thematically organized anthology for the introduction to literature course or the second semester of freshman composition,

including short fiction, poetry, drama, and non-fiction selections by a multicultural group of writers.

Barnet, Sylvan, Morton Berman, and William Burto. *An Introduction to Literature: Fiction, Poetry, Drama, Expanded Edition*. HarperCollins. This expanded hardcover edition of *An Introduction to Literature: Fiction, Poetry, Drama*, 10th ed. includes not only 25 more stories, 27 more poems, and 2 more plays, but also the complete text of Kate Chopin's *The Awakening*. The apparatus on critical thinking, reading, and writing has also been expanded, most notably by the addition of 4 casebooks. Bohner. *Short Fiction: Classic and Contemporary*, 3rd ed. Prentice Hall. A short story anthology for intro-fiction and short fiction courses. Teachable selections with student appeal. New edition features increased attention to stories by and about women and minorities. Includes an introduction to the elements of fiction, biographical notes, glossary, and a chapter on writing about fiction.

Bressler. *Literary Criticism: An Introduction to Theory and Practice*. Prentice Hall. A brief, undergraduate literary criticism text aimed at explaining literary criticism as opposed to a book which is primarily a collection of readings/critical essays.

Griffith, Kelley. *Narrative Fiction: An Introduction and Anthology*. Harcourt Brace College Publishers. Broadening its scope beyond the traditional coverage of modern, Western short stories, this text focuses on all narrative fiction, including the tale, epic, myth, romance and narrative poetry.

Griffith, Kelley. *Writing Essays About Literature: A Guide and Style Sheet*, 4th ed. Harcourt Brace College Publishers. Used for introductory literature courses or as a supplement to anthologies, this edition presents various critical approaches to studying and evaluating fiction, drama, and poetry.

Henderson, Gloria, William Day, and Sandra Waller. *Literature and Ourselves: A Thematic Introduction for Readers and Writers*. HarperCollins. This student-centered, thematically organized literature anthology encourages students to explore their own lives through literature and specifically links reading and thinking to the writing process through 5 research paper casebooks. Text is ideal for second-semester composition courses that use literature to teach writing.

Jehlen. *Herman Melville: A Collection of Critical Essays (New Century Views)*. Prentice Hall. A collection of critical essays reflecting both older and newer perspectives. Will also contain an introduction by the editor (a respected scholar in the field), a chronology of the author's life, and an annotated bibliography.

Kirszner, Laurie, and Stephen Mandell. *Literature: Reading, Reacting, Writing*, 2nd ed. Harcourt Brace College Publishers. The new edition of this anthology retains its writing focus and its emphasis on establishing a new canon while still including sample student papers and a research casebook for each genre.

Kirszner, Laurie, and Stephen Mandell. *Fiction: Reading, Reacting, Writing*. Harcourt Brace College Publishers. Includes 3 student papers and fiction writing by women, minority, non-Western, and contemporary authors.

Kirszner, Laurie, and Stephen Mandell. *Poetry: Reading, Reacting, Writing*. Harcourt Brace College Publishers. Fitting the introduction to poetry course, this text has an extensive glossary of literary terms, writing checklists, and 3 sample student papers.

Lynn, Steven. *Texts and Contexts: Writing about Literature with Critical Theory*. HarperCollins. This guide to writing about literature gives students practical advice that not only shows them how to write about literature, but also introduces them to the most exciting ideas about the meaning and methods in literary interpretation. In simple and straightforward language, this text explains and illustrates contemporary critical theories as they apply to a variety of literary texts.

Mayes, Frances. *The Discovery of Poetry*, 2nd ed. Harcourt Brace College Publishers. This contemporary text, written by a teacher and a respected poet, presents a large selection of poetry from various nations and times, with juxtapositions that encourage discussion.

Meyer, Michael. *The Compact Bedford Introduction to Literature: Reading, Thinking, and Writing*, 3rd ed. Bedford Books of St. Martin's Press. With an emphasis on writing about literature, critical thinking and reading, and literary theory, this anthology of 40 stories, 316 poems, and 13 plays addresses all the needs of a writing-based literature course. Includes two chapters on the writing process, student examples, a documented research paper, and writing apparatus.

Rawson. *Jonathan Swift: A Collection of Critical Essays (New Century Views)*. Prentice Hall. A collection of critical essays reflecting both older and newer perspectives. Will also contain an introduction by the editor (a respected scholar in the field), a chronology of the author's life, and an annotated bibliography.

Sundquist. *Mark Twain: A Collection of Critical Essays (New Century Views)*. Prentice Hall. A collection of critical essays reflecting both older and newer perspectives. Will also contain an introduction by the editor (a respected scholar in the field), a chronology of the author's life, and an annotated bibliography.

Trimmer, Joseph, and Wade Jennings. *Fictions*, 3rd ed. Harcourt Brace College Publishers. The strength of this large collection of short stories and novellas, appropriate for introductory short story and literature courses, lies in its diversity of classic, contemporary and challenging selections, and in its minimal apparatus.

Wofford. *Shakespeare's Late Tragedies: A Collection of Critical Essays (New Century Views)*. Prentice Hall. A collection of critical essays reflecting both older and newer perspectives. Will also contain an introduction by the editor (a respected scholar in the field), a chronology of the author's life, and an annotated bibliography.

Yeazell. *Henry James: A Collection of Critical Essays (New Century Views)*. Prentice Hall. A collection of the best critical essays reflecting both older and newer perspectives. Contains an introduction by the editor (a respected scholar in the field), a chronology of the author's life, and an annotated bibliography.

Advanced Texts

III. D. Business & Technical Writing Texts

Boone/Kurtz/Block. *Contemporary Business Communication*. Prentice Hall. A new entry in the business communications market by two of the most successful authors in business and economics publishing. The text uses a "Business first" approach and integrates international and contemporary topics. A strength is examples from actual companies—this being acknowledged by reviewers.

Burnett, Rebecca E. *Technical Communication*, 3rd ed. Wadsworth. This text emphasizes the problem solving process of technical communication and encourages writers to think of invention and revision as ongoing processes in producing effective documents which will shape and influence reader's perceptions. Instructor's Manual, Transparency Masters.

Flower, Linda, and John Ackerman. *Writers at Work: Strategies for Communicating in Business and Professional Settings*. Harcourt Brace College Publishers. Appropriate as a primary text for business communication and professional writing, *Writers at Work* presents key strategies for writing and speaking in a variety of professional settings.

Fox, Roy. *Technical Communication: Problems and Solutions*. HarperCollins. Text emphasizes the process of writing following student writers as they think about, talk about, draft, and revise their papers. Taking a problem-solving approach, it shows how different writers "solve" the same writing task. In addition to standard memos, letters and reports, it provides coverage of writing brochures, newsletters, articles and questionnaires. Ethics and Electronic communication boxes are featured throughout. Collaboration and peer review are featured and encouraged.

Harcourt, Jules, and A.C. "Buddy" Krizan. *Business Communication*. South-Western Publishing. From a business perspective, this text discusses communication topics: oral/nonverbal communication; technology; graphics; employment; international communication; development of proposals; minutes; news releases; policy statements. Offers free software and optional template.

Kolin, Philip C. *Successful Writing at Work*, 4th ed. D.C. Heath. This practical text teaches the communication skills necessary for success in the workplace; realistic situations and problems, examples, and guidelines for creating readable documents reinforce the material. Instructor's Guide, Transparencies.

Kuiper, Shirley, and Cheryl Luke. *Report Writing with Microcomputer Applications*. South-Western Publishing. Text discusses business reports and their relation to microcomputer technology. Offers: reinforcing examples and illustrations; focus on writing ethics; optional template diskette with applications incorporating database, word processing, spreadsheet, graphics.

Kurth, Linda A., and Martha H. Rader. *Business Communication with Contemporary Issues and Microcomputer Applications*. South-Western Publishing. Blends discussion of business communication principles and skills with current technology and international, legal, and ethical issues. Includes: business profiles highlighting chapter topics; realistic applications, writing exercises, case studies; diskette.

Lannon, Michael. *Technical Writing*, 6th ed. HarperCollins. Text focuses on writing as a process of decision-making and problem-solving. With an emphasis on audience and purpose, the text explains rhetorical principles and applies them to a wide array of technical documents including memos, letters, proposals, and analytical reports. Expanded critical thinking coverage looks at informative, persuasive, ethical, and cultural dimensions of technical communications. New edition has expanded coverage of ethics, new graphics throughout, updates on communication technology, new coverage of global communication and cultural sensitivity, and the latest research methods and resources. Supplements include transparencies, Instructor's Manual, and Virtual Collaboration software (for IBM-Windows & Macintosh users).

Pearsall, Thomas, and Donald Cunningham. *How to Write for the World of Work*, 5th ed. Harcourt Brace College Publishers. Designed for professional, technical, or business writing courses, this text covers basic principles, correspondence and reports, and provides a guide to common mechanical problems.

Rubens, Philip (General Editor). *Science and Technical Writing: A Manual of Style*. Henry Holt & Co., Inc. A comprehensive style guide for writers, editors, and students stressing the diversity of audiences and the international nature of scientific and technical writing. Includes 14 chapters by technical writing professionals, tables, bibliography, index.

VanAlstyne/Maddison. *Professional and Technical Writing Strategies: Communication in Technology and Science*, 3rd ed. Prentice Hall. This text presents guidelines, sample formats, and sample papers in the areas of oral and written professional and technical communication strategies. This edition contains expanded coverage of communication theory and state-of-the-art practices.

Wolf, Morris Phillip, and Shirley Kuiper. *Effective Communication in Business*. South-Western Publishing. Text discusses communication-process models, communication by objectives, whole-into-parts message planning, and additional skill building strategies. Features include: concept and practice approach, enhanced proposal coverage, technology updates, an ongoing case, multicultural insights exercises, Study Guide.

Woolever/Loeb. *Writing for the Computer Industry*. Prentice Hall. Text helps new technical writers and technical writing students understand the basics of writing computer documentation. Starts with analyzing the audience and then takes writers through the documentation process, from preliminary planning to first edits. Chapter exercises serve as practical checkpoints along the way for writers to test their skills.

III. E. Special Texts

Corrigan, Timothy. *A Short Guide to Writing About Film*, 2nd ed. HarperCollins. This brief, inexpensive guide to writing about the movies introduces students to basic film terms and concepts. Includes advice on taking notes on a film, writing an outline, and researching a topic. The text covers 6 approaches to writing about

Professional Texts

film: *Autuers, Genres, Kinds of Formalism, Ideology, Film History, and National Cinemas*. This edition features a glossary of key writing and film terms, references to new films, and an annotated bibliography of film periodicals.

DeMaria, Robert, and Ellen Hope Meyer. *A Contemporary Reader for Creative Writing*. Harcourt Brace College Publishers. The only reader developed specifically for the creative writer, this text is ideal for the department or instructor interested in the student's development as a marketable writer.

Drake, Barbara. *Writing Poetry*, 2nd ed. Harcourt Brace College Publishers. Used as a primary or supplementary text in creative writing and poetry writing courses, this text provides an introduction to the creative process in a tone that is inviting and instructive.

Finegan, Edward. *Language: Its Structure and Use*, 2nd ed. Harcourt Brace College Publishers. Appropriate for introductory linguistics and linguistics for ESL teachers, the new edition contains approximately 50% revised and rewritten material.

Keeseey, Donald. *Contexts for Criticism*, 2nd ed. Mayfield. An introduction to literary criticism that describes the major critical theories and then applies them to the same 3 literary works: Shakespeare's *Hamlet*, Chopin's *The Awakening*, and Keats's "Ode to a Grecian Urn."

Lee, Donald (late), and Kathleen Rosseau. *Harbrace Vocabulary Guide*, 3rd ed. Harcourt Brace College Publishers. Focusing on vocabulary expansion and correct usage in both written and oral communication, this guide also emphasizes uses of the dictionary.

Williams, Joseph. *Style: Ten Lessons in Clarity and Grace*, 4th ed. HarperCollins. This advanced writing text helps writers identify and revise tangled prose, edit for clarity and correctness and reach beyond clarity to elegance in just 10 lessons. Using writing samples from across the curriculum, this concise, easy-to-use guide helps students write readable prose in any area, for any purpose. This edition features a reorganized format, more detailed explanations on complex matters of style, and new material on document design.

IV. Professional Texts

Ryan, Leigh. *The Bedford Guide for Writing Tutors*. Bedford Books of St. Martin's Press. A practical guide for writing tutors full of suggestions and strategies to give them the skill and confidence to help students in the writing center. Includes a discussion of tutoring roles and ethics, exercises that help tutors practice and discuss new skills and strategies, and a bibliography.

V. Software & Computer-Assisted Instruction