

Bibliography of Writing Textbooks (Spring 1985)

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Once again *WPA* offers this guide to new writing textbooks. The bibliography is cumulative; texts are included in the year of publication. This year's list includes texts published during the 1984-85 academic year. Publishers have provided all information and have selected the category in which each text is listed; although textbooks, like writing programs, are hard to classify, each text is listed only once. Annotations have been edited to maintain objectivity. Prices and publication dates are tentative. 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
- E. Special Texts

2. Freshman Writing Texts

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

3. Advanced Writing Texts

- A. Rhetorics
- B. Readers
- C. Composition and Literature Texts
- D. Business and Technical Writing Texts
- E. Special Texts

4. Professional Texts

Bibliography of Writing Textbooks

1. Developmental Writing Texts

A. Handbooks

Helpbook for Student Writers, by Sally Sullivan (Random House; 272 pages; \$12.95; December 1984). Uses inductive approach to help students correct usage, punctuation, and diction errors. Includes at least two free-writing assignments per section and three chapters on improving style.

B. Rhetorics

The Basic Writer's Book, Second Edition, by Anne Agee and Gary Kline (Prentice-Hall; 448 pages; \$14.95; January 1985). Presents basic sentence and paragraph strategies in rhetorical context, stressing the composing process rather than identification of elements. Includes a special study of verbs.

Beginning College Writing, by Charles Guilford (Little, Brown; 300 pages; \$12.95; December 1984). Concise process-oriented rhetoric that takes students through a series of sequenced stages. Grammatical and mechanical errors are analyzed in the writing process. Coverage of writing/thinking relationships.

Composition Five: Skills for Writing, Second Edition, by J. Kenneth Sieben and Lillian Small Anthony (Scott, Foresman; 464 pages; \$14.95; November 1984). Revised text presents five skills in each chapter—reading, writing, grammar, mechanics, and spelling/vocabulary—through the reading and analysis of essays from popular magazines. Reading levels: grades six through twelve.

The Random House Writing Course for ESL Students, by Amy Tucker and Jacqueline Costello (Random House; 452 pages; \$13.95; December 1984). Designed to prepare ESL students for freshman composition. Uses a process approach to rhetorical strategies, reading skills, and grammar.

A Writer's Plan, by Suzanne S. Webb and William E. Tanner (Harcourt Brace Jovanovich; 256 pages; 1985). Structured composition text emphasizing writing instruction rather than mechanical corrections. Common organizational format through all eight chapters includes instruction and practice in reading and writing.

Writing: Basics and Beyond, by Robert G. Bander (Scott, Foresman; 320 pages; \$12.95; November 1984). Four-part writing text uses a skills-building approach to grammar, sentence writing, and paragraph construction. Concept-and-practice format provides controlled and free-writing practice.

Writing Voyage: An Integrated, Process Approach to Basic Composition, by Thomas E. Tyner (Wadsworth; 380 pages; \$12.95 net; January 1985). Five unit structure moves students through stages of writing using progressive assignments with four-part structure in each unit, including "Beginnings," "Revisions," "Final Corrections" and summary section with readings.

Writing Your Way, by Peter Stillman (Boynton/Cook; 176 pages; \$8.25; March 1984). 26 short chapters emphasizing self-initiated writing rather than skills, drills, steps or stages.

C. Readers

Bridges, by Donna Gorrell (Little, Brown; 300 pages; \$10.95; December 1984). Each model exhibits an easily observable structure and is at an appropriate reading level. Patterning and copying exercises form a "bridge" between readings and writing assignments.

Bridging the Gap: College Reading, Second Edition, by Brenda D. Smith (Scott, Foresman; 352 pages; \$13.95; November 1984). Reading and study skills presented through actual textbook selections arranged according to three levels of readability. New chapters on study skills and reading flexibility. Readings at grade levels seven to fourteen.

Patterns and Themes: A Basic English Reader, by Glenn C. Rogers and Judy R. Rogers (Wadsworth; 240 pages; \$10.50 net; January 1985). Brief, readable selections organized around nine basic theme topics to reinforce simple writing patterns. Examples range from short stories to popular journalism to student essays.

Patterns Plus: A Short Prose Reader with Argumentation, by Mary Lou Conlin (Houghton Mifflin; 412 pages; December 1984). A rhetorically organized reader. Covers traditional rhetorical modes including argumentation and persuasion. Contains professional and student paragraph and short essay selections. Low reading level.

A Reader's Handbook, by Rose Wassman and Anne Paye (Scott, Foresman; 416 pages; \$13.95; January 1985). Mastery approach emphasizes continual reinforcement and integration of specific reading skills. Selections drawn from magazines, newspapers, textbooks, and literature are graded in complexity. Grade levels eight through eleven.

Reflections: A Thematic Reader, by William H. Barnwell and Julie Price (Houghton Mifflin; 512 pages; December 1984). Thematic reader offering 33 selections with questions, vocabulary, writing assignments. Writing Notes on such topics as rhetorical modes, audience, writing summaries. Appendixes cover using the library, grammar and mechanics.

D. Workbooks

All In One: Basic Writing Skills Workbook and Reader, Second Edition, by Marie-Louise Matthew and Laraine Ferguson (Prentice-Hall; 448 pages; \$15.95; March 1985). Comprehensive approach to basic writing skills includes reading selections with exercises and vocabulary instruction; coverage of sentence structure, grammar, and mechanics; new material on paragraph and essay writing.

Basic Grammar and Usage, Alternate Second Edition, by Penelope Choy and James R. McCormick (Harcourt Brace Jovanovich; 256 pages; 1985). An in-depth grammar text for remedial or developmental courses. Emphasizes basic problems in grammar usage, such as subject-verb agreement, pronoun usage, fragments, run-on sentences, and incorrect punctuation of clauses.

Building Sentences, by Benita Mackie and Shirley Rompf (Prentice-Hall; 342 pages; \$14.95; January 1985). A workbook designed to train students to write clear and correct simple, compound, and complex sentences. Emphasizes sentence construction, not analysis.

The Complete Sentence Workout Book, by Carolyn H. Fitzpatrick and Marybeth B. Ruscica (D.C. Heath; 336 pages; \$14.95; January 1985). Covers basic sentence elements before moving to more complex writing tasks. Each chapter contains objectives, grammar rules, and practical application with sentence exercises and paragraphs for proofreading.

Contexts: Writing and Reading, by Jeanette Harris and Ann Moseley (Houghton Mifflin; 400 pages; January 1985). Emphasizes integration of writing and reading, including paragraph and sentence writing. Exercises throughout. Reading/writing assignments include essays and apparatus. Appendix covers capitalization, spelling, vocabulary. Workbook.

English Skills, Third Edition, by John Langan (McGraw-Hill; 448 pages; \$15.95; November 1984). Combined composition and grammar text with new chapter on study skills. Increased emphasis on clear thinking as the key to clear writing. Balance between personal experience and objective writing.

Programed Spelling Demons, Second Edition, by George W. Feinstein (Prentice-Hall; 240 pages; \$13.95; December 1984). Workbook for overcoming common spelling problems uses a phonics approach and stresses drill over theory to make basic spelling largely automatic. Programed format allows for individualized study.

Shaping Sentences: Grammar and Context, by Stephen K. Tollefson (Harcourt Brace Jovanovich; 256 pages; 1985). A guidebook on grammar, usage, and sentence construction for beginning writers. Explains rules and reasons for them, showing how failure to follow rules can weaken a sentence's effectiveness. Exercises comprise about 30% of the book.

Signals: A Grammar and Guide for Writers, by Evelyn Farbman (Houghton Mifflin; 397 pages; January 1985). A grammar and writing workbook. Covers descriptive grammar, error analysis and correction, and writing process. Emphasizes student writing as basis for studying grammar and usage.

Stepping Stones: Skills for Basic Writers, by Nora Eisenberg and Harvey S. Wiener (Random House; 256 pages; \$13.95; December 1984). Guides students from writing sentences to drafting and revising short essays. Extensive exercises, especially on verb forms and tenses. Answer Key and Diagnostic Tests.

The Techniques of Writing, Fourth Edition, by Paul Kinsella (Harcourt Brace Jovanovich; 479 pages; 1985). A text-workbook covering grammar, organization, usage, and style. Fourth edition includes new discussions, revised content, new material, glossary of grammatical terms, 10 sets of exercises on the parts of speech.

E. Special Texts

Thinking Critically, by John Chaffee (Houghton Mifflin; 400 pages; February 1985). Engages students in examining and developing how they think critically. Covers problem-solving, perceiving, conceptualizing, composing, constructing arguments. Exercises involve reading, writing, speaking, and listening.

2. Freshman Writing Textbooks

A. Handbooks

The Borzoi Handbook for Writers, by Frederick Crews and Sandra Schor (Alfred A. Knopf; 584 pages; \$11.95; December 1984). Focuses on common problems students have in writing clear, correct prose. Features flexible organization, accessible approach to punctuation, and presentation of writing the research paper. Instructor's Manual and Diagnostic Test Package.

Concise English Handbook, by James W. Kirkland and Collett B. Dilworth (D.C. Heath; 400 pages; \$10.95; December 1985). Rhetorically based handbook includes strategies for composing, revising, and editing. Reader-centered approach to paragraph development. Covers writing about literature, essay tests, business letters, the research paper. Annotated Teacher's Edition and Student Workbook.

Handbook of Current English, Seventh Edition, by Jim W. Corder and John J. Ruszkiewicz (Scott, Foresman; 640 pages; \$12.95; November 1984). Presents grammar, mechanics, and rhetoric from a contemporary theo-

retical base. Composition program includes workbook, two test packages, portfolio of teaching ideas, and handbook for essay examinations.

The McGraw-Hill College Handbook, by Richard Marius and Harvey S. Wiener (McGraw-Hill; 600 pages; \$8.95; December 1984). Process-oriented handbook with options in prewriting, organizing essays, developing theses, and drafting. Covers both old and new MLA notation systems.

New English Handbook, Second Edition, by Hans P. Guth (Wadsworth; 608 pages; \$10.50 net; January 1985). Covers essentials in an easy-to-use format; encourages effective writing rather than focusing on errors and provides a reference tool in step with modern usage.

Prentice-Hall Handbook for Writers, Ninth Edition, by Glenn Leggett, C. David Mead, and Melinda Kramer (Prentice-Hall; 576 pages; \$12.95; January 1985). Student and professional examples; mostly new exercises. Presents writing as a decision-oriented process and problem-solving strategies for satisfying audience needs while accomplishing writer's goals. Research treated across the curriculum; new MLA style.

Rules for Writers: A Brief Handbook, by Diana Hacker (Bedford Books of St. Martin's Press; 464 pages; \$11.95; January 1985). A compact guide to the conventions of grammar and usage and to the writing process. Hand-edited sentences illustrate revision. Answers to some exercises included. Instructor's Manual.

The Writer's Companion, by William Roberts (Little, Brown; 250 pages; \$9.95; December 1984). Short reference handbook. Alphabetical organization of persistent writing problems facilitates reference. Includes new MLA documentation guidelines.

Writing the Research Paper: A Handbook, Second Edition, by Anthony C. Winkler and Jo Ray McCuen (Harcourt Brace Jovanovich; 304 pages; 1985). A complete student handbook for research paper writing.

B. Rhetorics

College Writing Skills...with Readings, by John Langan (McGraw-Hill; 448 pages; \$16.95; October 1984). Rhetoric-reader emphasizing essential components of the traditional five paragraph essay and the principles of unity, support, coherence, and sentence skills.

The Common Sense: What to Write, How to Write It, and Why, by Marie Ponsot and Rosemary Deen (Boynton/Cook; 192 pages; \$9.50; March 1985). Concrete directions for four sequential ways into exposition and analysis. Based closely on the rationale presented in the authors' *Beat Not the Poor Desk*.

Composition: The Creative Response, by Vincent Ryan Ruggiero (Wadsworth; 480 pages; \$13.75 net; March 1985). Comprehensive rhetoric/handbook emphasizes a link between creativity and critical thinking in writing. Organized to reflect the writing process including coverage of prewriting, drafting, and revising.

Connections: Writing, Reading, and Thinking, by Robert DiYanni (Boynton/Cook; 320 pages; \$11.75; January 1985). Treats writing as the making of connections or relationships in a variety of ways; also emphasizes reading and writing about literature.

The Elements of Composition, by Joseph A. Alvarez (Harcourt Brace Jovanovich; 240 pages; 1985). Comprehensive rhetoric appropriate to students in all regular, not remedial, composition classes. Covers all aspects of the writing process. 200 examples from works of published writers.

Informative Writing, by Eugene R. Hammond (McGraw-Hill; 416 pages; \$12.95; December 1984). Takes practical approach of having students find the facts, draw inferences from those facts, and decide on a thesis which incorporates those inferences. Contains eleven student papers.

The Informed Writer: Using Sources in the Disciplines, Second Edition, by Charles Bazerman (Houghton Mifflin; 576 pages; December 1984). Emphasizes using one's reading intelligently in one's writing. Thorough treatment of the research paper. New five-chapter unit on writing in the disciplines. Over 40 full-length essays or excerpts.

The Practice of Writing, Second Edition, by Robert Scholes and Nancy R. Comley (St. Martin's Press; 350 pages; \$13.95; January 1985). Emphasizes learning by doing; discussion of forms of writing is brief, with space devoted instead to writing practice—63 exercises and assignments, all preceded by readings. Instructor's Manual.

Problem-Solving Strategies for Writing, Second Edition, by Linda Flower (Harcourt Brace Jovanovich; 224 pages; 1985). Process-oriented writing text suitable for any composition course. Applies a problem-solving approach to writing, breaking the process into component parts.

Process and Thought in Composition with Handbook, Third Edition, by Frank D'Angelo (Little, Brown; 560 pages; \$15.95; February 1985). Presents principles common to thinking and writing and emphasizes the process of putting thoughts into written form. New material on audience, sentence structure, word choice; revised research paper chapter; APA and new MLA styles.

Rhetorical Models for Effective Writing, by J. Karl Nicholas and James R. Nicholl (Little, Brown; 464 pages; \$12.95; January 1985). Treats writing skills and reading effectiveness through range of models. Features new essay on rhetoric and writing process. One-third of selections are new.

The St. Martin's Guide to Writing, by Rise B. Axelrod and Charles R. Cooper (St. Martin's Press; 700 pages; \$17.95; January 1985). Includes a comprehensive rhetoric, full-length readings, complete handbook. Nine writing guides lead students through the composing process, from invention to drafting to peer critiquing and revising. Instructor's Manual.

A Short Course in Writing, Third Edition, by Kenneth Bruffee (Little, Brown; 270 pages; \$12.95; January 1985). Designed to be used in a collaborative learning setting. Provides a sequence of argumentative-explanatory essay exercises focused on improving organization and coherence.

Telling Writing, Fourth Edition, by Ken Macrorie (Boynton/Cook; 312 pages; \$11.75; June 1985). The approach and format haven't been changed, but much of the author's commentary has been rephrased.

Twenty Questions for the Writer: A Rhetoric with Readings, Fourth Edition, by Jacqueline Berke (Harcourt Brace Jovanovich; 592 pages; 1985). Reader, rhetoric, and handbook. Includes principles of paragraph construction, revision and editing. Covers diction, sentence combining as well as grammar, punctuation, mechanics.

Writer to Writer, by Arthur W. Biddle (McGraw-Hill; 256 pages; \$11.95; October 1984). Process-oriented approach that emphasizes product-centered writing. Includes prewriting, drafting, and rewriting; writing assignments are sequenced in that order within each chapter.

The Writer's Choices, by Leonora Woodman, with Thomas P. Adler (Scott, Foresman; 512 pages; \$15.95; December 1984). Peer editing incorporated into every chapter plus a peer editing workshop in Part 3. Exercises, models, and revision work drawn from students' material. Includes "Handbook for Revising and Editing."

Writing for Colleges: A Practical Approach, by Robert E. Yarber (Scott, Foresman; 368 pages; \$12.95; November 1984). Process-oriented rhetoric covers expository modes, persuasion, research papers, essay examinations, business letters and resumes. Handbook of grammar, usage, and mechanics. Includes student examples and frequent checklists.

Writing for Many Roles, by Mimi Schwartz (Boynton/Cook; 240 pages; \$9.75; November 1984). A writing across the curriculum text that emphasizes roles appropriate to any course or field of study: journal writing, letter writing, essay writing, rewriting, newswriting, poetry, technical writing, and research writing.

Writing From Start to Finish: A Rhetoric With Readings, by Jeffrey L. Duncan (Harcourt Brace Jovanovich; 592 pages; 1985). Integrates process essays and finished pieces to show the relationship between a writer's conscious process and a writer's actual product. Discusses prewriting, writing, rewriting, and editing.

Writing: Strategies for All Disciplines, by Barbara Fassler Walvoord (Prentice-Hall; 480 pages; \$14.95; March 1985). Offers practical strategies for effective writing and illustrates their application in writing for various disciplines. Covers the writing process, modes for thinking and organizing, research and research writing.

Writing to Be Read, Third Edition, by Ken Macrorie (Boynton/Cook; 304 pages; \$11.75; August 1984). New to this edition are new student writing, a section on reading one's writing aloud, and a chapter on interviewing.

Writing Well, by Donald Hall (Little, Brown; 450 pages; \$12.95; February 1985). Presents the basics of writing through examples and quotations with a practical approach. Moving "The Whole Essay," to Part I accommodates new philosophy of teaching essay first. Expanded coverage of argument and revised research chapter.

Writing With a Voice: A Rhetoric/Handbook, by Diana Hacker and Betty Renshaw (Little, Brown; 432 pages; \$12.95; February 1985). Formerly *A Practical Guide for Writers*; illustrates writing principles with more than 30 student essays, many with multiple drafts. Revised handbook section treats grammar and usage; section on dialect interference.

C. Readers

The Bedford Reader, Second Edition, edited by X. J. Kennedy and Dorothy M. Kennedy (Bedford Books of St. Martin's Press; 594 pages; \$11.95; October 1984). 49 essays (26 new to this edition) in ten rhetorical sections. Each section features a "Postscript on Process" by a professional writer describing how he or she wrote the essay included. Instructor's Manual.

Contemporary College Reader, Third Edition, by Joyce S. Steward (Scott, Foresman; 512 pages; \$10.95; October 1984). 53 contemporary readings from a variety of disciplines; includes writing assignments. Three essays on one topic to illustrate that there is more than one way to argue or persuade.

The Contemporary Reader from Little, Brown, by Gary Goshgarian (Little, Brown; 500 pages; \$11.95; February 1984). A thematically organized anthology of essays representing a diversity of style and strategies by prominent American writers.

Eight Modern Essayists, Fourth Edition, by William Smart (St. Martin's Press; 350 pages; \$11.95; January 1985). Presents the work of Virginia Woolf, George Orwell, E. B. White, Lewis Thomas, James Baldwin, Edward Hoagland, Joan Didion, and Alice Walker. Each is represented by four to six essays. Instructor's Manual.

Elements of Argument: A Text and Reader, by Annette T. Rottenberg (Bedford Books of St. Martin's Press; 474 pages; \$13.95; January 1985). Presents fundamental concepts of argument through an adaptation of the Toulmin Model, illustrated with both good and bad examples. 71 readings; appendix on writing an argumentative paper. Instructor's Manual.

Invention and Design: A Rhetorical Reader, Fourth Edition, by Forrest D. Burt and E. Cleve Want (Random House; 416 pages; \$10.95; December 1984). Fifty-six essays; text emphasizes inventing ideas and designing effective prose. Revised and new exercises and applications after each essay. Instructor's Manual.

The McGraw-Hill Introduction to Literature, by Gilbert H. Muller and John A. Williams (McGraw-Hill; 800 pages; \$15.95; November 1984). Introduces theme and technique for individual chapters, biographical and critical information for each author, key genres, and exercises for all sections.

The McGraw-Hill Reader, Second Edition, by Gilbert H. Muller (McGraw-Hill; 572 pages; \$13.95; December 1984). 120 thematically arranged essays including contemporary, early 20th century, and classical writers. Alternate rhetorical table of contents. Two new sections on education and business.

Patterns in Action, by Robert A. Schwegler (Little, Brown; 460 pages; \$10.95; February 1985). A rhetorically organized reader that presents rhetorical patterns as active techniques for effective writing. Each chapter covers one pattern and contains four to six essays varying in length, aim, and strategy.

A Reader for College Writers, Second Edition, by Ralph E. Loewe (Prentice-Hall; 368 pages; \$12.95; January 1985). Rhetorically organized with a thematic table of contents. Progresses from simple to more complex models in each chapter. Expanded treatment of reading and writing processes; new chapter on argumentation/persuasion.

Reading in the Arts and Sciences, by Elaine Maimon, Gerald L. Belcher, Gail W. Hearn, Barbara F. Nodine, and Finbarr W. O'Connor (Little, Brown; 550 pages; \$11.95; January 1984). Cross-disciplinary anthology offering strategies for reading and writing in the academic disciplines. Emphasizes developing skills in assessment of audience and purpose.

The Riverside Reader, Volume 1, Second Edition, by Joseph Trimmer and Maxine Hairston (Houghton Mifflin; 600 pages; December 1984). Rhetorically organized collection of 51 essays, 19 new to this edition. Includes introduction and guidelines for reading, alternate thematic table of contents, headnotes, study questions, and writing topics.

Short Model Essays: Patterns and Subjects for Writing, by Ann Taylor (Little, Brown; 340 pages; \$9.95; 1984). Collection of carefully organized, simply

structured student and professional essays, short enough to be read closely in one class period.

Subject and Strategy, Third Edition, by Paul Eschholz and Alfred Rosa (St. Martin's Press; 600 pages; \$10.95; February 1985). Rhetorically arranged collection of 64 essays; stresses relationship between reading and writing. Each of ten rhetorical sections includes introduction, apparatus, and a student essay accompanied by an interview with the writer.

Themes and Variations: A College Reader, by W. Ross Winterowd and Charlotte Preston (Harcourt Brace Jovanovich; 448 pages; 1985). Wide-ranging anthology of 56 essays and 18 poems. Broad assortment of writers and writing styles from the elevated formal style of Emerson to the serviceable prose of Eric Hoffer.

What Makes Writing Good, by William E. Coles, Jr. and James Vopat (D. C. Heath; 360 pages; \$11.95; November 1984). 48 student essays chosen by prominent writing teachers who comment on each selection. Study questions follow each assignment; each chapter builds sequentially on the others.

A Writer's Reader, by Donald Hall (Little, Brown; 530 pages; \$11.95; January 1985). A companion to *Writing Well*, this anthology includes selections chosen for brevity, quality, and wide variety of tone. Alphabetical arrangement.

The Writer's Roles: Readings with Rhetoric, by Elizabeth Penfield and Nancy Wicker (Scott, Foresman; 528 pages; \$11.95; November 1984). Process-oriented reader with step-by-step writing instruction. Readings from many disciplines emphasize different writer's roles; writing assignments suggest audience and purpose.

Writing and Reading Across the Curriculum, Second Edition, by Lawrence Behrens and Leonard Rosen (Little, Brown; 610 pages; \$12.95; February 1985). A thematically organized cross-curricular anthology that emphasizes synthesis, analysis, and critique. New chapter devoted to a casebook study of Orwell's *Animal Farm*.

D. Workbooks

The Borzoi Practice Book for Student Writers, by Michael Hennessey (Alfred A. Knopf; 225 pages; \$8.95; January 1985). Exercises for practice in writing, revising, and editing. Exercises in grammar and usage emphasize typical student problems in shaping clear prose.

Prentice-Hall Workbook for Writers, Fourth Edition, by Melinda G. Kramer, John W. Presley, and Donald C. Rigg (Prentice-Hall; 352 pages; March 1985). Workbook for students in regular and developmental writing

courses; treats both functions and applications of grammatical, sentence, and composition elements. New exercises on theme of immigrants' contributions to America.

Shaping College Writing, Fourth Edition, by Joseph D. Gallo and Henry W. Rink (Harcourt Brace Jovanovich; 166 pages; 1985). A text-workbook for the inexperienced writer. Covers elements of effective paragraph construction—topic sentence, unity, support, coherence, organization—and acceptable essays. Presents six methods of paragraph development.

Workbook of Current English, Third Edition, by William E. Mahaney (Scott, Foresman; 352 pages; \$8.95; November 1984). Companion to *Handbook of Current English, 7th ed.*, or for independent use. Increased emphasis on student writing and sentence combining. Includes end-of-chapter review exercises.

Writing Step by Step: Easy Strategies for Writing and Revising, by Robert de Beaugrande (Harcourt Brace Jovanovich; 356 pages; 1985). Workbook for basic writing and freshman composition. Emphasizes self-reliance and critical judgment in relation to writing skills. Covers problem areas in grammar, usage, spelling, and punctuation for beginning writers.

E. Special Texts

Double Exposure: Composing Through Writing and Film, by William Costanzo (Boynton/Cook; 272 pages; \$10.50; November 1984). A writing text that draws on the relationship between composing through film techniques and composing through language; includes many film- and TV-making activities as well as writing activities.

The Power to Persuade, by Sally DeWitt-Spurgin (Prentice-Hall; 352 pages; \$13.95; January 1985). Covers reasoning and writing in constructing arguments and finding evidence to support them. Attends as much to writer-reader relationship and emotional appeals as to logical appeals. 45 readings; new MLA style.

Understanding Language, by Doris Myers (Boynton/Cook; 240 pages; \$10.50; June 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.

What Did You Say?, Third Edition, by Arthur E. Koch and Stanley B. Felber (Prentice-Hall; 384 pages; \$15.95; January 1985). Treats effective communication through practical skills for writing, speaking, reading, and listening. New material on writing, listening, and job interviews; new Handbook section.

3. Advanced Writing Texts

A. Rhetorics

Composing Choices for Writers by Barbey N. Dougherty (McGraw-Hill; 350 pages; \$12.95; January 1985). Addresses the need to organize ideas clearly and to map that organization for readers. Features prewriting, argument, and choosing a writing process.

Enter the Dialogue: A Dramatic Approach to Critical Thinking and Writing, by Vincent Ryan Ruggiero (Wadsworth; 171 pages; \$7.25 net; November 1984). Presents critical thinking in the context of composition through the use of dialogue. Each chapter contains a "Writing Tip," annotated essays, and a set of dialogues. Includes mini-handbook, glossary.

Readable Writing: Revising for Style, by H. Wendell Smith (Wadsworth; 307 pages; \$10.50 net; November 1984). Offers systematic techniques for improving style through revision. Breaks the elements of good writing into eight qualities: substance, order, economy, emphasis, variety, clarity, consistency, and appearance and custom.

A Writer's Companion, by Richard Marius (Alfred A. Knopf; 256 pages; \$8.95; December 1984). Brief guide to writing the essay emphasizes style and process; topics range from developing ideas to polishing prose. Extensive treatment of argument and figurative language.

B. Readers

Readings in Argument, by Jeanne Fahnestock and Marie Secor (Random House; \$11.95; Summer 1985). Composed entirely of arguments; substantial introductory sections. Illustrates basic types and techniques of argument (including definition, causal argument, proposal, and refutation) in different subject areas.

C. Composition and Literature Texts

Literature for Composition, by Sylvan Barnet, William Burto, and Morton Berman (Little, Brown; 832 pages; \$15.95; January 1984). A thematically arranged anthology of essays, fiction, poetry, and drama that approaches composition skills through analysis of literature.

D. Business and Technical Writing Texts

Basic Technical Writing, Fifth Edition, by Herman Weisman (Merrill; 600 pages; \$21.95; February 1985). Presents fundamental techniques of writing about science and technology plus background for understanding the process of technical communications. Appendix offers examples of technical writing.

Business Communications, by Raymond Dumont and John Lannon (Little, Brown; 700 pages; \$25.95; December 1984). Extensive attention to the writing process. Includes outlining, readability, summarizing, and persuasion. Information technology-related topics integrated throughout.

Business Writing: Process and Forms, by Richard P. Batteiger (Wadsworth; 496 pages; \$21.75 net; February 1985). Features chapters on persuasion, editing, and resume writing with a series of examples and exercises. Four appendices offer resources and references.

Cases for Technical and Professional Writing, by Barbara Couture and Jone Goldstein (Little, Brown; 448 pages; \$11.95; December 1984). Collection of 31 original cases describing on-the-job writing assignments. Each case provides information necessary for students to write documents typically faced by entry-level employees.

Fundamentals of Technical Writing, by Patricia A. Robinson (Houghton Mifflin; 320 pages; January 1985). Nine inductively developed chapters present realistic situations requiring students to plan or evaluate job-related writing. Emphasizes both process and traditional products. Handbook, Appendix, and separate Instructor's Manual included.

Models for Technical Writing, by Philip C. Kolin and Janeen L. Kolin (St. Martin's Press; 500 pages; \$13.95; February 1985). A collection of more than 65 model reports, memos, letters, proposals, feasibility studies, and other documents written for business, industry, and government. Chapters on audience analysis, techniques, and types of technical writing.

Professional and Technical Writing Strategies, by Judith VanAlstyne (Prentice-Hall; 384 pages; \$16.95; March 1985). Covers professional and technical writing strategies including prewriting considerations, correspondence, typical reports, manual preparation steps, research and documentation techniques, and oral communication skills.

Strategies for Technical Communication, by Nancy Roundy and David Mair (Little, Brown; 480 pages; \$21.95; December 1984). Focuses on the writing process. Each chapter structured around the steps necessary to produce the relevant document. Emphasizes method and decision-making in writing.

Style and Readability in Business Writing, by Gary A. Olson, James DeGeorge, and Richard E. Ray (Random House; 228 pages; \$8.95; September 1984). Brief text uses sentence combining techniques to improve clarity, economy, style, and readability of business writing. Exercises in each chapter. Instructor's Manual.

Technical Writing, by John Lannon (Little, Brown; 640 pages; \$19.95; December 1984). New edition emphasizes the writing process and persuasion, greater attention to working-world models, new paragraph chapter.

Technical Writing: Purpose, Process, and Form, by Thomas L. Warren (Wadsworth; 358 pages; \$13.00 net; January 1985). Features include strong emphasis on analysis, collection and organization of data; exercises to prepare for writing in careers; appendices; handbook of grammar, mechanics, and sentence style.

Working Writing, by Greg Larkin (Merrill; 480 pages; \$19.95; March 1985). Basic text for technical or business writing. Designed to help students not only learn about writing and technical formats, but also learn to write in business situations.

E. Special Texts

Language: Introductory Readings, Fourth Edition, by Virginia P. Clark, Paul A. Eschholz, and Alfred F. Rosa (St. Martin's Press; 736 pages; \$13.95; February 1985). 40 readings, more than half new to this edition, represent a balance between classic theoretical statements and research reports and important recent articles. Reflects current emphases in language study.

News Reporting and Writing, Second Edition, by The Missouri Group: Brian S. Brooks, George Kennedy, Daryl R. Moen, and Don Ranly (St. Martin's Press; 575 pages; \$18.95; January 1985). Covers basic journalistic skills, basic stories, elements and techniques of good writing, specialized reporting, rights and responsibilities of journalists. New chapter on using electronic data bases. Instructor's Manual, Workbook.

Style: Ten Lessons in Clarity and Grace, Second Edition, by Joseph M. Williams (Scott, Foresman; 272 pages; \$9.95; November 1984). Systematic presentation of style for mature writers that offers specific ways to revise unclear writing into clear, readable, prose. Exercises drawn from many disciplines.

4. Professional Texts

The Computer in Composition Instruction, ed. by William Wresch (NCTE, No. 08156R; 250 pages; \$14.25; 1984). Treats development and use of state-of-the-art composition programs (many now available). Four sections: prewriting approaches, editing and grammar programs, word processing research and applications, and programs for the writing process.

A Guide to Writing Programs: Writing Centers, Peer Tutoring Programs, and Writing-Across-the-Curriculum, by Tori Haring-Smith, with Nathaniel Hawkins, Elizabeth Morrison, Lise Stern, and Robin Tatu (Scott, Foresman; 480 pages; \$14.95; November 1984). Formatted descriptions of the writing programs at more than 250 colleges, universities, and community colleges nationwide. Essays discuss the theory, development, organization, and present state of writing programs.

Reducing Writing Apprehension, by Michael W. Smith (ERIC/RCS and NCTE, No. 39671R; 40 pages; \$5.75; 1984). Presents a series of sample lessons that teachers can use to help students who fear writing. Designed for middle school through high school students, apprehensive or not.

Training Tutors for Writing Conferences, by Thomas J. Reigstad and Donald A. McAndrew (ERIC/RCS and NCTE, No. 55065R; 43 pages; \$5.50; 1984). Offers a procedure for training tutors to respond skillfully to another writer's work; applicable to tutors in a writing lab or students in a classroom.

A Writer Teaches Writing, Second Edition, by Donald M. Murray (Houghton Mifflin; 288 pages; November 1984). Totally rewritten. Introduces response theory of teaching; methods of conference and workshop teaching; activities and assignments; solutions to writing and teaching problems; bibliography for writing teachers.

Writing About Literature, by Elizabeth Kahn, Carolyn Calhoun Walter, and Larry R. Johannessen (ERIC/RCS and NCTE, No. 58773R; 54 pages; \$6.00; 1984). Premised on the belief that students must learn to interpret, analyze, and explain in order to compete in the world; writing about literature develops skills of analysis and persuasion together.

Writing Centers: Theory and Administration, ed. by Gary A. Olson (NCTE, No. 58781R; 248 pages; \$15.50; 1984). Once regarded as campus anomalies and confined to remedial education, writing centers and laboratories have grown in number, functions, and respectability. Collection of nineteen essays addresses a range of topics.

Writing Exercises from "Exercise Exchange" Volume II, ed. by Charles R. Duke (NCTE, No. 59087R; 335 pages; \$13.00; 1984). New edition includes more than seventy-five new practical and classroom-tested suggestions from the pages of *Exercise Exchange* over the past seven years.

Writing On Line: Using Computers in the Teaching of Writing, by James L. Collins and Elizabeth Sommers (Boynton/Cook; 176 pages; \$9.75; March 1984). A gathering of closely related chapters by fourteen author-teachers who believe that the heart of the matter is to teach composing, not computing.

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