

Bibliography of Writing Textbooks

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WPA offers this third annual annotated bibliography of new writing textbooks in the hope that it will aid WPAs and writing teachers in their review and selection of texts. This year we have added a new category, "Professional Texts," including books that are designed for writing teachers or for use in courses in the teaching of writing. Only texts new this year--1983/1984 copyright dates--have been included. Publishers have provided all information and have selected the category in which each text is listed. Prices and publication dates are tentative, annotations have been edited to maintain objectivity. A directory of participating publishers appears at the end of the bibliography.

Classification Outline

1. Developmental Writing Texts

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

2. Freshman Writing Texts

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

3. Advanced Writing Texts

- A. Readers
- B. Composition and Literature Texts
- C. Business and Technical Writing Texts

4. Professional Texts

Bibliography of Writing Textbooks

1. Developmental Writing Texts

A. Handbooks

The Brief English Handbook, by Dornan and Dawe (Little, Brown; 442 pages; \$9.95; 1984). Concise reference guide and teaching text includes overview of grammar, coverage of sentence clarity and variety, guide to diction and logic; major section on composition.

B. Rhetorics

A Guide to the Whole Writing Process, by Jack Blum, Carolyn Brinkman, Elizabeth Hoffman, and David Peck (Houghton Mifflin; 262 pages; \$14.95; January, 1984). Presents the writing process from first ideas to final editing; emphasizes the recursive nature of writing. Students keep a journal in which they record ideas and experiences and use techniques, strategies, and concepts in the text to develop their ideas into structured papers.

Basic Writing: A Practical Approach, by Lorch (Little, Brown; 304 pages; \$11.95; 1984). Presents the writing process in three stages: generating material, shaping for the reader, revising and editing. Discusses presenting a supported argument to a specific audience. New chapter on revising.

Connections: A Rhetoric/Short Prose Reader, by Daniel J. Brown and William E. Burnette (Houghton Mifflin; 339 pages; \$14.95; December, 1983). Rhetoric reader provides instruction and practice in paragraph and essay writing. Emphasizes invention and thinking skills but gives detailed treatment to rhetorical modes of informing, explaining, and persuading. 34 readings, grouped by mode.

Discover Writing. A Rhetoric/ Workbook for the Beginning Writer, by Chopeta Lyons (Prentice-Hall; 268 pages; \$13.95; January, 1984). Designed to help students discover their own writing processes through a common-sense approach to drafting, revising, editing, and proofreading. Presents each classic pattern and addresses grammar problems common to each.

Effective Writing for the Business World, by Kantorowitz and Ott (Little, Brown; 360 pages; \$12.95; 1984). Emphasizes practice rather than theory of effective communication in the business world. Nine chapters on letter and memo writing. Full-page examples, exercises, checklist of points covered in each chapter.

Evergreen: A Guide to Writing, Second Edition, by Susan Fawcett and Alvin Sandberg (Houghton Mifflin; 414 pages; \$14.95; December, 1983). Patient, step-by-step guide through component skills to writing paragraphs, short essays, and essay examination questions. Extensive unit on grammar and practice to reinforce and build upon each skill presented.

Paragraph Practice, Fifth Edition, by Kathleen E. Sullivan (Macmillan; 196 pages; \$11.95; January, 1984). First half treats topic sentence and paragraph; second half addresses thesis sentence and short composition. New chapters on coherence and continuity, new models on updated topics, expanded rhetorical material.

Read, Reflect, Write: The Elements of Flexible Reading, Fluent Writing, Independent Learning, by Carmen Collins (Prentice-Hall; 159 pages; \$9.95; January, 1984). Brief, practical text attempts to develop metacognitive learning strategies by integrating the teaching of essential reading, analytical thinking, and writing skills. Intends that students will experience the interactive nature of these skills.

Talking with Americans: Conversation and Friendship Strategies for Learners of English, by Sharpe (Little, Brown; 204 pages; \$10.95; 1984). Designed to encourage communicative competence through sociolinguistic activities. Readings on interpersonal relationships; writing exercises include summary writing, list making, and journal writing.

The Writing Plan, by Betts and Howell (Prentice-Hall; 288 pages; \$12.95; January, 1984). A partly self-instructional basic writing program based on Mastery Skills. Provides step-by-step lessons in the process of writing paragraphs, essays in each rhetorical type, and research papers.

C. Readers

Cases for Composition, Second Edition, by Field and Weiss (Little, Brown; 352 pages; \$9.95; 1984). Composition reader presents case approach to teaching writing skills. 53 cases focus on audience, problem-solving, and persuasion. Three new introductory chapters on techniques of case instruction.

Contemporary Perspectives: An Advanced Reader/Rhetoric in English, by Saitz, Dezell, and Steiglitz (Little, Brown; 215 pages; \$10.95; 1984). 28 selections from contemporary books, journals, and newspapers grouped thematically into 7 chapters, each with a dual rhetorical and reading skill focus. Activities similar to those of Freshman Composition, such as work on rhetorical modes.

Developing College Reading, Third Edition, by Lee A. Jacobus (Harcourt Brace Jovanovich; 352 pages; \$13.95; January, 1984). Collection of 36 selections typical of the kinds of reading and levels of difficulty students will encounter in other college courses. Exercises measure recall of information, inferences, and vocabulary development.

Reading Power and Study Skills for College Work, Second Edition, by Carl A. Lefevre and Helen E. Lefevre (Harcourt Brace Jovanovich; 256 pages; \$12.95; December, 1983). A basic text-workbook for improving reading comprehension skills through the study of textbooks and other college-level reading material. Includes selection on study skills, vocabulary, and the use of the library.

Someone Like Me: Images for Writing, Fifth Edition, by Gillespie and Stanley (Little, Brown; 352 pages; \$10.95; 1984). Multi-genre, thematically organized reader which moves from personal and subjective experiential approach to objective evaluation. Authors use essay models to suggest writing techniques. This addition adds Angelou and Orwell, Hemingway and Cather, Rich and Levertov.

D. Workbooks

College Writing Skills, by John Langan (McGraw-Hill; 416 pages; \$13.95; 1984). New workbook based on author's *English Skills*, but instead stresses the writing of expository essays. Uses student and professional models.

Creating Compositions, Fourth Edition, by Harvey Wiener (McGraw-Hill; 560 pages; \$12.95; 1984). Revision of workbook organized to bring together all components involved in writing paragraphs and essays.

Developing Reading Skills, by Deanne K. Milan (Random House; 416 pages; \$12.95; 1983). Aims to improve comprehension and teach analytic, critical reading, with an emphasis on study skills and vocabulary building. Instructor's Manual.

Effective Reading: Improving Reading Rates & Comprehension, by Alton Raygor and Robin Raygor (McGraw-Hill; 320 pages; \$11.95; 1984). Workbook that offers full treatment of reading rates and comprehension, with many reading selections excerpted from college textbooks.

The English Exercise Book, by Nora Eisenberg and Harvey Wiener (Random House; 256 pages; \$13.00; 1983). Offers basic writers help both in sentence skills and in developing and revising essays. Instructor's Manual.

From Paragraph To Essay, by Edwin Ezor and Jill Lewis (McGraw-Hill; 448 pages; \$11.95; 1984). Process-oriented workbook that emphasizes the paragraph in preparation for essay level writing. Principal feature is questioning device used to help students generate paragraphs, then essays.

Reading & Study Skills (Form B), Second Edition, by John Langan (McGraw-Hill; 448 pages; \$12.95; 1984). Workbook consisting of activities, tests, and reading selections to improve reading (rate and comprehension) and study skills. An alternate version of R&SS, 2/e (Form A; 1982); all new activities, reading selections, and tests.

Sentence Skills (Form B), Second Edition, by John Langan (McGraw-Hill; 420 pages; \$12.95; 1984). Alternate version of author's SS, 2/e (Form A; 1983), which focuses on sentence structure and methods of learning to write effective sentences. Many activities and tests (diagnostic and achievement). Identical to Form A with different exercises, examples and tests.

Stimulus: A First Reader/ Workbook in English, by Saitz, Stieglitz, and Goulde (Little, Brown; 210 pages; \$10.95; 1984). Intensive reading, syntax, and vocabulary for beginning level ESL students. 40 brief readings grouped in 10 chapters. Wide variety of language activities.

Vocabulary, Second Edition, by Patricia Dunn-Rankin (McGraw-Hill; 215 pages; \$15.95; 1984). Workbook that emphasizes vocabulary building by offering a variety of methods, such as word recognition drills, the keyword method, and structural analysis. Organized around 130 words often found in college reading material.

2. Freshman Writing Texts

A. Handbooks

A Handbook for Student Writers and Researchers, by Eric Hibbison (PrenticeHall; 384 pages; \$9.95; January, 1984). Brief, paperback handbook written and arranged for inexperienced writers. Instruction in the process of writing and revising for style and in research writing.

Language and Composition: A Handbook and Rhetoric, by Martha Kolln (Macmillan; 512 pages; January, 1984). Handbook of sentence grammar, diction, usage, punctuation, and spelling. Rhetoric covers essay through traditional modes plus research paper and specialized writing situations. Instructor's Manual with tests, workbook, answer key.

New Handbook of Basic Writing Skills, Second Edition, by Cora L. Robey, Alice M. Hedrick and Ethelyn H. Morgan (Harcourt Brace Jovanovich; 400 pages; January, 1984). A simple, easy-to-read handbook of grammar, usage, and composition designed for students needing more preparation for college-level work. Intensive coverage given to fundamental problems. Each page tabbed for quick reference.

Writer's Handbook, by James Flynn and Joseph Glaser (Macmillan; 448 pages; \$14.95; January, 1984). Covers grammar, punctuation, mechanics, and research. Exercises, student writing samples, glossary. Sections on special writing forms and research paper. Instructor's Manual and Study Guide.

B. Rhetorics

A Suitable Design: How to Organize Your Writing, by John Harrington and Michael Wenzl (Macmillan; 225 pages; \$9.95; January, 1984). Offers an inventory of designs that present principles of effective writing organization. Covers business writing and traditional modes. Examples and summary boxes. Instructor's Manual.

Connecting, by Robert DiYanni (Boynton/Cook; 256 pages; \$10.50; September, 1984). Treats writing as the making of connections or relationships in a variety of ways. Also emphasizes how to read and to write about literature.

The Essay Connection, by Lynn Z. Bloom (D.C. Heath; 491 pages; \$9.95; September, 1983). Reader with rhetorical apparatus. Includes student essays with professional models. Begins with personal writing, then the rhetorical modes, and ends with section on revising using drafts and facsimile manuscripts.

The Five-Hundred Word Theme, Fourth Edition, by Martin and Kroiter (Prentice-Hall; 384 pages; \$12.95; February, 1984). Offers practical methods for writing short papers that are unified, coherent, and adequately developed. Also covers the research paper and includes a handbook section on mechanics and style.

Guidelines: Composing and Responding to Essays, by Rod Keating (Macmillan; 300 pages; \$13.95; January, 1984). Organized around "guidelines" to composing process—short statements about what to do and when to do it. "Practical Advice" section, responding to and giving criticism, student examples. Illustrated. Instructor's Manual.

The Random House Handbook, Fourth Edition, by Frederick Crews (Random House; 528 pages; \$14.95; January, 1984). Handbook and rhetoric offering substantial coverage of grammar and usage as well as providing students with concrete guidance in writing the whole essay and research paper. Instructor's Manual.

Rhetoric Made Plain, Fourth Edition, by Anthony C. Winkler and Jo Ray McCuen (Harcourt Brace Jovanovich; 448 pages; February, 1984). Easy-to-read guide to the basics of English composition. Each chapter is based on a question students should ask themselves at each stage of the composition process. Includes handbook.

Strategic Writing, by Lynn Z. Bloom (Random House; 418 pages; \$14.95; 1983). Illustrates the composing process with step-by-step analysis, using student and professional writing as models. Students are asked to apply these steps to exposition, argument, and the research paper. Instructor's Manual.

Understanding Writing, by James Kinneavy, David Jones, and John Scally (Random House; 416 pages; \$11.95; 1983). A comprehensive, practical rhetoric that emphasizes the thinking skills students need to write well; includes many work-related exercises and models. Instructor's Manual. *The Writer's Rhetoric and Handbook*, Second Edition, by Elizabeth McMahan and Susan Day (McGraw-Hill; 516 pages; \$13.50; 1984). Revision of rhetoric and handbook; reorganized and expanded with more emphasis on the writing process.

The Writing Commitment, Third Edition, by Michael E. Adelstein and Jean G. Pival (Harcourt Brace Jovanovich; 565 pages; January, 1984). Emphasizes the writing process, presenting prewriting strategies at the beginning of each major section and providing graphic examples of actual revisions at the end of each section.

Writing Practice: A Rhetoric of the Writing Process, by Ben McClelland (Longman Inc.; 304 pages; \$10.95; January, 1984). Text based on current

research in rhetoric presents a practice-oriented approach to the writing process. Includes examples of student writing and developmentally organized exercises.

Writing With a Purpose, by James McCrimmon, Eighth Edition, by Joseph Trimmer and Nancy Sommers (Houghton Mifflin; Long Edition with handbook, 768 pages, hardcover, \$16.95; Short Edition, without handbook 624 pages, softcover, \$15.95; December, 1983). Comprehensive rhetoric distinguished by consistent emphasis on the writer's "purpose." Wholly new presentation of the writing process with thorough treatment of planning, drafting, and revising. Instructor's manual.

C. Readers

The Borzoi College Reader, Fifth Edition, by Charles Muscatine and Marlene Griffith (Alfred A Knopf; 756 pages; \$13.95) January, 1984). Thematically organized reader for composition that emphasizes critical thinking and effective writing and reading across the curriculum. Instructor's Manual.

The Compact Reader, by Jane E. Aaron (Bedford Books of St. Martin's Press; 384 pages; \$6.95; February, 1984). Rhetorically arranged reader with 26 essays, full editorial apparatus. Each section introduction explains one method of development, illustrates the use of the method in writing essays, analyzes two professionally-written paragraphs. Instructor's Manual,

The Contemporary Essay, by Donald Hall (Bedford Books of St. Martin's Press; 512 pages; \$11.95; February, 1984). Selections by 34 major living American writers of nonfiction prose. Arranged chronologically from Malcolm Cowley to Annie Dillard. Apparatus includes general introduction, headnotes, questions, assignments, rhetorical index. Instructor's Manual.

Decker's Patterns of Exposition, Ninth Edition, by Decker (Little, Brown; 300 pages; \$9.95; 1984). Each of the 11 sections illustrates a different rhetorical technique. New section, "Reasoning by Use of Argument"; new selections by wellknown authors.

Fields of Writing: Readings Across the Disciplines, by Nancy Comley, David Hamilton, Carl Klaus, Robert Scholes, and Nancy Sommers (St. Martin's Press; 700 pages; \$11.95; February, 1984). Cross-curricular reader offering 92 selections drawn equally from arts and humanities, social sciences and public affairs, natural sciences and technologies. Organized in four categories: reporting, explaining, arguing, reflecting. Instructor's Manual.

Harbrace College Reader, Sixth Edition, by Mark Schorer, Everett Jones, Philip Durham, and Mark Johnston (Harcourt Brace Jovanovich; 526 pages; \$11.95; January, 1984). 73 selections designed to instruct and to stimulate deeper thinking and better writing. Organization blends three approaches: rhetorical, thematic, and chronological. Biographical headnotes.

Literature for Composition, by Barnet, Berman, and Burto (Little, Brown; 832 pages; \$13.95; 1984). Anthology designed to introduce students to literature and to develop their skills as writers. Offers framework for development of analytical skills; thematic arrangement; advice on generating topics.

The Living Language: A Reader, by Linda A. Morris, Hans Ostrom, and Linda P. Young (Harcourt Brace Jovanovich; 424 pages; \$11.95; January, 1984). Collection of 49 essays, arranged under eight headings, illustrates the thesis that our perception of the nature of the world depends on the ways we use and perceive language.

Models for Clear Writing, by Donald, et. al. (Prentice-Hall; 400 pages; \$10.95; February, 1984). Student and professional essays illustrate each rhetorical pattern and the structure of expository prose. Provides overview of the writing process in each pattern. Questions on technique and content; sections on reading/writing and vocabulary.

The Norton Reader, Sixth Edition, by Arthur Eastman, Caesar Blake, Hubert English, Jr., Joan Hartman, Alan Howes, Robert Lenaghan, Leo McNamara, and James Rosier. (Norton; 1300 pages; \$12.95; January, 1984). Emphasizes depth and breadth of selection; 218 selections, 65 of them new to this edition.

Prose Models, Sixth Edition, by Gerald Levin (Harcourt Brace Jovanovich; 554 pages; \$9.95; October, 1983). An introduction to the rhetoric and logic of the essay through the analysis of 109 prose models of all lengths. Selections move from single paragraphs to complete essays.

Reading and Writing Short Essays, Second Edition, by Morton A. Miller (Random House; 448 pages; \$10.95; 1983). Rhetorical reader of contemporary and classic short essays now places greater emphasis on argument, and division and classification. Instructor's Manual,

Rhetorical Considerations, Fourth Edition, by Brent and Lutz (Little, Brown; 572 pages; \$10.95; 1984). 81 brief selections, thematically arranged, on traditional and contemporary concerns. Apparatus emphasizes writing as a process: chapter introductions, "Rhetorical Considerations," and "Rhetorical Analysis."

Student Writers at Work: The Bedford Prizes, by Nancy Sommers and Donald McQuade (Bedford Books of St. Martin's Press; 320 pages; \$6.95; February, 1984). 31 winners from the publisher's 1982 nationwide freshman essay contest. Headnotes, questions on revision for each essay; supporting chapters on drafts of winning essays, peer edition, and professional editing. Instructor's Manual.

Subject and Structure: An Anthology for Writers, Eighth Edition, by Wasson (Little, Brown; 544 pages; \$11.95; 1984). Reader organized by both topic and rhetorical mode; 18 of 66 selections are new. Classic and contemporary essays; 8 stories, 6 poems. Discusses rhetorical techniques; provides discussion questions and writing suggestions.

The Harvest Reader, by William A. Heffernan (Harcourt Brace Jovanovich; 592 pages; \$10.95; January 1984). Rhetorical reader with 74 contemporary model essays. Progresses from a focus on the speaker to a focus on the subject to a focus on the audience.

Thinking in Writing, Second Edition, by Donald McQuade and Robert Atwan (Alfred A. Knopf; 544 pages; \$10.95; 1983). Variety of essays and full apparatus; new edition offers greater attention to invention and interdisciplinary topics. Instructor's Manual.

Writing: Readings and Advice, by Enno Klammer (Harcourt Brace Jovanovich; 336 pages; February, 1984). Collection of 58 essays combined with extensive rhetorical materials. Illustrates through precept and example how to write essays using the traditional modes of development.

D. Workbooks

Harbrace College Workbook, Form 9B, by Shiela Y. Graham (Harcourt Brace Jovanovich; 337 pages; January, 1984). Following the basic organization and numbering system of the *Harbrace College Handbook*, 9th Edition, this new workbook combines self-contained exercises and explanations with a functional approach to grammar, punctuation, mechanics, and writing,

Language and Composition: A Workbook, by Martha Kolln (Macmillan; 256 pages; February, 1984). Treats sentence grammar, punctuation, usage, diction, the paragraph, and the essay. Supplements *Language and Composition* handbook (see listing) and similar texts. Answer Key.

Nets Workbook of Basic Writing Skills, Second Edition, by Cora Robey, Alice Hedrick, Ethelyn Morgan, Sarah Krebs, and Helen Maloney (Harcourt Brace Jovanovich; 304 pages; January, 1984). Parallel in organization and coverage to the *New Handbook of Basic Writing Skills*, 2/e, this text contains extensive supplementary exercises to reinforce the material in each of the handbook's 29 chapters.

Practice for a Purpose: Writing Activities for Classroom, Lab, and Self-Study, by Muriel Harris (Houghton Mifflin; 448 pages; \$8.95; December, 1983). Practice exercises in planning, drafting, revising, using argument; writing essay exam, literary paper, research paper, and business writing. Writing topics; student and professional examples. Use independently or to supplement *Writing With a Purpose*, 8/c.

The Random House Workbook, Fourth Edition, by Ann Jessie Van Sant (Random House; 256 pages; \$8.95; February, 1984). A supplement to *The Random House Handbook*, this workbook begins with an extensive review of sentence structure and concludes with writing and revising the paragraph.

E. Special Texts

Composition and Literature. A Rhetoric for Critical Writing, by Grassi and DeBlois (Prentice-Hall; 326 pages; \$10.95; January, 1984). Presents the composition of a critical essay from invention through organizing, developing and revising, Introduces the basic literary elements in fiction, drama, and poetry.

Contact: A Textbook in Applied Communications, Fourth Edition, by Howard and Tracz (Prentice-Hall; 320 pages; \$13.95; January 1984). Intends to develop an awareness of and aptitude in the basic oral and written communication skills necessary for career success.

Crafting Cumulative Sentences, by William Strong (Random House; 128 pages; \$4.95; December, 1983). Varied exercises--32 sets in all--include both signalled and open practice in sentence combining. Exercises lead students to writing the cumulative sentence.

Film as Composition, by William Costanzo (Boynton/Cook; 208 pages; \$9.75; September 1984). A writing text that draws throughout on the relationship between composing through film images and techniques and composing through language; includes many film-making activities as well as writing activities.

Mastering Basic Vocabulary, by William Strong (Random House; 128 pages; \$4.95; December 1983). Teaching basic vocabulary in context, this text offers 260 sentence combining exercises. Pays attention to commonly confused words such as "your" and "you're," "its" and "it's," and "loose" and "lose."

One to One: Resources for Conference-Centered Writing, Second Edition, by Dawe and Dornan (Little, Brown; 368 pages; \$11.95; 1984). Resource and guide for self-paced, conference-centered writing instruction. Emphasizes the composing process; revision includes 20% more writing assignments and expanded "Index for Writers."

Practicing Sentence Options, by William Strong (Random House; 128 pages; \$4.95; December 1983). Provides a brief structural introduction to sentence combining, avoiding grammatical terms. Students move from structured to unstructured exercises designed to develop confidence and skill.

Read, Reason, Write, by Dorothy U. Seyler (Random House; 416 pages; \$11.95; September, 1983). Beginning with strategies for reading accurately and identifying the writer's attitude, the text moves on to argument, logic and research. Concludes with 23 essays for critical analysis. Instructor's Manual.

Sentence Combining: A Composing Book, Second Edition, by William Strong (Random House; 205 pages; \$7.95; 1983). Text for all levels of composition shows students how to make stylistic and rhetorical choices while reducing grammatical errors. Revised exercises.

The Harbrace Guide to the Library and the Research Paper, Fourth Edition by Donald Sears (Harcourt Brace Jovanovich; 154 pages; \$6.95; January, 1984). A self-teaching, step-by-step guide, in workbook format, to the preparation of the research paper. Two student research papers reproduced and annotated. Provides examples of 1984 MLA style, 1977 MLA style, and 1983 APA style.

Understanding Language, by Doris T. Myers (Boynton/Cook; 208 pages; \$10.50; January, 1984). A text that can be used as a basis for teaching introduction to language through writing, or as a basis for teaching composition through introduction to **language**.

Writing Research Papers: A Norton Guide, by Melissa Walker (Norton; 224 pages; \$5.95; January, 1984). Guide to the process, with full treatment of 1984 MLA and 1983 APA styles as well as the scientific number system. Annotated bibliography of reference sources.

3. Advanced Writing Texts

A. Readers

Modern American Prose: A Reader for Writers, by John Clifford and Robert DiYanni (Random House; 448 pages; \$11.95; 1983). Collection brings together four to six essays by several modern prose writers, including Joan Didion, E. B. White, Lillian Hellman, Richard Baldwin, and John McPhee.

B. Composition and Literature Texts

Literature: The Human Experience, Revised Shorter Edition, by Richard Abcarian and Marvin Klotz (St. Martin's Press; 900 pages; \$13.95; December, 1983). Thematically arranged anthology of 25 stories, 246 poems, 5 plays. Apparatus includes section introductions, questions and writing topics, several appendixes (including a discussion of writing about literature), Instructor's Manual,

C. Business and Technical Writing Texts

Effective Business Writing, by Lawrence J. Starzyk and John R. Jewell (Macmillan; 320 pages; \$21.95; January, 1984). Covers basics of grammar, style, rhetoric as applied to all business forms. Examples, exercises, reference grammar appendix. Instructor's Manual.

Practical Business Communications, by Robert Nixon (Harcourt Brace Jovanovich; 576 pages; February, 1984). Introduction to the principles and practical applications of business communications. Includes a chapter outlining strategies for a successful job-search campaign. Many annotated letter and memo samples illustrate each concept.

Reporting Technical Information, Fifth Edition, by Kenneth Houp and Thomas E. Pearsall (Macmillan; 544 pages; \$19.95; January, 1984). Process-oriented text with examples from professional world. Reference grammar handbook, exercises, appendixes on research. New chapter on "Getting Started," updated chapters on "Proposals" and "Empirical Research Reports." Instructor's Manual.

Style and Readability in Technical Writing, by James DeGeorge, Gary A. Olson and Richard E. Ray (Random House; 192 pages; \$7.95; November, 1983). Brief supplement with many exercises applies techniques of sentence combining to the revision of technical writing for greater clarity, readability, and economy. Instructor's Manual.

Technical Writing: Situations and Strategies, by Michael H. Markel (St. Martin's Press; 600 pages; \$18.95; February, 1984). Covers all topics usually treated in technical writing courses. Emphasizes writing situation, sequential process of technical writing. Real-world examples--many annotated--and exercises throughout. Writer's Checklist concludes each chapter. Instructor's Manual.

Write to the Point: Effective Communication in the Work Place, by Michael Goodman (Prentice-Hall; 372 pages; \$13.95; January, 1984). Applies the process of writing to the work place, emphasizing strategies and their impact instead of external format. Considers brainstorming techniques, word choice, audience analysis, grammar, sentence and paragraph construction, illustrations and organization.

Writing and Speaking in Business, by Michael Spitzer, Michael Gamble and Teri Kwal Gamble (Random House; 448 pages; \$15.95; November, 1983). This text aims to develop skill and confidence in business communication. Students are asked to begin by setting specific goals and addressing common fears in writing and speaking. Instructor's Manual.

Writing That Works: How to Write Effectively on the Job, Second Edition, by Walter E. Oliu, Charles T. Brusaw, and Gerald J. Aired (St. Martin's Press; 450 pages; \$14.95; February, 1984). Introduction to writing for business, industry, the professions. Follows process sequence--planning, drafting, revising--in an occupational context. Examples, exercises, assignments throughout; comprehensive handbook section. Instructor's Manual.

4. Professional Texts for Writing Teachers

Courses for Change in Writing: A Selection from the NEH/Iowa Institute, by Carl H. Klaus and Nancy Jones, editor (Boynton/Cook; 228 pages; \$9.50; March, 1984). Presents twenty writing courses that incorporate contemporary theories of language and learning in their assignment sequences. Includes programs and activities for staff development. (Net \$7.60 to teachers).

Learning to Write/Writing to Learn, by Nancy Lester and Gordon Pradl (Boynton/Cook; 160 pages; \$8.50; October, 1983). Based on the CBS-TV Sunrise

Semester program of the same title, the book draws on the authors' experience with in-service writing across the curriculum programs in both high schools and colleges. (Net \$6.80 to teachers).

Reclaiming the Imagination: Philosophical Perspectives for Writers and Teachers of Writing, by Ann E. Berthoff (Boynton/Cook; 304 pages; \$11.50; January, 1984). Essays and passages from notebooks, letters, talks and books by philosophers, psychologists, scientists, and artists concerned with the processes by which our experience of the world is given form and meaning. (Net \$9.20 to teachers).

Revision: The Rhythm of Meaning, by Marian M. Mohr (Boynton/Cook; 192 pages; \$9.50; March, 1984). Provides hundreds of student comments and dozens of examples of professional and student work to answer the question: "What are the characteristics of a writing classroom where change is expected and where writers experiment with revision?" (Net \$7.60 to teachers).

Rhetoric and Composition: A Sourcebook for Teachers and Writers, New Edition by Richard L. Graves, editor (Boynton/Cook; 384 pages; \$11.50; February, 1984). Drastic revision reflecting recent research into theory and practice in teaching writing. Contains many major journal articles of the last six years. (Net \$9.20 to teachers).

Rhetorical Traditions and the Teaching of Writing, by C. H. Knoblauch and Lil Brannon (Boynton/Cook; 192 pages; \$9.75; January, 1984). Argues the case that modern rhetorical theory and the pedagogy knowledgeably based on it offer a richer basis for writing instruction than that based on the view of mind, language, and world underlying classical rhetorical theory. (Net \$7.80 to teachers).

Writing Talks: Views on Teaching Writing from Across the Professions, by Muffy E. A. Siegal and Toby Olson, editors (Boynton/Cook; 176 pages; \$8.25; October, 1983). Thirteen essay/talks by people from various disciplines and professions outside the university, all of whom work with inexperienced writers, about revision, the individual conference, the place of grammar, the idea of audience. (Net \$6.60 to teachers).

Directory of Participating Publishers

Alfred A. Knopf, Inc.
201 East 50th Street
New York, NY 10022
(212)751-2600

Longman, Inc.
1560 Broadway
New York, NY 10036
(212)819-5300

Bedford Books of St. Martin's Press
165 Marlborough Street
Boston, MA 02116
(617)266-0755

Macmillan Publishing Company
866 Third Avenue
New York, NY 10022
(212)935-6750

Boynston/Cook Publishers
Box 860
Upper Montclair, NY 07042
(201)783-3310

McGraw-Hill Book Company
1221 Avenue of the Americas
New York, NY 10020
(212)997-2596

D. C. Heath and Company
125 Spring Street
Lexington, MA 02173
(617)862-6650

W. W. Norton & Company, Inc.
500 Fifth Avenue
New York, NY 10110
(800)223-2584

Harcourt Brace Jovanovich, Inc.
1250 Sixth Avenue
San Diego, CA 92101
(714)231-6616

Prentice-Hall, Inc.
Englewood Cliffs, NJ 07632
(201)592-2228

Houghton Mifflin Company
One Beacon Street
Boston, MA 02108
(617)725-5000

Random House, Inc.
201 East 50th St.
New York, NY 10022
(212)751-2600

Little, Brown and Company
34 Beacon Street
Boston, MA 02106
(617)227-0730

St. Martin's Press
175 Fifth Avenue
New York, NY 10010
(212)674-5151