
Annual Bibliography of Writing Textbooks

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This year's listing of textbooks includes new texts or new editions of previously published texts having a 1995 copyright date. Books published by companies that did not send annotations do not appear. All texts should be available by March 1995. The annotations were provided by the publishers; some have been edited for brevity and/or objectivity.

I. Developmental and ESL Writing Texts

I. A. Rhetorics

- Brandon, Lee, and Kelly Brandon. *Sentences and Paragraphs*. D.C. Heath. Teaches the basics of writing at the sentence and paragraph levels. Integrates reading and critical thinking skills throughout.
- Butler, Eugenia, Patricia J. McAlexander, Mary Ann Hickman, and Lalla Overby. *Correct Writing*, 6th ed. D.C. Heath. Approaches sentence-level grammar punctuation, mechanics, and diction with new exercises and test items.
- Carino, Peter. *Basic Writing: Process and Purpose*, 2nd ed. HarperCollins. Process-oriented, writing text stressing audience and purpose. Starts with essays then moves to paragraphs and sentences. Brief coverage of the rhetorical patterns, multicultural student-written essays, and large grammar unit.
- Dean, Kitty Chen. *Essentials of the Essay: Writing, Reading, and Grammar*. Allyn & Bacon. This text/workbook, designed for student interaction, teaches the writing of short essays through analytical reading, controlled writing, and model essays. Integrates reading, writing, and grammar.
- Eggers, Philip. *Process and Practice with Multicultural Readings*. HarperCollins. Alternate edition with thematically organized multicultural readings in the back of the book. This spiral-bound, paragraph-to-essay level text covers the writing process, rhetorical modes, and grammar issues.
- Fitzpatrick, Carolyn H., and Marybeth B. Ruscica. *The Complete Paragraph Workout Book*, 2nd ed. D.C. Heath. Integrates reading strategies, guidance through the writing process, and a review of grammar and punctuation for help writing at the paragraph and multi-paragraph level.
- Fitzpatrick, Carolyn H., and Marybeth B. Ruscica. *The Complete Sentence Workout Book*, 3rd ed. D.C. Heath. Helps students master the basic English grammar and punctuation at the sentence, paragraph, and essay level.

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- Meiser, Mary. *Good Writing!* Allyn & Bacon. This interactive rhetoric/reader/handbook offers instruction in the writing process and the connection between reading and writing. Includes numerous examples of student and professional work plus individual and collaborative writing activities.
- Montoya, Candace Glass, and Joan Mariner Roxberg. *Thinking and Writing Persuasively: A Basic Guide*. Allyn & Bacon. This rhetoric/reader is a developmental text that focuses on persuasive writing. Grammar is presented as part of the reviewing process, and the text facilitates use of the portfolio method.
- Platt, Geoffrey. *A Writer's Journey*, 2nd ed. D.C. Heath. A complete, process-oriented rhetoric for developmental writing students.
- Rich, Susanna L. *The Flexible Writer: A Basic Guide*, 2nd ed. Allyn & Bacon. A text for those who believe that writing is a process and that students should revise often, preferably in complete essays, in order to improve as writers.

I. B. Readers

- Adams, W. Royce. *Viewpoints: Readings Worth Thinking and Writing About*. D.C. Heath. Teaches the skills necessary for reading and writing, reinforcing them with accessible, thought-provoking essays, graded in difficulty.
- Brandon, Lee. *Celebrating Diversity: A Multicultural Reader*. D.C. Heath. Class-tested pedagogy for the paragraph-to-essay level writer and a collection of readings are brought together in this unique reader for writers.
- Brandon, Lee. *Paragraphs and Essays with Multicultural Readings*. D.C. Heath. Offers students an overview of the writing process; allows instructors to design their own teaching approach.
- Penfield, Elizabeth, and Theodora Hill. *Quick Takes: Short Model Essays for Basic Composition*. HarperCollins. Rhetorically organized reader features paragraphs and essays that illustrate patterns of organization. Apparatus includes introductions to each rhetorical pattern, "Pointers" for writing, and vocabulary words. Essays reflect ethnic and gender diversity.
- Popken, Randall L., Alice A. Newsome, and M. Lanell Gonzales. *Departures: A Reader for Developing Writers*. Allyn & Bacon. Drawn exclusively from popular media, the readings on contemporary subjects were chosen for their ability to interest students. Writing projects encourage students to respond to the readings.
- Seyler, Dorothy U. *Patterns of Reflection: A Reader*, 2nd ed. Allyn & Bacon. Organized both by rhetorical strategies and thematic cores. This reader allows students to move from personal to more complex topics. Includes 81 selections, including 4 annotated student essays, short stories, poems, and art.

Smith, Maggy, and Douglas Meyers. *Springboard for College Writers*. HarperCollins. Cross-curricular reader leads student through the reading and writing processes and applies these processes to readings from 10 liberal arts disciplines. Readings are organized by expressive, informative, and persuasive essays.

I. C. Workbooks

- Emery, Donald W., John M. Kierzek, and Peter Lindblom. *English Fundamentals*, 10th ed., *Form B*. Allyn & Bacon. With nearly 60 years of proven classroom instruction, Emery continues to use step-by-step instructions in teaching the basics of sentence structure and grammar.
- Gorrell, Donna. *The Little, Brown Workbook*, 6th ed. HarperCollins. Perforated-page workbook covers the writing process and documented papers, as well as grammar concepts. Exercises include sentence patterning, combining, and controlled composition; many are connected discourse on cross-curricular topics.
- Taylor, Margaret W. *The Basic English Handbook*. HarperCollins. Worktext begins with paragraph and essay writing, then offers a detailed overview of grammar and usage. Organized in steps from basic principles to more sophisticated concepts.
- Wellington, Patricia C. *Shaping Up Your English*. Allyn & Bacon. This approach to teaching paragraph and sentence skills addresses student frustration, short attention spans, and early failures in writing with short chapters, visual lessons, and numerous novel exercises.
- Williams, Virginia, and Carl David Blake. *Explorations 2: From Paragraph to Essay*. HarperCollins. A sequel to *Explorations*, this 8 1/2 by 11 worktext provides process-oriented paragraph and essay writing practice and a thorough grammar review. Examples and exercises center on the theme of discovery and exploration.

I. D. Special Texts

- Brown, James I., and Vivian V. Fishco. *Efficient Reading*, 7th ed. D.C. Heath. Promotes reading speed and comprehension.
- Brown, James I., and Vivian V. Fishco. *Reading Power*, 5th ed. D.C. Heath. Strengthens reading speed, comprehension, and vocabulary.
- Fitzpatrick, Carolyn H., and Marybeth B. Ruscica. *Reading Pathways*, 2nd ed. D.C. Heath. Encourages students to become independent and active readers. Details the reading process, stressing application of strategies to students'

own college textbooks.

- Fitzpatrick, Carolyn H., and Marybeth B. Ruscica. *Reading Thresholds*. D.C. Heath. Aimed at basic readers taking their first course in college reading.
- Johnson, Ben E. *The Reading Edge: Thirteen Ways to Build Reading Comprehension*, 2nd ed. D.C. Heath. Designed to develop reading comprehension skills; unique in emphasizing skills needed for standardized tests.
- McWhorter, Kathleen. *College Reading and Study Skills*, 6th ed. HarperCollins. Reading/study skills text, emphasizing metacognition, helps students recognize organizational structures and thought patterns. Covers reading skills (approx. 9-12th grade level), critical thinking, note-taking, test-taking, and writing papers.
- Nist, Sherrie L., and Michele L. Simpson. *Developing Vocabulary Concepts for College Thinking*. D.C. Heath. Teaches developmental students vocabulary acquisition in the context of reading.
- Nist, Sherrie L., and William Diehl. *Developing Textbook Thinking: Strategies for Success in College*, 3rd ed. D.C. Heath. Presents learning and study strategies for reading textbooks.
- Smith, Brenda. *Breaking Through: College Reading*, 4th ed. HarperCollins. Reading skills worktext (approx. 6-12th grade level) features readings, taken from actual college textbooks, at three reading levels in each chapter. New "Connect" articles and new chapter on study strategies.
- Smith, R. Kent. *Building Vocabulary for College*, 3rd ed. D.C. Heath. Provides strategies for learning words and activities for mastering them. The words, including word elements and academic terms, were chosen from a number of college sources.

II. Freshman Writing Texts

II. A. Handbooks

- Aaron, Jane E. *The Compact Little, Brown Handbook*, 2nd ed. HarperCollins. 230-page handbook with new comb-binding and tabbed dividers presents the writing process, writing arguments, grammar, mechanics, punctuation, research, MLA, APA, and footnote-style documentation, writing about literature, and integrated ESL coverage.
- Corbett, Edward, and Sheryl Finkle. *The Little English Handbook*, 7th ed. HarperCollins. Pocket-sized handbook concentrates on the 50 most common writing problems. This edition includes a new MLA paper and a glossary of terms with ESL-related entries highlighted.
- Diyanni, Robert, and Pat C. Hoy. *The Scribner Handbook for Writers*. Allyn & Bacon. Expands the role of traditional handbook to include information

on the connections between thinking, reading and writing as well as the writing process. Includes many student examples, including 12 sample papers.

- Fowler, H. Ramsey, and Jane E. Aaron. *The Little, Brown Handbook*, 6th ed. HarperCollins. Comprehensive handbook covers the writing process, grammar, research writing, documentation, and writing in the disciplines. This edition includes more on critical thinking, argument, writing about literature, and integrated ESL material.
- Hacker, Diana. *A Pocket Style Manual. With A Pocket Guide to Writing in History*, by Mary Lynn Rampola. Bedford Books of St. Martin's Press. Pocket-sized guide to writing comes with a supplement tailoring it to the needs of history courses. Covers grammar, punctuation, and conventions of history writing and offers footnote models.
- Hacker, Diana. *A Writer's Reference*, 3rd ed. Bedford Books of St. Martin's Press. Flip open format. Revised to serve as a reference for more kinds of writers. New features include a tutorial on how to use the book, ESL notes throughout, more student papers, separate MLA and APA sections, and a section on document design.
- Kirkland, James W., and Collett B. Dilworth Jr. *Concise English Handbook*, 3rd ed. D.C. Heath. Spiral Bound. Presents the fundamentals and mechanics of writing as an inextricable part of the overall writing process.
- Mulderig, Gerald P. *The Heath Handbook*, 13th ed. D.C. Heath. Comprehensive, coverage of the writing process as well as the conventions of grammar and mechanics. Also available for separate purchase are the sections on writing the research paper and grammar and usage.

II. B. Rhetorics

- Barnet, Sylvan, and Marcia Stubbs. *Barnet/Stubbs' Practical Guide to Writing with Readings*, 7th ed. HarperCollins. Rhetoric/reader/handbook with over 70 readings offers advice on the writing process and writing essays in narration, description, analysis, and persuasion. Chapters on the research paper, and writing about literature.
- Bloom, Lynn Z. *The Essay Connection: Readings for Writers*, 4th ed. D.C. Heath. Emphasizes the connection between reading, writing, and critical thinking. A varied selection of writings. Can be used by reading topics or by patterns of writing.
- Elbow, Peter, and Pat Belanoff. *A Community of Writers: A Workshop Course in Writing*. 2nd. ed. McGraw Hill. Seventeen workshops, each representing a major writing assignment designed for one to two weeks. Readings to go with each workshop. Also mini-workshops for single classes or work at home. Informal tone. Full and explicit Instructor's Manual available.

- Gong, Gwendolyn, and Sam Dragga. *A Writer's Repertoire*. HarperCollins. Blending theory and practice, this rhetoric/reader/handbook revisits rhetorical canons and offers assignment-based chapters (with student papers) on writing expressive, referential, and persuasive essays. Introduces author's own mapping device. Writer's Workshop software.
- Kiniry, Malcolm, and Mike Rose. *Critical Strategies for Academic Thinking and Writing*, Compact 2nd ed. Bedford Books of St. Martin's Press. Reprinting Part One and the two field research chapters of Part Two of Kiniry & Rose's book, this brief text trains students in 6 of the most important thinking and writing skills at the core of college-level work in all disciplines.
- Lannon, John M. *The Writing Process: A Concise Rhetoric*, 5th ed. HarperCollins. Rhetoric/reader/handbook treats writing as a decision-making process showing students how to plan, draft, and revise essays for different purposes and audiences. Includes chapters on style, argument, and the rhetorical modes.
- McCuen, Jo Ray, and Anthony Winkler. *From Idea to Essay: A Rhetoric, Reader, and Handbook*, 7th ed. Allyn & Bacon. This rhetoric/reader/handbook leads students through the process of essay writing. The text covers 9 rhetorical modes, writing the research paper. Has a comprehensive handbook.
- Meyers, A. Alan. *Composing Experience*. HarperCollins. Argument-oriented rhetoric begins with personal experience essays then moves to position papers through the use of collaborative, problem-solving simulation games, called "Writing in a Social Context."
- Moxley, Joseph M. *Becoming an Academic Writer: A Modern Rhetoric*. D.C. Heath. Employs modern composition theory to move students from personal writing to more academic forms of discourse. Includes 35 full-length sample essays.
- Peoples Halio, Marcia. *Writing With WordPerfect for MS-DOS Machines*. HarperCollins. (See E. Software & Computer Assisted Instruction.)
- Ramage, John D., and John C. Bean. *Writing Arguments: A Rhetoric with Readings*, 3rd ed. Allyn & Bacon. *Writing Arguments* offers a combination of rhetoric/readings, integrating a comprehensive study of argument with a process approach to writing. Includes a thematic anthology on contemporary issues.
- Ramage, John D., and John C. Bean. *Writing Arguments: A Rhetoric with Readings*, 3rd ed., *Brief Edition*. Allyn & Bacon. Designed for those that want a separate book of readings, this contains all but Part V, "An Anthology of Arguments" from Ramage & Bean's *Writing Arguments*, 3rd ed.
- Rosen, Leonard J. *Discovery and Commitment: A Guide to College Writing*. Allyn & Bacon. A rhetoric/reader/handbook that focuses on critical thinking and reading. The text and 75 thematically organized readings help students discover ideas, form writing commitments, and use sources.

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- Rosen, Leonard J. *Discovery and Commitment: A Guide to College Writing, Brief Edition*. Allyn & Bacon. Contains all but Part VI "Handbook" from *Discovery and Commitment*.
- Vivion, Michael J., and Sarah Morgan. *Circles of Influence: A Writer's Rhetoric*. Allyn & Bacon. Organized according to the writing process, this rhetoric integrates theory, practice, and culture, to motivate students to develop critical thinking skills and become active writers.
- Voss, Ralph F., and Michael L. Keene. *The Heath Guide to College Writing*, 2nd ed. D.C. Heath. Emphasizes the connection between reading and writing throughout. Brings together a variety of approaches to make the writing process clear to students. Includes 100 readings.

II. C. Readers

- Atwan, Robert. *Our Times: Readings from Recent Periodicals*, 4th ed. Bedford Books of St. Martin's Press. Collects very recent articles from very recent periodicals on topics of current interest. More than half of the 54 selections published since 1993. New writing assignments and supplemental documents help students turn class discussion into writing. Instructor's Edition.
- Bachmann, Susan, and Melinda Barth. *Between Worlds: A Reader, Rhetoric, and Handbook*. HarperCollins. Over 70 thematically organized readings that reflect psychological "in-between-ness." Process-oriented rhetoric traces several student works-in-progress and covers the rhetorical patterns and the research paper.
- Bartholomae, David, and Anthony Petrosky. *Reading the Lives of Others: A Sequence for Writers*. Bedford Books of St. Martin's Press. Brief version of Bartholomae and Petrosky's *Ways of Reading*, 3rd ed. Six selections and one expanded assignment introduce students to the complex kinds of reading, thinking, and writing that will be expected of them in other courses. Instructor's Manual.
- Brandon, Lee. *Celebrating Diversity: A Multicultural Reader*. D.C. Heath. Class-tested pedagogy for the paragraph-to-essay level writer and a collection of readings are brought together in this reader for writers.
- Cavitch, David. *Life Studies: An Analytic Reader*, 5th ed. Bedford Books of St. Martin's Press. Thematic reader with 58 selections (25 new) arranged in tightly focused units (2 new) treating different aspects of human experience. New emphasis on critical thinking and analysis to help students move from personal to academic writing.
- Colombo, Gary, Robert Cullen, and Bonnie Lisle. *Rereading America: Cultural Contexts for Critical Reading and Writing*, 3rd ed. Bedford Books of St. Martin's Press. A multicultural reader with a focus on critical thinking

and writing. Features 74 selections (36 new) by writers who challenge mainstream modes of thinking. Revised organization, visual art and selections on the media in every chapter, new chapter on the myth of freedom.

- Decker, Randall E., and Robert A. Schwegler. *Decker's Patterns of Exposition*, 14th ed. HarperCollins. Rhetorically-organized reader presents classic and contemporary essays and concise apparatus including and introduction to critical reading and writing, and brief introductions to each rhetorical mode with new model student essays.
- George, Diana, and John Trimbur. *Reading Culture: Contexts for Critical Reading and Writing*, 2nd ed. HarperCollins. Thematically organized reader includes essays, case studies, and advertisements that explore and analyze aspects of American culture. Opening chapter models critical reading strategies and cultural criticism. New chapter on multiculturalism.
- Goshgarian, Gary. *Exploring Language*, 7th ed. HarperCollins. Thematically organized reader features essays on recent controversies over language including censorship, political correctness, hate speech, sexism, manipulative advertising claims, nonstandard English, propaganda, and the effect of technology on communication.
- Hall, Donald. *The Contemporary Essay*, 3rd ed. Bedford Books of St. Martin's Press. Anthology of recent literary essays. All written within the last 20 years, the 50 essays (26 new) are organized alphabetically. Apparatus limited to a brief headnote and afterward for each essay and an expanded introduction.
- Harris, Joseph, and Jay Rosen. *Media Journal: Reading and Writing about Popular Culture*. Allyn & Bacon. Contains 60 selections focusing on cultural studies, the media and popular culture. Students learn to read and respond to other media critics as well as writing media criticism themselves.
- Hirschberg, Stuart. *One World, Many Cultures*, 2nd ed. Allyn & Bacon. Global, multicultural, and cross-cultural reader. Thematically organized. Features 68 selections written by major authors from 37 countries. Contains 40 new readings and a new chapter, "The Spiritual Dimension".
- Itzkowitz, Martin E. *Concepts and Cultures: A Reader for Writers*. Allyn & Bacon. Combines the intellectual stimulation of an internationally multicultural and multidisciplinary reader with the pedagogic advantages of teaching composition through traditional rhetorical principles.
- Maasik, Sonia, and Jack Solomon. *California Dreams and Realities: Readings for Critical Thinkers and Writers*. Bedford Books of St. Martin's Press. Thematic reader for California classrooms. 44 selections in 6 chapters explore current pressing California issues. Editorial apparatus encourages personal writing, critical analysis, argumentation, and research. Instructor's Manual.

- Schilb, John, Elizabeth A. Flynn, and John Clifford. *Constellations: A Contextual Reader for Writers*, 2nd ed. HarperCollins. Thematically organized reader divides broad chapters on identity, gender, race relations, and ethical debates into closely linked clusters of 3 or 4 readings. Women and minority writers are extensively represented.
- Shrodes, Caroline, Harry Finestone, Michael Shugrue, and Fontaine Maury Belford. *The Conscious Reader*, 6th ed. Allyn & Bacon. 216 culturally diverse selections (both fiction & nonfiction) taken from many academic disciplines and ranging from classical times to the present, are arranged thematically to encourage students to examine their own values.
- Verburg, Carol J. *The Environmental Predicament: Four Issues for Critical Analysis*. Bedford Books of St. Martin's Press. A brief argument reader featuring 30 balanced selections with strong points of view on 4 current environmental issues. Includes chapter introductions, headnotes, discussion and writing questions, glossary of environmental terms, and annotated bibliography. Instructor's Manual.
- White, Merry I., and Sylvan Barnet. *Comparing Cultures: Readings on Japan for American Writers*. Bedford Books of St. Martin's Press. Multicultural reader opens perspectives on American diversity by immersing students in 56 readings about modern Japan. Prepared by a social scientist and a composition instructor, the book's editorial apparatus focuses on rigorous thinking and thoughtful reading. Instructor's Edition.
- Wilkie, Betty-Ann C., and Carol L. Gabel. *Double Exposures: Readings for Developing Effective Writing*. HarperCollins. Thematically organized reader features essays as well as newspaper articles, interviews, advertisements, diary excerpts, song lyrics, and greeting card messages. Across-the-Text and Two-by-Two writing projects suggest different readings for writing assignments.

II. D. Workbooks

- Moore, Miriam P. *The Scribner ESL Workbook for Writers*. Allyn & Bacon. Loosely correlated to go with *The Scribner Handbook for Writers* by Diyanni & Hoy, this was written specifically for ESL students. The workbook focuses on composition — not remedial grammar.
- Nickerson, Marie-Louise. *The Scribner Workbook for Writers*. Allyn & Bacon. Provides explanations and exercises that allow students to practice a range of usage skills developed in each chapter. Includes generative exercises that call for students to work with their own writing.

II. E. Special Texts

- Coyle, William. *Research Papers*, 9th ed. Allyn & Bacon. New edition of longstanding text on research techniques. Includes the latest on using CD-Roms, on-line databases, etc., and 3 new sample papers.
- Elbow, Peter, and Pat Belanoff. *Sharing and Responding*. 2nd. ed. McGraw Hill. A small pamphlet explaining for students multiple techniques for giving peer response. Techniques are arranged in a sequence from simpler and safer to harder and riskier. Each technique is illustrated with two sample essays.
- Haggblade, Berle. *Writing Effective Sentences*. South-Western Educational Publishing, a Division of ITP Inc. A text-workbook which integrates instruction in grammar, punctuation, and composition as it teaches students a practical sentence analysis system that they can apply immediately. Includes special applications on the six most common writing pitfalls.
- Keene, Michael L. *Effective Professional and Technical Writing*, 2nd ed. D.C. Heath. Addressed to students in all fields of study. An analytical, reader-based approach to professional writing.
- Kolin, Philip C. *Successful Writing at Work*, 4th ed. D.C. Heath. A practical text, teaching the communication skills necessary for success in the workplace. Includes an abundance of realistic practice situations.
- Marius, Richard A. *A Short Guide to Writing About History*, 2nd ed. HarperCollins. Supplemental writing guide introduces students to the pleasures of historical research while teaching them how to write cogent history papers. Discusses using and evaluating primary and secondary sources.
- Porush, David. *A Short Guide to Writing About Science*. HarperCollins. Supplemental writing guide for chemistry, physics, mathematics, computer science, and engineering courses. Guide discusses lab notebooks, lab reports, formal research papers, and science essays.
- Ruggiero, Vincent. *The Art of Thinking: A Guide to Critical and Creative Thought*, 4th ed. HarperCollins. Critical thinking guide discusses issue analysis, creative problem solving, and decision making. This edition includes expanded coverage of writing and speaking.

III. Advanced Writing Texts

III. A. Rhetorics

- Covino, William A., and David A. Jolliffe. *Rhetoric: Concepts, Definitions, Boundaries*. Allyn & Bacon. Designed for an advanced course, this cross-disciplinary text provides a comprehensive overview of the major

concepts of rhetorical theory from antiquity to the present. Includes an introduction, glossary, and scholarly readings.

Zinsser, William. *On Writing Well*, 5th ed. HarperCollins. Brief guide to various types of nonfiction writing gives practical advice for writing about interviews, travel, sports, technology, business, etc. This edition features new readings by women and multicultural writers.

III. B. Readers

Marting, Janet. *Voice of Reflection: A Writer's Reader*. HarperCollins. Thematically organized, autobiographical reader presents 58 first person essays on themes like family, friendships, self-reflection, and the minority experience. Essays by acclaimed and previously unanthologized writers as well as student writers.

Merton, Andrew. *In Your Own Voice: A Writer's Reader*. HarperCollins. Alphabetically organized reader provides models for writing. Methodology encourages students to learn by reading and imitating other writers' voices and adapting their techniques. Writing tips and suggestions featured throughout.

III. C. Composition & Literature Texts

Clerk, Jayana, and Ruth Siegel. *Modern Literatures of the Nonwestern World: Where the Waters are Born*. HarperCollins. Organized chronologically within geographic area, this anthology features 20th century literature of the non-western world including Latin America, South America, the Caribbean, Africa, Middle East, East Asia, and Southeast Asia.

Kennedy, X.J., and Dana Gioia. *An Introduction to Fiction*, 6th ed. HarperCollins. Offers 56 stories (many by women and minorities), including Kafka's "Metamorphosis," an in-depth focus on Flannery O'Connor, apparatus, and guidance on writing about fiction. New section on critical approaches.

Kennedy, X.J., and Dana Gioia. *An Introduction to Fiction, Poetry, and Drama*, 6th ed. HarperCollins. Three-genre anthology presents classic and contemporary selections, readable apparatus, and thorough coverage of writing. Stronger representation of women and minorities, and new section on critical approaches.

Kennedy, X.J., and Dana Gioia. *Literature: An Introduction to Fiction, Poetry, and Drama, Compact Edition*. HarperCollins. Compact edition offers a paperback format and slightly fewer selections but still covers the topics

presented in Kennedy/Gioia's *Literature*, 6th ed.

- Meyer, Michael. *Thinking and Writing about Literature*. Bedford Books of St. Martin's Press. A concise guide to reading and writing about fiction, poetry, and drama with student samples illustrating the process. Introduces students to 8 contemporary theoretical approaches and expands the critical reading and writing chapters of the *Bedford Introduction to Literature*, 3rd ed.
- Rabkin, Eric S. *Stories: An Anthology and an Introduction*. HarperCollins. Anthology presents classic and modern short stories, as well as detective fiction, science fiction, westerns, Bible stories, non-western teaching tales, fairy tales, and graphic and verse narratives. Accompanied by apparatus.
- Reed, Ishmael. General Editor. *Literary Mosaic Series*. Volumes include: Kannellos, Nicholas. *Hispanic Literature*. Young, Al. *African American Literature*. Wong, Shawn. *Asian American Literature*. Vizenor, Gerald. *Native American Literature*. HarperCollins. Featuring both established and newer writers, each book is organized chronologically by genre (autobiography, fiction, poetry, drama) and includes an historical introduction, headnotes for each selection, and alternate thematic contents.

III. D. Business & Technical Writing Texts

- Boiarsky, Carolyn, and Margot I. Soven. *Writings from the Workplace: Documents, Models, and Cases*. Allyn & Bacon. Designed for a technical writing course, this text unites the casebook and the models approach. Offers actual technical documents as readings.
- Harcourt, Jules, Krizan, A.C., and Patricia A. Merrier. *Business Communication*. South-Western Educational Publishing, a Division of ITP Inc. Comprehensive text presents business communication topics from a practical business perspective, placing emphasis on technology, oral and nonverbal communication, and legal and ethical considerations. Includes updated coverage of employment, international and cross-cultural communications.
- Houp, Kenneth W., Thomas E. Pearsall, Elizabeth Tebeaux, and Janice C. Redish. *Reporting Technical Information*, 8th ed. Allyn & Bacon. New to this edition: co-author Tebeaux, 2 chapters on developing reports, more emphasis on application in document design.
- White, Fred. *Communicating Science and Technology*. HarperCollins. Emphasizing technical writing as a dynamic process, this text covers proposals, procedures, progress reports, correspondence, newsletters, brochures, and articles and discusses research techniques like interviewing and taking surveys.

III. E. Special Texts

Bachman, Lois J., Norman B. Sigband, and Theodore W. Hipple. *English and Vocabulary for Careers*. South-Western Educational Publishing, a Division of ITP Inc. A comprehensive text-workbook which combines thorough English grammar instruction with vocabulary building. Vocabulary is drawn from all major occupations such as finance, health services, and technology.

Bernays, Anne, and Pamela Painter. *What If? Writing Exercises for Fiction Writers, Revised and Expanded Edition*. HarperCollins. Collection of writing exercises isolates and focuses on specific elements of fiction writing such as dialogue, plot, characterization, and point of view. Anthology of short stories is included.

Murray, Thomas E. *The Structure of English: Phonetics, Phonology, Morphology*. Allyn & Bacon. Deals *only* with phonetics, phonology, and morphology. Designed to be self-checking and self-teaching with numerous exercises throughout.

IV. Professional Texts

Howard, Rebecca Moore, and Sandra Jamieson. *The Bedford Guide to Teaching Writing in the Disciplines: An Instructor's Desk Reference*. Bedford Books of St. Martin's Press. A desk reference that also serves as a self-contained course in teaching writing in the disciplines, this book is built around sample syllabi, handouts, and assignments for a variety of fields. Designed for a wide range of instructors in all academic departments.

V. Software & Computer-Assisted Instruction

Peoples Halio, Marcia. *Writing With WordPerfect for MS-DOS Machines*. HarperCollins. Combination word-processing manual and rhetoric helps students master WordPerfect 5.1 while it introduces them to the writing process. Shrinkwrapped with disks featuring 180 exercises including sample papers for editing practice.