

Elements of Language

Fourth Course

HOLT, RINEHART AND WINSTON

CONTENTS IN BRIEF

PART 1

Communications

Introduction: Thinking About Reading and Writing

- 1 Narration/Description: Reflecting on Experiences 2
- 2 Exposition: Exploring Comparisons and Contrasts 16
- 3 Exposition: Examining Causes and Effects 54
- 4 Exposition: Analyzing Problems 90
- 5 Exposition: Analyzing a Short Story 126
- 6 Exposition: Sharing Research Results 166
- 7 Persuasion: Persuading Others 206
- 8 Persuasion: Using Persuasion in Advertising 250

PART 2

Sentences and Paragraphs

- 9 Writing Complete Sentences 340
- 10 Writing Effective Sentences 352
- 11 Understanding Paragraphs and Compositions 370

PART 3

Grammar, Usage, and Mechanics

Grammar

- 12 Parts of Speech Overview 404
- 13 The Parts of a Sentence 436
- 14 The Phrase 466
- 15 The Clause 490
- 16 Agreement 510
- 17 Using Pronouns Correctly 546
- 18 Using Verbs Correctly 572
- 19 Using Modifiers Correctly 612
- 20 A Glossary of Usage 636

Mechanics

- 21 Capitalization 666
- 22 Punctuation: End Marks and Commas 692
- 23 Punctuation: Semicolons and Colons 722
- 24 Punctuation: Italics, Quotation Marks, and Ellipsis Points 738
- 25 Punctuation: Apostrophes, Hyphens, Dashes, Parentheses, Brackets 756
- 26 Spelling 778
- 27 Correcting Common Errors 810

PART 4

Quick Reference Handbook

- ▶ The Dictionary 846
- ▶ Document Design 849
- ▶ The History of English 861
- ▶ The Library/Media Center ... 866
- ▶ Reading and Vocabulary 876
- ▶ Speaking and Listening 881
- ▶ Studying and Test Taking 909
- ▶ Viewing and Representing ... 926
- ▶ Writing 946
- ▶ Grammar at a Glance 960