



## The Brief English Handbook: A Guide to Writing, Thinking, Grammar, and Research, 9th Edition

By Edward A. Dornan; Robert Dees

Longman, 2009. Book Condition: New. Brand New, Unread Copy in Perfect Condition. A+ Customer Service! Summary: I. EFFECTIVE THINKING AND WRITING. 1. Thinking and Writing. 2. Basics of Critical Thinking. 3. Critical Thinking and Reasoning. 4. Effective Studying II. THE COLLEGE ESSAY. 5. Write for a Reader. 6. Begin the Composing Process. 7. Write a Thesis Statement and Develop a Plan. 8. Write a First Draft. 9. Revise the First Draft. 10. Standard Manuscript Form. 11. Instructor and Peer Review. III. PARAGRAPHS. 12. Topic Sentences. 13. Unified Paragraphs. 14. Coherent Paragraphs. 15. Descriptive and Narrative Paragraphs. 16. Expository Paragraphs. 17. Argument Paragraphs. IV. SENTENCE VARIETY, CLARITY, AND DICTION. 18. Emphasize Equal Ideas. 19. Use Parallel Structure for Emphasis. 20. Create Sentence Variety. 21. Rewrite Misplaced Modifiers. 22. Revise for Consistency. 23. Add Omitted Words. 24. Use Appropriate Language. 25. Revise Wordy Sentences. 26. Choose Exact Words. V. SENTENCE ERRORS. 27. Rewrite Sentence Fragments. 28. Revise Run-On Sentences. 29. Examine Subject and Verb Agreement. 30. Examine Pronoun and Antecedent Agreement. 31. Check Pronoun Reference. 32. Use Appropriate Pronoun Case. 33. Select Accurate Verb Forms and Tense. 34. Use Appropriate Mood. 35. Write in the Active Rather Than Passive Voice. 36. Select...



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