## WEBSTER'S NEW WIRLD

# STUDENT WRITING HANDBOK

THIRD EDITION

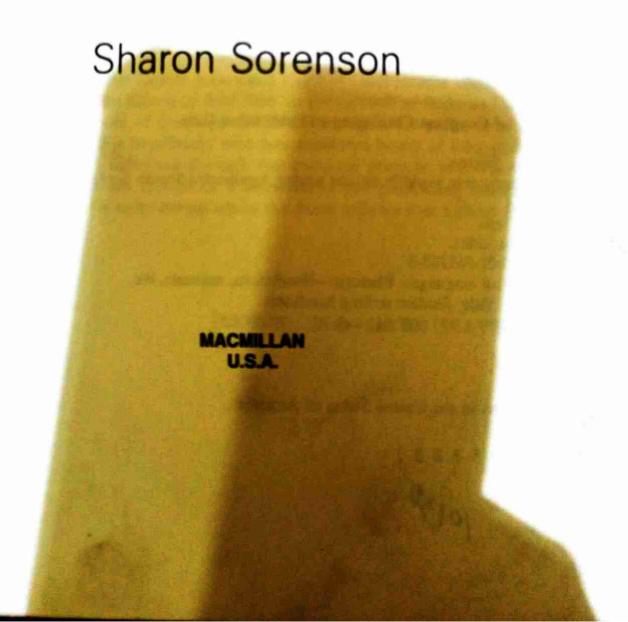
The only complete guide to writing across the curriculum

Boost Your Grades on Any Writing Assignment—
in Every School Subject

Sharon Sorenson

### Webster's New World™

## Student Writing Handbook



#### Third Edition

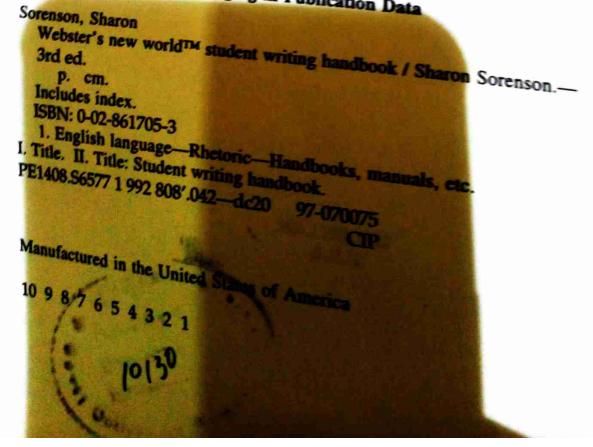
Macmillan General Reference A Simon & Schuster Macmillan Company 1633 Broadway New York, NY 10019

Copyright © 1997, 1992, 1988 by Sharon Sorenson All rights reserved including the right of reproduction in whole or in part in any form

A Webster's New World™ Book

MACMILLAN is a registered trademark of Macmillan, Inc. WEBSTER'S NEW WORLD DICTIONARY is a registered trademark of Simon & Schuster, Inc.

## Library of Congress Cataloging-in-Publication Data



#### **ACKNOWLEDGMENTS**

Customarily, in the front pages of a book, an author lists the people who have helped see the manuscript to completion. In this case, the list is more than customary. The names here are those of truly special people. They offered advice, references, experience, and wisdom. But most of all they offered time—in every case, their most precious commodity. To all, I extend my sincere appreciation, not just for what they did but for who they are: dear, kind professionals who are also my friends, especially Valda Alsop, William Asbury, Rick Barter, Viola Blaser, Robert Edelman, Rosemary Ewing, James Gardner, Dr. Virginia Grabill, Mary Lou Heeger, Dr. Ed Jenkinson, Athalene Klein, Joyce Marlin, Ninalea McIntosh, Jona Monyhan, Rosemarie Norrick-Urash, Marcia Onnybecker, June Purcell, Ralph Rothert, John Russell, Jack Schriber, Sue Schriber, Dr. Ann Stuart, Edmund Sullivan, Virginia Thrasher, Sharon Tuggle, Dr. Laura Weaver, Susan Wolf, Jim Wootton, and many others who answered questions, offered opinions, made suggestions, and otherwise provided moral support.

Others agreed to allow their work to be included as models. A special thanks to those for their cooperation and willingness to help: Hillary Altekruse for her literary analysis, "Alone in a Crowded World: Emily Dickinson and Her Poems"; David Ciepley for his short story, "Spud"; Jo Ann McCulley for her literary analysis, "Chee and Old Man Fat: A Study in Contrast"; Karla Moore for her literary analysis, "Sylvia and the White Heron"; Jack B. Schriber for his poem, "Ode to a Tupperware Container"; Timothy L. Rife for his technical report, "Printed Circuits Versus Wire Wrapping"; Ann Commons Weil for her research paper, "Mother Goose: A Devoted Teacher"; and Jerome Welte for his laboratory report, "The Effects of Acid Rain on the Growth of Bulbous Plants."

Finally, a warm note of gratitude to Linda Bernbach, the editor who suggested the idea for this handbook, who has answered hours of long-distance questions, who has guided me through two previous projects, and whose exemplary professionalism should be a standard in the publishing industry. I hope she's awarded a hefty bonus when this book sells its first million copies!

#### CONTENTS

INTRODUCTION	1
PART 1: A PROCESS FOR WRITING	
PREWRITING	- 5
WRITING	12
REVISING	14
Sample Revisions For Specific Detail 18 For Unity 19	1.9
For Transition 21 For Sentence Variety 23	
For Wordiness 25 For Emphasis 27	
PROOFREADING	29
WRITING WITH A WORD PROCESSOR	31
ART II: TYPES OF WRITING	37
ART II: TYPES OF WRITING	38
Sample and Analysis	41
ANALOGY	43
Sample For English 48 For Social Sciences 49	***
For Science 51 For Business 52 For Vocational	
Education 54 For Mathematics 55	
ANALYSIS [see CAUSE AND EFFECT, DESCRIPTION, LITERARY ANALYSIS,	
and PROCESS ANALYSIS]	56
ANNOUNCEMENT	57
Sample and Analysis	59
ARGUMENT [see PERSUASION]	61
AUTOBIOGRAPHY	62
Sample and Analysis	65
BIOGRAPHY	69
Sample For English 74 For Social Sciences 77	
For Science 78 For Business 80 For Vocational	
Education 83	
BOOK REPORT	85
Sample For English 89 For Social Sciences 93	
For Science 96 For Business 99 For Vocational	
Education 102	
CALISE AND EFFECT	106
Sample For English 111 For Social Sciences 113	
For Science 116 For Business 118 For Vocational	
Education 120 For Mathematics 121	
CHARACTER SKETCH	122
Sample and Analysis	126
Sample and Analysis	129
CLASSIFICATION	
Sample For English 134 For Social Sciences 137	
For Science 139 For Business 142 For Vocational	
Education 144	

ANASSETED AD and Analysis	
Sample and Analysis  Sample and CONTRAST  156 For Social Sciences  159	1.
Total Control of the	14
For Science 162 For Mathematics . 164  Education 162 For Social Sciences 176	130
DEFINITION  Sample For English  162 For Mathematics 164  164  165 For Social Sciences 170  171 For Business 172 For	
DEFINITION Sample For English 168 For Social Sciences 170  171 For Business 172 For	
DEFINITION  Sample For English  168 For Social Sciences	le.
For Science	
Mathematics 173  Mathematics 173  DESCRIPTION 179 For Social Sciences 180 For Sample For English 179 For Business 184 For Vocational	
DESCRIPTION  Sample For English . 179 For Social Sciences 180 For Social Science 180 For Mathematics 187	$17_{4}$
Science 182 For Bushematics 187	
Education	
POLICE IN THE PROPERTY OF THE	1
Sample Axial VSISI	100
Sample and Analysis  Sample and Analysis  DIRECTIONS [see PROCESS ANALYSIS]  DIRECTIONS [see PROCESS ANALYSIS]  DIRECTIONS [see OPINION, PERSUASION, and LETTERS, KINDS: EDITORIAL]	197
DIRECTIONS [see PROCESS ANALYSIS]  EDITORIAL [see OPINION, PERSUASION, and LETTERS, KINDS: EDITORIAL]  EDITORIAL [see Opinion, Persuasion, and Letters, Kinds: Editorial]	193
EDITORIAL [see OPINION, PERSONAL]  ESSAY [see specific kind of essay]  ESSAY [see specific kind of essay]	193
ESSAY [see specific kind of ESSAY]  ESSAY-QUESTION RESPONSES  ESSAY-QUESTION APPLICATION ESSAYS	194
ESSAY-QUESTION RESPONSES  COLLEGE ADMISSIONS APPLICATION ESSAYS  COLLEGE ADMISSIONS APPLICATION ESSAYS	195
COLLEGE ADMISSIONS ATTERIOR  Sample and Analysis  Section 1. Control 1. Contr	30°
Sample and Analysis CONTEST ESSAYS	204
A nail/sis	
APPLICATION ESSATS	
and Analysis	
THAT OLIESTIONS	- 0
Comple and Analysis	2-
FEATURE ARTICLE	211
Sample and Analysis	412
JOURNAL	216
JOURNAL	218
	220
Sample and Analysis	226
LETTERS	246
BUSINESS LETTERS	246
Sample Personal Business Letter 254 Request for	
Information 256 Letter of Complaint 257 Letter to	*
Accompany a Resume 259	
EDITORIAL LETTERS	200
Sample and Analysis	260
COCHE EDITERS	265
	267
	270
	271
FOR AN AUTHOR	271

and Analysis	
Sample and Analysis FOR LITERARY ELEMENTS.	779
FOR LITERARY Sample For an Image 285 For a Character 287	27%
Committee Commit	2.7
\$100 H (200 ) 1100 (1)	
FOR LITERARY WORKS Sample For a Drama 298 For Nonfiction 202	500
Control of the Contro	2764
1-01 W 1-41-0-1	
Story 308	
MEMORANDUM	
Sample and Analysis	351
MINUTES OF A MEETING	713
Sample and Analysis	115
NA BRATION	317
Sample and Analysis	321
A PRINTE A RESTREAM	323
Sample and Analysis	327
NOTES	130
FOR A CLASS	133
LUIK A CLITTON	333
Sample and Analysis	335
FOR A PAPER	338
Willipic unto American Services	- De-
LIPINICIN	340
Talliple und sales	
CHITLINES	349
AS A COMMUNICATION	-
Sample and Analysis	354
FOR A PAPER	355
Sample and Analysis	357
FUR A SILECTI	360
Sallible alia miaryoto	10.00
PADAC RAPHS	363
As an Independent Unit	365
Cample and Analysis	365
ASTARTOLA DOMODRITALER	
Salityle and Alliary Sis	
IN DIALOGUE	2.00
Sample and Analysis	2000
PARAPHRASE	2/70
Sample and Analysis	270
PERSUASION	
Sample For English 387 For Social Sciences 389	. 381
For Science 393 For Business 396 For Vocational	
Education 397	
POETRY	
Samples and Analyses	401
PRECIS	404

	THE PARTY NAMED IN COLUMN TO PERSON.	
	to Taylor monada #10 File Discourse	
a., 5-19	ago and a second a	
	(A) 431	
MARKET REE	to English ETS for Sixtel Sciences #20 For the English Comment #21 For Unitarious	414
Miles and	THE Pupilish KER FOR SAME AND TOWNSHIPS	7.14
	To Emplois to Reviews 425 For Visiational 427	
\$1000	AND THE EXPLORATION AND THE PERSON A	
Sight St.	ON REPORT LAR REPORT TROPPING AL REPORT and	
Milkelle for Mr.	Annual State Control of the Control	
Partit of Car	1.85(4.8)	
BROKEN THE PART	17 MLA Propositionical Craft 448 MLA Endinous	476
Springs	THE ATT AND A COURSE WAS A STATE OF THE PARTY OF THE PART	
3997	858 N. A. F. Frederick Style 454 AFA Style 460	
9/11.2	Numbered Dibbiography Style 464	
There had		166
Sample .	and Analysis	471
BESTER		473
Sample	e and Analysis	477
SCHOOL STATE		200,000
TRAMA		481
Samp	le and Analysis	486
RATHO	- PRESENTE CONTRACTOR	4000
	ile and Analysis	
TELEVE	EN	4000
	ple and Analysis	
SHORT ANS		504
April 100 miles	RESPONSES	504
	ple and Analysis	-
-	pple and Analysis	507 509
	nple and Analysis	
The second secon	ORY	
Sar	mple and Analysis	
SUMMARI	IS [see PARAPHRASE, PRECIS, and SYNOPSIS]	524
	************************	
	mple and Analysis	
	AL REPORT	
	ample and Analysis	
	ample and Analysis	
GL095ARY		
		558
INDEX	******************************	583

