

# Bibliography of Writing Textbooks

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The following annotated bibliography is addressed to WPAs and writing teachers charged with the responsibility of surveying, evaluating, and selecting textbooks for writing courses. The bibliography lists only texts that are new or revised this year—i.e., books with a 1981 or 1982 copyright. The books are classified by audience, or course, and then by type (see classification outline below). Publishers of the texts have chosen the categories within which each text is listed and have provided the information used in the notes. The notes have been edited to present information in a uniformly factual, nonevaluative way. Prices and projected dates of publication are tentative. A directory of participating publishers appears at the end of the bibliography.

The editors envision publishing this bibliography as an annual scholarly service to the profession. But continuing the service will depend on the response of the WPA membership. Please let us know if you think it's worth repeating.

## Classification Outline

### **I. Developmental Writing Texts**

- A. Handbooks
- B. Rhetorics
- C. Readers
- D. Workbooks

### **II. Freshman Composition Texts**

- A. Handbooks
- B. Rhetorics
- C. Readers
- D. Workbooks
- E. Special Texts

### **III. Advanced Writing Texts**

- A. Composition and Literature Texts
- B. Special Texts

## I. Developmental Writing Texts

### A. Handbooks

*The Basic Writing Book* by Joyce Stith (Little, Brown and Company; 368 pages; \$10.95; February, 1982). A brief grammar handbook that begins with a section on paragraph and essay writing, thus emphasizing the connections between grammar and the writing process.

*College Reading and Study Skills: A Guide to Academic Communication Skills*, Second Edition, by Nancy V. Wood (Holt, Rinehart and Winston; 288 pages; \$9.95; October, 1981). A guide to basic communication and study skills—particularly reading and writing but also listening and speaking—essential to success in college.

*Copy/Write: Basic Writing Through Controlled Composition* by Donna Gorrell (Little, Brown and Company; 208 pages; \$7.95; February, 1982). A guide to correct writing using 33 model essays for assignments in controlled composition. *Copy* assignments cover grammar by asking students to copy essays while manipulating and transforming words or sentences according to instructions. *Write* assignments cover rhetoric by using the same essays as models for original student writing. Includes traditional grammar exercises.

*Successful Writing at Work* by Philip C. Kolin (D.C. Heath and Company; 352 pages; \$11.95; January, 1982). A text for students considering careers in such fields as service-oriented science, health care, and business. There are step-by-step guidelines for writing letters, memos, questionnaires, instructions, and reports.

*To Be Exact: A Handbook for Revision* by John W. Presley (Prentice-Hall; 320 pages; \$10.95; March, 1982). A basic grammar book of instruction, practice, and reference that emphasizes identifying and solving errors. Starts with paragraphs and moves to sentences. Includes fill-in type exercises and a reference unit.

### B. Rhetorics

*Clear Thinking, Clear Writing: Paragraphs Under Control* by Beverly Spears Blackmon and James W. Dewsnap (Wadsworth Publishing Company; 256 pages; February, 1982). Focuses on the processes of thinking and writing essential to any level of discourse. Deals first with the paragraph and moves to the short essay. Uses student writing as examples.

*Commanding Essays*, Second Edition, by Helen Mills (Scott, Foresman; 352 pages; \$10.95; February, 1982). A step-by-step guide to writing based on the mastery approach. Sequential units, beginning with general and specific ideas, lead students logically through the organization and development of expository and argumentative essays to special applications such as essay exams, report writing, and the research paper.

*Composition Five: Basic Skills for Writing* by Lillian Small Anthony and J. Kenneth Sieben (Scott, Foresman; 384 pages; \$8.95; February, 1982). A low-level developmental text that integrates basic reading and writing skills. Uses popular magazine articles as examples.

*Improving Writing: A Positive Approach* by Alan Casty (Prentice-Hall; 352 pages; \$9.95; January, 1982). A step-by-step approach to improving writing, from paragraph to essay. Emphasizes modifiers and parallel construction; and uses brief essays as models to follow.

*A Plan for Writing*, Second Edition, by John C. Brereton (Holt, Rinehart and Winston; 264 pages; \$11.95; October, 1981). A developmental rhetoric with a handbook and workbook on usage and grammar.

*Sentences, Paragraphs, and Essays: An Integrated Approach*, Second Edition, by Kathleen A. Hart and Alice C. Heim (Little, Brown and Company; 448 pages; \$10.95; February, 1982). A guide to sentence combining, sentence structure, grammar and usage, and essay writing. New edition features expanded treatment of the "writing process" and of sentence combining.

*Sequence: A Basic Writing Course* by Rory D. Stephens (Holt, Rinehart and Winston; 288 pages; \$11.95; November, 1981). A low-level grammar and rhetoric workbook that divides the process of essay writing into a series of manageable sub-skills from choosing a subject to revising.

*TRRPWR: Think, Read, React, Plan, Write, Rewrite*, Third Edition, by W. Royce Adams (Holt, Rinehart and Winston; 368 pages; \$11.95; October, 1981). A basic composition text-workbook with readings and a rhetorical emphasis. Begins with the thinking process and ends with revision.

*Thinking in Sentences: A Guide to Clear Writing* by Nancy Cavender and Leonard Weiss (Houghton Mifflin; 224 pages; \$8.95; spiral binding; December, 1981; Instructor's Manual). A developmental approach to problems of sentence structure based on cognitive principles rather than grammatical precepts. Skills include perceiving, categorizing perceptions, seeing logical sentence relationships, gathering evidence, and drawing conclusions.

*The Writing Experience*, Second Edition, by Carol Schoen, Elaine Avidon, Nila Gandhi, and James Vaughn (Little, Brown and Company; 272 pages; \$9.95; February, 1982). Combines writing, language usage, reading, and classroom exercises to involve students actively in the writing process.

*Writing Reason* by Ann R. Mermal (Macmillan; 160 pages; \$8.95; January, 1982). A focus on the basic elements of composition, especially paragraphs, that lead to the short theme. Section objectives, self tests, numerous examples and assignments. Brief handbook of common errors.

### C. Readers

*Discovering College Reading, Thinking and Study Skills: A Piagetian Approach* by Elaine Landeau Cohen and Mary A. Poppino (Holt, Rinehart and Winston; 320 pages; \$9.95; December, 1981). Uses an inductive method based on Piagetian theory.

*Essential Reading Skills* by John W. Presley and William M. Dodd (Holt, Rinehart and Winston; 368 pages; \$9.95; October, 1981). A reading skills book of 100 reading passages, ranging from ninth-to-twelfth-grade reading levels, accompanied by comprehension questions. Emphasizes five basic reading skills.

*In Context: Reading Skills for Intermediate Students of English as a Second Language* by Jean Zukowski-Faust, Susan S. Johnston, Clark S. Atkinson, and Elizabeth E. Templin (Holt, Rinehart and Winston; 320 pages; \$10.95; November, 1981). A skills-based reading text for low-intermediate students, primarily college-bound ESL students.

*Insights and Ideas: A Beginning Reader for Students of English as a Second Language* by Patricia Ackert (Holt, Rinehart and Winston; 208 pages; \$10.95; November, 1981). A high beginning-level ESL reader that emphasizes the reading skills of main ideas and inference. For a one-semester ESL reading class or eight-week intensive course.

#### D. Workbooks

*A Basis for Composition* by Barbara Carson (Charles E. Merrill; 320 pages; \$9.95; January, 1982). Connects and integrates grammar and composition. Contains variety of exercises designed for learning, not testing, and does not restrict students to paragraph writing.

*Connecting and Combining in Sentences and Paragraphs* by Helen Mills (Scott, Foresman; 256 pages; \$8.95; February, 1982). Unit-mastery approach to how language works, and how to develop syntactically mature sentences; provides the foundation for organizing paragraphs and essays logically, and prepares students for college-level work.

*English as a Second Language Composition Workbook* by Jann Huizenga, Courtenay Snellings, and Gladys Francis (Scott, Foresman; 288 pages; \$8.95; February, 1982). Step-by-step introduction to the conventions of expository writing for the low-intermediate ESL student.

*English Fundamentals, Form C*, Seventh Edition, by Donald W. Emery, John M. Kierzek, and Peter Lindblom (Macmillan; 320 pages; \$8.95; January, 1982). A text-workbook with a comprehensive step-by-step survey of basic grammar, sentence structure, paragraph forms, writing essay tests, and writing whole essays. Many exercises on tear-out sheets.

*Foundation: Building Sentence Skills* by Thomas Neuburger (Houghton Mifflin; 384 pages; \$9.95; softcover; January, 1982; Instructor's Manual). A workbook designed to correct the most common student errors in sentence structure, punctuation, and work usage. A "teacher's support package" contains tests, alternate exercises, and classroom management strategies.

*Grammar and Punctuation Workbook* by T. Norwood Selby (Little, Brown and Company; 400 pages; \$8.95; January, 1982). A traditional, basic grammar and punctuation workbook, organized with grammar covered first, then mechanics and punctuation. Many exercises.

*The Least You Should Know About English, Form A*, Second Edition, by Teresa Ferster Glazier (Holt, Rinehart and Winston; 304 pages; \$11.95; October, 1981). Presents only the indisputable essentials of grammar needed to solve basic writing problems.

*On Paper*, Third Edition, by H. Wendell Smith (Wadsworth Publishing Company; 320 pages; February, 1982). Covers the basics of grammar and usage within the context of the writing process. The new edition covers only topics essential to developing a basic fluency in writing.

*The Paragraph Book* by C. Jeriel Howard and Richard Tracz (Winthrop; 128 pages; \$8.95; December, 1981). A text-workbook that guides students from the paragraph to the essay. Provides examples and exercises that form unified patterns of discourse. Includes models from student and professional writers.

*Punctuation and Mechanics* by Mary Lewick-Wallace (McGraw-Hill; 288 pages; \$9.95; October, 1981). A programmed workbook covering punctuation and mechanics. Very low reading level designed especially for use in lab settings.

*Reviewing Basic Grammar* by Robert E. Yarber (Scott, Foresman; 288 pages; \$8.95; February, 1982). A grammar text-workbook using few technical terms. Focuses on the most common errors in grammar, usage, punctuation, and spelling. Sentence-combining exercises are built around topical subjects.

*Sentence Making: A Writing Workbook in English as a Second Language* by Robert G. Bander (Holt, Rinehart and Winston; 312 pages; \$10.95; October, 1981). A text-workbook providing practice in all the patterns, forms, and types of English sentences.

*Success With Words: Mastering Spelling* by Howard Kingsley and Eleanor Heffner (Charles E. Merrill; 160 pages; \$7.95; 8 cassettes; \$95; March, 1982). Audiotutorial program using "whole word" study approach and test-study-test method. Completely self-instructional and self-paced.

*Success With Words: Mastering Vocabulary and Dictionary and Thesaurus Skills* by Howard Kingsley and Eleanor Heffner (Charles E. Merrill; 288 pages; \$8.95; 8 cassettes; \$95; March, 1982). Workbook with optional enrichment cassettes using a "words in context" approach. Uses skill-specific instruction and is completely self-instructional and self-paced.

*Troubleshooting: Basic Writing Skills*, Second Edition, by William Herman and Jeffrey M. Young (Holt, Rinehart and Winston; 320 pages; \$11.95; October, 1981). A workbook for remedial composition covering the basics of grammar, spelling, punctuation, and capitalization.

*Vocabulary Expansion I* and *Vocabulary Expansion II* by Dorothy Rubin (Macmillan; 419 pages and 288 pages; \$8.95 and \$7.95; January, 1982). Volume I focuses on Latin roots, combining forms approach to vocabulary building. Volume II emphasizes other techniques such as context clues. Both volumes include games, puzzles, and exercises.

*Workbook 2000* by John A. Higgins (Harper and Row; 300 pages; \$11.50; March, 1982). This workbook for developmental-remedial writing includes more than 2000 practice items. Simple explanations of usage assume no prior knowledge of grammar and use few technical terms.

*The Writer's Studio: Exercises for Grammar, Proofreading and Composition*, Second Edition, by Betty Rizzo (Harper and Row; 432 pages; \$11.50; December,

1981). Remedial English workbook with tear-out format. Gives instruction in basic grammar, proofreading, and composition skills. Includes excerpts by minority and "third world" writers. Answers to all exercises included.

*Writing Skills for Technical Students* by Delaware Technical Community College (Prentice-Hall; 320 pages; \$9.95; January, 1982). A modularized format with reproducible tests for each module. Has a diagnostic test to start; and uses sample paragraphs from actual business situations.

## II. Freshman Composition Texts

### A. Handbooks

*Guide to Rapid Revision*, Third Edition, by Daniel D. Pearlman and Paula R. Pearlman (Bobbs-Merrill Educational Publishing; 104 pages; \$3.50; September, 1981). The basics of style, usage, grammar, and mechanics arranged alphabetically by the correction symbols commonly used by instructors. Concise instructions for correction and supporting examples follow each correction symbol.

*Harbrace College Handbook*, Ninth Edition, by John C. Hodges and Mary E. Whitten (Harcourt Brace Jovanovich; 544 pages; \$9.95; December, 1981). Concisely illustrates grammatical rules and principles of effective prose and provides many exercises. Easy to use in class or for reference. Expanded treatment of paragraphs, rhetorical modes, invention, and research paper.

*Index to English*, Seventh Edition, by Wilma R. Ebbitt and David R. Ebbitt (Scott, Foresman; 320 pages; \$7.95; November, 1981). Alphabetically organized handbook covers the fine points of grammar, word choice, mechanics, rhetoric, and style.

*The Little Rhetoric and Handbook*, Second Edition, by Edward P.J. Corbett (John Wiley & Sons; 550 pages; \$12.95; January, 1982). A concise rhetoric-handbook that deals with the process of writing (in the rhetoric), matters of grammar, style, paragraphing, punctuation, and mechanics (in the handbook). Treats thoroughly the fundamentals of the composing process.

*The Macmillan Handbook of English*, Seventh Edition, by Robert F. Willson, John M. Kierzek, and W. Walker Gibson (Macmillan; 512 pages; \$9.95; January, 1982). Combination rhetoric-handbook with discussion of history of the language, modern usage, writing about literature and films, résumés and sentence combining. Workbook and instructor's manual.

*The Portable English Handbook: An Index to Grammar, Usage, and the Research Paper*, Second Edition, by William Herman (Holt, Rinehart and Winston; 456 pages; \$6.95; October, 1981). An elementary handbook with exercises, covering all skills essential for beginning writers, alphabetically arranged and written in an informal style.

*Practical English Handbook*, Sixth Edition, by Floyd C. Watkins and William B. Dilligham (Houghton Mifflin; 384 pages; \$8.50; softcover; December, 1981). Concise yet thorough explanation of the best practices in writing American

English. Accompanied by an instructor's annotated edition, diagnostic test, and correction chart.

*A Practical Guide for Writers*, Second Edition, by Diana Hacker and Betty Renshaw (Winthrop; 448 pages; \$10.95; November, 1981). A rhetoric handbook emphasizing writing as a process. Covers description, narrative, and exposition. Includes student examples. Discusses choosing appropriate language, choosing a voice, and using nonsexist language. Instructor's manual available.

*Prentice-Hall Handbook for Writers*, Eighth Edition, by Glenn Leggett, David Mead, Richard Beal (Prentice-Hall; 544 pages; \$10.95; January, 1982). Handbook with new organization of punctuation; revised logic chapter; new use of a whole paper as example; new exercises on business writing. Supplemented by a kit for teachers including the diagnostic test by Ron Newman.

*New English Handbook* by Hans P. Guth (Wadsworth Publishing Company; 498 pages; January, 1982). Offers a full and carefully explained treatment of fundamentals; "Back to Basics" exercises in many areas; a logical teaching sequence; and useful charts and checklists.

### B. Rhetorics

*The Able Writer: A Rhetoric and Handbook* by John Broderick (Harper and Row; 384 pages; \$11.50; November, 1981). This text emphasizes edited English as distinguished from spoken English or informal writing. Complete coverage of prewriting, outlines, and grammatical terminology. Approach is grounded in sociolinguistic methodology.

*The Active Writer* by Michael J. Frisbie, Douglas Checkering, Susan B. Frisbie, Arthur Hall, Joe Keroes, Melanie Spelling and Patricia Ann Telefson (Macmillan; 448 pages; \$10.95; January, 1982). Pragmatic presentation of writing skills; analytical discussions of paragraph, essay, sentence, word. Many exercises and student examples, two chapters on sentence combining, one on writing term papers.

*Assignments in Exposition*, Seventh Edition, by Louise E. Rorabacher and Georgia Dunbar (Harper and Row; 400 pages; \$8.50; December, 1981). Emphasizes logical thinking as the basis for effective writing, discusses the rhetorical devices and methods most useful in the chief types of expository prose. Methods are illustrated with many short readings by contemporary authors.

*From Cases to Composition* by Linda Woodson (Scott, Foresman; 384 pages; \$8.95; November, 1981). A composition text that uses specific situations ("cases") in a rhetorical context as writing assignments. Standard rhetorical organization.

*A Contemporary Rhetoric*, Third Edition, by Maxine Hairston (Houghton Mifflin; 512 pages; \$13.50; hardcover; December, 1981; Instructor's Manual). A comprehensive text designed to help students become critical readers and clear thinkers as well as competent writers. Emphasizes such rhetorical concerns as audience, purpose, and voice.

*Design: Rhetoric and Anthology for College English*, Third Edition, by Fletcher Flynn and Thomas McGuire (Wadsworth Publishing Company; 512 pages; October, 1981). Offers students tools to write essays (Book I, the Rhetoric) and to read and study essays written by other students and by professional writers (Book II, the Anthology). The new edition offers students more basic instruction in the writing process, including such topics as invention, audience, organization, and revision.

*Make Your Writing Count: From Free Writing to Structured Composition*, Second Edition, by Regina M. Hoover (Holt, Rinehart and Winston; 272 pages; \$11.95; October, 1981). A class-tested, low-level rhetoric that employs the Macrorie approach to composition. Students are taught to feel comfortable with their own writing ideas by moving from personal journal writing into more formal, structured modes of college composition.

*The Practical Stylist With Readings* by Sheridan Baker (Harper and Row; 416 pages; \$10.95; December, 1981). This alternate version of *The Practical Stylist*, Fifth Edition, provides 50 readings by classic and contemporary authors. Covers a wide range of subjects and styles.

*Real Writing: Argumentation, Reflection, Information* by Walter H. Beale (Scott, Foresman; 352 pages; \$7.95; December, 1981). The rhetoric portion of the following item.

*Real Writing: Argumentation, Reflection, Information with Stylistic Options: The Sentence and the Paragraph* by Walter H. Beale, Karen Meyers, and Laurie L. White (Scott, Foresman; 576 pages; \$13.95; December, 1981). First part provides a course in argumentation. Reflective and informative writing also treated. Emphasis on invention, purpose, and strategies. Second part focuses on structure and style in the sentence and paragraph; many exercises.

*Seven Steps to Better Writing* by Lea Lane (St. Martin's Press; 250 pages; \$7.95; January, 1982). Brief rhetoric provides a step-by-step guide to the process of writing nonfiction prose. Emphasizes concepts and techniques useful in college writing and in real-world situations.

*Situational Writing* by Gene Krupa (Wadsworth Publishing Company; 192 pages; February, 1982). Emphasizes the purpose of writing and the need to communicate effectively to different audiences. Uses student writing to show how writers adapt rhetorically to a variety of situations. Forty-two writing situations provided as starting points.

*Short English Handbook*, Second Edition, by David E. Fear and Gerald J. Schiffhorst (Scott, Foresman; 336 pages; \$6.95; November, 1981). Concise, complete coverage of basic writing problems with advice on how to solve them. New edition features revised research paper chapter, a new section on sentence combining, more exercises, and updated examples.

*Steps in Composition*, Third Edition, by Lynn Quitman Troyka and Jerrold Nudelman (Prentice-Hall; 500 pages; \$10.95; January, 1982). An integrated essay anthology that has grammar, rhetoric, vocabulary, and spelling drills in each

chapter. It has new material on verbs and seven new essays. Chart on use in writing labs at the end of the book.

*Writer's Guide*, Seventh Edition, by Wilma R. Ebbitt and David R. Ebbitt (Scott, Foresman; 416 pages; \$9.95; November, 1981). The rhetoric and composition portion of the following item. General index included.

*Writer's Guide and Index to English*, Seventh Edition, by Wilma R. Ebbitt and David R. Ebbitt (Scott, Foresman; 702 pages; \$12.95; November, 1981). Traditional, thorough coverage of rhetoric and style in a practical edition. Index covers fine points of grammar, syntax, mechanics, and usage. New illustrative material throughout.

*The Writer's Options: Combining to Composing*, Second Edition, by Donald A. Daiker, Andrew Kerek, and Max Morenberg (Harper and Row; 320 pages; \$10.95; December, 1981). Building on what students, as speakers of the language, already know about English, this text applies the principles of sentence combining to the total writing process.

*Writing for Career-Education Students*, Second Edition, by Andrew W. Hart and James A. Reinking (St. Martin's Press; 400 pages; \$10.95; January, 1982). Basic composition text designed for students enrolled in vocational-technical programs. Focuses on the kinds of writing students will actually do in their classes and on the job.

*The Writing Process: Discovery and Control* by A.D. Van Nostrand, Cyril Knoblauch, and Joan Pettigrew (Houghton Mifflin; 224 pages; \$10.95; softcover; January, 1982; Instructor's Manual). A brief, process rhetoric that stresses how to get started writing and how to keep going. Stresses audience analysis, peer review, and revision.

*Writing Well*, Fourth Edition, by Donald Hall (Little, Brown and Company; 432 pages; \$11.95; January, 1982). Emphasizes clear writing style, building on the fundamentals of composition—words, sentences, paragraphs, the whole paper. Illustrative examples from leading contemporary authors, practical exercises, and reference apparatus.

### C. Readers

*The Bedford Reader* by X.J. Kennedy and Dorothy M. Kennedy (St. Martin's Press/Bedford Books; 500 pages; \$8.95; February, 1982). Rhetorically organized collection of 56 essays, eight of them written specially for this text and accompanied by a postscript about how the essays were written. Includes pedagogical apparatus.

*A Collegiate Reader: Reading and Writing Across the Curriculum* by Laurence Behrens and Leonard Rosen (Little, Brown and Company; 576 pages; \$9.95; February, 1982). A thematically organized, 11-unit interdisciplinary composition reader. Each unit focuses on a topic treated in an actual college course, and provides several selections, with review questions, discussion questions, and writing suggestions. Apparatus stresses writing syntheses, summaries, and critiques.

*Common Ground: A Thematic Reader* by Jane Epstein and Laury Magnus (Scott, Foresman; 480 pages; \$8.95; December, 1981). Sixty essays organized around themes of common human experience. Includes an introductory section on how to read and write an essay, four annotated essays showing rhetorical and stylistic devices, and questions for writing and discussion.

*Discovering Ideas: An Anthology for Writers* by Jean Wyrick (Holt, Rinehart and Winston; 456 pages; \$11.95; January, 1982). A thematically organized reader that includes an alternate rhetorical table of contents. Mostly essays, with some literature.

*Language Awareness*, Third Edition, by Paul Eschholz, Alfred Rosa, and Virginia Clark (St. Martin's Press; 300 pages; \$8.95; January, 1982). A non-technical reader on language for freshman composition. Forty selections organized in 10 sections emphasizing issues of language usage and language's role in society and culture. Includes pedagogical apparatus.

*Language Power* by Carol Boltz and Dorothy Seyler (Random House; 320 pages; \$8.95; November, 1981). A collection of 34 readings about language designed to help students understand and use language with more control. Exercises and writing assignments accompany the readings.

*Literary Reflections*, Fourth Edition, by William R. Elkins, Jack Kendall, and John R. Willingham (McGraw-Hill; 544 pages; \$11.95; October 1981). Thematic reader containing essays, short fiction, poetry, and drama. Apparatus consists of introductions, summaries of main ideas, discussion questions, topics for composition, and topics for longer composition.

*The McGraw-Hill Reader* by Gilbert H. Muller (McGraw-Hill; 750 pages; \$9.95; October, 1981). A reader for composition courses consisting of 120 essays organized around major areas in the liberal arts curriculum. Includes both contemporary and classical selections. Each essay is followed by 10 questions focusing on content, language use, writing topics, etc.

*Models for Writers: Short Essays for Composition* by Paul Eschholz and Alfred Rosa (St. Martin's Press; 300 pages; \$7.95; January, 1982). Sixty-two prose selections, averaging under 100 words each and designed to be good reading for contemporary students. Eighteen important rhetorical topics and modes. Includes pedagogical aids.

*Patterns of Exposition 8* by Randall E. Decker (Little, Brown and Company; 430 pages; \$8.95; January, 1982). Forty-six selections divided into 10 sections, each illustrating a particular rhetorical technique. Provides general introduction, section introductions, two headnotes for each selection, content, form, and vocabulary questions, and writing assignments.

*Plain English Rhetoric and Reader*, Third Edition, by Gregory Cowan and Elizabeth McPherson (Random House; 448 pages; \$10.95; November, 1981). A step-by-step rhetoric with readings for inexperienced or insecure writers. Over 50% of the readings and student papers in this edition are new.

*Purpose and Pattern: A Rhetoric Reader* by Elizabeth Penfield (Scott, Foresman;

448 pages; \$8.95; December, 1981). Modern and classic selections provide students with a variety of patterns of development in writing. Selections organized according to Kinneavy's four modes of discourse. Questions for discussion and writing topics.

*The Reader and the Writer: Essays for College Writing* by Robert E. Yarber, Conn P. McAuliffe, and Martha McAuliffe (Scott, Foresman; 288 pages; \$8.95; February, 1982). Forty-six essays of varying length and difficulty. Twelve chapters cover specific rhetorical principles and offer writing tips, followed by illustrative selections. Includes questions for discussion and writing.

*The Reading Commitment* by Michael E. Adelstein and Jean G. Pival (Harcourt Brace Jovanovich; 512 pages; \$9.95; January, 1982). Seventy-seven essays with extensive apparatus designed to improve both reading and writing skills. Organized according to traditional forms of discourse, moving from personal, descriptive, and expository writing to argumentative and persuasive writing.

*Shaping Prose* by Sheena Gillespie, Linda Stanley, and Robert Singleton (Winthrop; 400 pages; \$9.95; December, 1981). Fifty-eight essays organized by the four traditional types of writing. Stresses writing as a process and includes questions and suggestions. Contains thematic and rhetorical tables of contents. Instructor's manual available.

*The Short Prose Reader*, Second Edition, by Gilbert H. Muller and Harvey S. Wiener (McGraw-Hill; 384 pages; \$9.95; October, 1981). Forty-two essays averaging two and one half pages in length and arranged by rhetorical mode. Apparatus for each essay includes author biographies, words to watch, building vocabulary, understanding the writer's ideas, exploring the writer's ideas, ideas for writing, and more writing projects.

*Speaking of Words: A Language Reader*, Second Edition, by James MacKillop and Donna Woolfolk Cross (Holt, Rinehart and Winston; 324 pages; \$11.95; January, 1982). A language reader that features articles from popular contemporary sources on a variety of practical linguistic situations.

*Studies in Fiction*, Enlarged Third Edition, by Blaze O. Bonazza, Emil Roy, and Sandra Roy (Harper and Row; 864 pages; \$9.50; December, 1981). A short-story reader that includes 101 selections from American, English, and continental writers. The introduction addresses issues such as plot, characterization, language, and theme. Each story is followed by discussion and writing questions.

*A Writer's Reader*, Third Edition, by Donald Hail and D.L. Emblen (Little, Brown and Company; 544 pages; \$9.95; February, 1982). Alphabetically arranged freshman composition anthology offering 81 selections; 51 of them are expository essays and the rest are a variety of other prose forms—stories, poems, letters, and journal entries. Headnote, study questions, and writing assignments accompany each selection. Contains both a rhetorical and a thematic index.

*Writing in College—And After* by Suzanne S. Webb (Harcourt Brace Jovanovich; 288 pages; \$8.95; January, 1982). Forty essays, half belletristic and half drawn from the world of work. Extensive apparatus helps students identify the similarities and differences in the two kinds of writing.

*Writing With a Thesis: A Rhetoric and Reader*, Third Edition, by David Skwire (Holt, Rinehart and Winston; 288 pages; \$11.95; December, 1981). A revision that continues to emphasize the development and support of a thesis.

#### D. Workbooks

*Grammar and Composition Skills: Generating Sentences and Paragraphs*, Third Edition, by Hulton Willis, James L. Pence, and Roseann Duenas Gonzalez (Holt, Rinehart and Winston; 352 pages; \$11.95; October, 1981). Teaches the basics of English grammar, conventional usage, paragraph development, and the art of composing sentences.

*Harbrace College Workbook, Form 9A* by Sheila Y. Graham (Harcourt Brace Jovanovich; 352 pages; \$7.95; December, 1981). A self-contained workbook following the basic organization and numbering system of the *Harbrace College Handbook*. Exercises are written on the theme of sports. Suitable either as a supplement or an independent text.

*Harbrace College Workbook, Form 9C* by Sheila Y. Graham (Harcourt Brace Jovanovich; 352 pages; \$7.95; December, 1981). Similar to Form 9A in organization and function; differs in degree of emphasis on grammar. Exercises are written on the theme of the world of work.

*The Portable English Workbook* by William Herman (Holt, Rinehart and Winston; 320 pages; \$5.95; January, 1982). A traditional workbook that provides practice in the fundamentals of college writing from basic grammar to the complete composition.

*Practical English Workbook*, Second Edition, by Floyd C. Watkins, William B. Dillingham, and John T. Hiers (Houghton Mifflin; 272 pages; \$7.50; softcover; January, 1982; Instructor's Manual). Exercises with some grammar review designed to be used independently or as a supplement to *Practical English Handbook* or other handbooks.

*Prentice-Hall Workbook for Writers*, Third Edition, by Donald C. Rigg and Melinda G. Kramer (Prentice-Hall; 320 pages; \$8.50; February, 1982). Brief text with many exercises to improve grammar skills. Follows the structure of the *P-H Handbook for Writers*, Eighth Edition, and supplements the Diagnostic Test for Writers by Ron Newman. Can be used alone.

*Short English Workbook*, Second Edition, by Gerald J. Schiffhorst and David E. Fear (Scott, Foresman; 256 pages; \$5.95; December, 1981). Designed for use independently or as supplement to any reference handbook. Provides drill in a practical format, giving special attention to student writers' most common problems. Expanded exercises and new sentence-combining section.

*Stylistic Options: The Sentence and the Paragraph* by Walter Beale, Karen Meyers, and Laurie L. White (Scott, Foresman; 320 pages; \$7.95; December, 1981). Exercises focus on structure and style in the sentence and paragraph; sentence and paragraph combining; sentence and paragraph generation and imitation; and organization and transition. Can supplement any rhetoric.

*Clear Thinking for Composition*, Fourth Edition, by Ray Kytte (Random House, 192 pages; \$5.95; November, 1981). A new edition that stresses how to think clearly in order to write clearly. Discusses reasoning skills and how to use them for logical and persuasive writing.

#### II. Freshman Composition Texts

##### E. Special Texts

*Free Writing and Pre-Writing: Case Exercises for the Writer* by Richard C. Veit (Prentice-Hall; 128 pages; \$4.95; March, 1982). Writing activities book, organized by rhetorical modes that begins with free-writing and leads to longer assignments in case form.

*The Little, Brown Guide to Writing Research Papers* by Michael Meyer (Little, Brown and Company; 240 pages; \$4.95; February, 1982). Comprehensive guide to writing a research paper. Provides step-by-step instructions on selecting a topic, gathering and ordering information, and writing the paper. Deals with content and style as well as mechanics. Offers annotated reference sources, sample notes, bibliographical entries, annotated student paper, walking tour of a typical library. May also be used for upper-division students.

*The Research Paper: Process, Form, and Content*, Fourth Edition, by Audrey J. Roth (Wadsworth Publishing Company; 224 pages; December, 1981). Guide to both the process of writing research papers and correct structure and format. Revised format and a new nonliterary sample research paper.

*A Rhetoric of Argument* by Jeanne Fahnestock and Marie Secor (Random House; 416 pages; \$10.95; December, 1981). A composition text about constructing written arguments and shaping them for a particular audience. Each chapter contains illustrative readings.

*Style in Technical Prose: A Text/Workbook* by Ronald K. Messer (Scott, Foresman; 256 pages; \$7.95; January, 1982). A reference-workbook for technical writing. Focuses on aspects of technical prose with exercises and examples. Useful independently or as a supplement.

*Writing and Logic* by Gerald Levin (Harcourt Brace Jovanovich; 256 pages; \$7.95; February, 1982). Integrates the study of writing and logic, introducing elementary topics in inductive and deductive reasoning and the most important informal fallacies.

*Writing Essays About Literature: A Guide and Style Sheet* by Kelley Griffith, Jr. (Harcourt Brace Jovanovich; 192 pages; \$6.95; January, 1982). Guide to the process of writing an essay about literature, including finding a topic, critical approaches, organization, style, format, and documentation. Many annotated sample essays.

*Writing From Sources* by Brenda Spatt (St. Martin's Press; 350 pages; \$8.95; March, 1982). A guide that stresses how to read for information; how to quote, paraphrase, and summarize; how to work with different, even contradictory, sources; and how to write papers based on wide reading.

*Writing Research Papers: A Guide to the Process* by Stephen Weidenborner and Domenick Caruso (St. Martin's Press; 250 pages; \$4.50; January, 1982). Guide to planning and doing library research, organizing and writing research papers, and documenting sources. Exercises test student's understanding of the process.

### III. Advanced Writing Texts

#### A. Composition and Literature Texts

*American Short Stories*, Fourth Edition, edited by Eugene Current-Garcia and Walton R. Patrick (Scott, Foresman; 736 pages; \$9.95; December, 1981). Updated collection of representative works that shows the growth and development of the short story in America, with selections by highly regarded American authors. Includes introductions and biographical-critical sketches.

*Exploring Literature* by Bernard Drabeck, Helen Ellis, and Hartley Pfeil (Houghton Mifflin; 976 pages; \$11.95; softcover; December, 1981). A collection of stories, poems, and plays organized by literary element (character, conflict, setting, and language). Integrates the analysis of literature with writing about it. Instructor's manual.

*Fiction 100*, Third Edition, by James H. Pickering (Macmillan; 1,088 pages; \$9.95; January, 1982). Comprehensive anthology of short fiction; includes more than one story by certain authors. Glossary of literary terms; short authors' biographies; and instructor's manual.

*An Introduction to Poetry*, Fifth Edition, by X.J. Kennedy (Little, Brown and Company; 512 pages; \$9.95; February, 1982). A text-anthology containing 422 poems, ranging from traditional to contemporary. Follows a traditional approach in discussing the forms of poetry. Deals with both writing a paper about a poem and writing a poem. Offers discussions of poems and questions to stimulate student interest and an anthology of criticism.

*Literature* by James H. Pickering and Jeffrey D. Hoepfer (Macmillan; 1,024 pages; \$16.95; January, 1982). A text-anthology of fiction, poetry, and drama with introductions to each genre. Instructor's manual.

*Literature: The Human Experience*, Third Edition, by Richard Abcarian and Marvin Klotz (St. Martin's Press; 1,300 pages; \$11.95; January, 1982). Introduction to fiction, poetry, and drama arranged in five thematic sections. Alternate table of contents lists works by genre. Appendices on formal aspects of literature, alternative critical approaches, and writing about literature.

*Narrative Techniques* by Janet Burroway (Little, Brown and Company; 448 pages; \$12.95; February, 1982). A guide to beginning fiction writing. Each chapter discusses an element of narrative, provides illustrations and examples, includes two stories for discussion, and concludes with a series of assignments for improving narrative skills.

*Poetry: Sight and Insight* by James W. Kirkland and F. David Sanders (Random House; 448 pages; \$9.95; October, 1981). An anthology of over 400 poems that

treats the elements of poetic technique inductively, i.e., by emphasizing reading the poems themselves with a minimum of technical terms.

*Seven Contemporary Short Novels*, Third Edition, edited by Charles Clerc and Louis H. Leiter (Scott, Foresman; 736 pages; \$9.95; December, 1981). Seven American short novels published during the past 30 years. Adds new selections by Malamud, Atwood, LeGuin, and Kosinski. Novels demonstrate basic literary principles and new developments in the short novel as a literary form.

*Story First: The Writer as Insider* by Kit Reed (Prentice-Hall; 150 pages; \$10.95; April, 1982). A fiction writing text with an informal, personal approach. Class-tested. Has a practical section on the writers workshop.

*Three Genres*, Third Edition, by Stephen Minot (Prentice Hall; 350 pages; February, 1982). Introduces students to all three genres of writing, emphasizing the techniques of writing. Covers the film industry and new writers including women and black writers.

*To Read Poetry* by Donald Hall (Holt, Rinehart and Winston; 350 pages; \$11.95; November, 1981). An anthology of poetry that helps students read and understand a poem by emphasizing the wholeness of each poem and the process of its creation.

*Writing Poems* by Robert Wallace (Little, Brown and Company; 320 pages; \$9.95; March, 1982). Introductory creative writing poetry text that includes an anthology of poems for further study.

*Writing Themes About Literature*, Brief Edition, by Edgar Roberts (Prentice-Hall; 224 pages; \$6.95; January, 1982). Brief version, revised to suit the abilities of current students. Includes an anthology of sample themes and a new chapter on personal response.

#### B. Special Texts

*The Business Writer's Handbook*, Second Edition, by Charles T. Brusaw, Gerald J. Alred, and Walter E. Oliu. (St. Martin's Press; 600 pages; \$9.95; February, 1982). Comprehensive handbook of grammar, style, format, and procedure for students of business writing. Alphabetically arranged; includes topical key to entries, checklist of writing process, and cross-reference index.

*Common Sense in Business Writing* by Richard J. Londo (Macmillan; 416 pages; \$12.95; January, 1981). Practical techniques for effective business writing, covering letters and reports. Instructor's manual.

*Creativity and the Writing Process* by Olivia Bertagnolli and Jeff Rackham (John Wiley & Sons; 250 pages; \$9.95; January, 1982). An anthology of essays dealing with the creative writing process. Classic and contemporary essays offer "new writers" a broad range of ideas and insights on how the writing process works.

*English Grammar* by Martha Kolln (Macmillan; 288 pages; \$14.95; January, 1982). Systematic description of the rules of English grammar, drawing from both current and traditional theories. Exercises, discussion questions, and instructor's manual.



*Form and Style: Theses, Reports, Term Papers*, Sixth Edition, by William G. Campbell, Stephen V. Ballou, and Carole Slade (Houghton Mifflin; 224 pages; \$7.95; spiral binding; December, 1981).

*Guide to Managerial Communication* by Mary Munter (Prentice-Hall; 168 pages; \$5.95; January, 1982). A summary of techniques for business and professional communication that explains "how to do it" and "what to check for." Covers both writing and speaking.

*Handbook of Technical Writing*, Second Edition, by Charles T. Brusaw, Gerald J. Alred, and Walter E. Oliu (St. Martin's Press; 600 pages; \$9.95; February, 1982). Comprehensive handbook of grammar, style, format, and procedure for students of technical writing. Alphabetically arranged; includes topical key to entries, checklist of the writing process, and cross-reference index.

*How to Write for the World of Work*, Second Edition, by Thomas E. Pearsall and Donald H. Cunningham (Holt, Rinehart and Winston; 384 pages; \$12.95; December, 1981). Process-oriented text provides models and instructions for writing correspondence and reports commonly used in the world of work. For courses in professional, occupational, and business writing in departments of English and business.

*Let's Talk Business: Improving Your Communication Skills* by Carl Kell and Paul Corts (Winthrop; 320 pages; \$9.95; February, 1982). Focuses on business communications giving equal coverage to writing and speaking. Integrates communication theory, communication skills, and management principles. Instructor's manual.

*Refining Composition Skills: Rhetoric and Grammar for ESL Students* by Regina Smalley and Mary R. Hank (Macmillan; 228 pages; \$9.95; January, 1982). For intermediate-level ESL; practice in rhetorical strategies, review of grammar structures and verb tenses; handbook for grammar and mechanics. Instructor's manual.

*Strategies for Technical Writing: A Rhetoric With Readings* by Mary M. Lay (Holt, Rinehart and Winston; 352 pages; \$14.95; December, 1981). An applied rhetoric, with readings from the world of work, that introduces technical, business, and English students to professional writing techniques.

*Technical Writing: Principles and Forms*, Second Edition, by Deborah C. Andrews and Margaret D. Blickle (Macmillan; 480 pages; \$13.95; January, 1982). Application of rhetorical principles to professional writing and speaking. Covers visual presentation, audience analysis, and oral reports and meetings. Instructor's manual.

*Tutoring Writing: A Sourcebook for Writing Labs* by Muriel Harris (Scott, Foresman; 352 pages; \$9.95; December, 1981). A collection of essays for writing lab faculty that addresses all the basic concerns of teaching writing in writing labs and learning centers. Mostly original articles written by instructors in writing labs across the country.

*Understanding Movies*, Third Edition, by Louis Giannetti (Prentice-Hall; 512 pages; \$13.95; March, 1982). Comprehensive film-appreciation text revised with new visuals; new chapter on the actor.

*Pocketbook for Professional and Technical Writers* by Earl Bingham (Wadsworth Publishing Company; 300 pages; November, 1981). A brief reference guide for students in technical and professional writing courses. Two-part format. Part I: the technical writing process. Part II: an alphabetically organized handbook including grammar, usage, mechanics, and writing format.

*Working Papers: A Teacher's Observations on Composition* by A.M. Tibbetts (Scott, Foresman; 192 pages; \$9.95; December, 1981). The "working papers" of a long-time teacher of composition and well-known student of language addressed to writing teachers. Essays cover five areas of teaching composition: readability, grammar, stance, organization, and argument.

*Write for Results: How to Write Successful Memos, Letters, Summaries, Abstracts, Proposals, Reports and Articles* by William Andrews and Deborah Andrews (Winthrop; 132 pages; \$6.95; December, 1981). Guide to writing proficiently on the job. Moves from analyzing the problem and audience, through planning, to final writing and editing copy.

*The Writing Laboratory* by Joyce S. Steward and Mary K. Croft (Scott, Foresman; 192 pages; \$9.95; February, 1982). A brief guide for writing lab faculty explaining how to set up and maintain an effective writing lab. Comprehensive bibliography surveys most available lab materials.

*Technical Writing*, Second Edition, by John M. Lannon (Little, Brown and Company; 656 pages; \$12.95; January, 1982). Introductory technical writing text that emphasizes the process of writing: chapters move from purpose and audience to models, and then to assignments. New edition features the use of a second color, an expanded chapter on adapting a report to the audience's needs, expanded coverage of the research report, new chapters on style and on proposal writing.