

WORDS, SENTENCES, PARAGRAPHS, ESSAYS

Gordon Moyles & Fritz Logan; Holt, Rinehart and Winston of Canada, 1982

DESCRIPTION:

A practical, goal-oriented book which shows beginning writers how to write more powerful essays.

FEATURES:

1. A style book that inspires by its own highly readable style. Authors use wit and humour to instruct.

2. The authors take a model approach. They give many examples of writing to emulate; writing to avoid.

3. Each chapter is divided into two sections: Gaining Power and Losing Power.

BENEFITS:

1. Draws students into what is often presented as a dry subject. Overcomes distaste many students have towards subject. Makes students want to read the book.

2. Apart from the primary practical purpose of serving as guidelines, the examples enliven the book.

3. Shows the practical effect of good or poor writing: if students write well they will be more effective and more likely to achieve their objectives; if they write poorly not only will they be ineffective they will often be counter-productive.

FEATURES: (contd)

4. The book is written and organized so that each chapter may be used independently. Chapter 4 is a step-by-step guide to the actual writing of an essay. Chapters 1, 2, and 3 are to be used for background and as needed.

5. Each chapter concludes with a summary of advice and extensive exercises.

6. The book concludes with a brief style Manual and a concise Glossary of grammatical terms.

BENEFITS: (contd)

4. The instructor makes the order of the book conform to the needs of students.

5. The summary provides a handy review. The exercises provide the practice necessary to become comfortable with good writing techniques.

6. Acts as a useful checklist and reference guide.

