Evergreen College Writing Review

**Chapter 14 The Process of Writing an Essay**

In each group, circle the letter of the sentence that is limited enough to be the thesis statement of a good essay.

1. a. Marriage is beneficial for both spouses’ physical health.

 b. Marriage is a good idea.

 c. This essay will discuss the benefits of marriage.

2. a. I work at a great place.

 b. I will write about my job at the car wash.

 c. My job at the car wash has improved my teamwork and leadership skills.

3. a. The school system needs to be changed.

 b. Same-sex classrooms are a good idea.

 c. To reduce misbehavior and improve student achievement, students should be educated in same-sex classrooms.

Plans for two essays follow, each containing a thesis statement and several topic sentences in scrambled order. Number the topic sentences in each group according to an order that makes sense.

4. Thesis statement: Children should be encouraged to play team sports like soccer and baseball.

 Topic sentences:

 \_\_\_\_\_\_\_ Participating in team sports is just plain fun.

 \_\_\_\_\_\_\_ Most important, playing team sports helps keep children healthy and physically fit.

 \_\_\_\_\_\_\_ Involvement in team sports teaches kids how to work with others to achieve goals, a valuable skill in all areas of life.

5. Thesis statement: The history of European contact with the Karaja Indians of Brazil is one of violence and exploitation.

 Topic sentences:

 \_\_\_\_\_\_\_ The Karaja, exposed to European diseases during the nineteenth century, were reduced in numbers by 90 percent.

 \_\_\_\_\_\_\_ During the eighteenth century, the *bandeirantes* led attacks on Karaja villages to get slaves.

 \_\_\_\_\_\_\_ Since the turn of the twentieth century, Brazilian pioneers have increasingly used Indian territory as grazing land.

The paragraphs of the following essay have been scrambled so that they are out of order. Read them and then answer the questions that follow.

**How to Break a Bad Habit**

 \_\_\_\_\_\_\_ (1) Then, after awareness of a negative habit has been raised, substitution can take place. (2) Every time a person is tempted to engage in the undesirable behavior, he or she can replace it with a new, more desirable behavior. (3) For example, if a student grabs a bag of chips and a soda every time she sits down to study, then she can replace that habit with grabbing a bottled water and an apple, or just the water. (4) If a person is used to lighting up a cigarette after finishing a meal, he or she might get in the habit of chewing a piece of gum instead.

 \_\_\_\_\_\_\_ (5) The process begins with increasing awareness of an undesirable behavior. (6) A bad habit is often so deeply ingrained that it becomes unconscious, and people do not realize when and how much they do it. (7) Therefore, a person must first think, “I’m doing it again” every time he or she lights up a cigarette, grabs a handful of chips, or puts off doing something.

 \_\_\_\_\_\_\_ (8) Almost everyone has at least one bad habit he or she would like to get rid of. (9) That habit might as be as big as smoking cigarettes, procrastinating, or overeating, or as small as biting fingernails or misplacing keys. (10) All of them are tough to break. (11) But it’s not impossible; in fact, any bad habit can be broken by following a three-step process.

 \_\_\_\_\_\_\_(12) People who have used this three-step process say that they were able to finally conquer their bad habit. (13) In the end, they not only improved their lives by giving up an unpleasant or unhealthy behavior, but they also felt more powerful for having been strong enough to free themselves from something that once held them in a very tight grip.

 \_\_\_\_\_\_\_ (14) The final step of the process involves persevering over time. (15) A bad habit is not going to go away overnight; experts say that breaking it will take at least three to four weeks. (16) Therefore, a person has to persist with daily substitution. (17) At the same time, he or she must resist the urge to give up on the whole idea of breaking the habit if a lapse occurs. (18) Setbacks and resistance are inevitable, but they don’t have to result in complete failure. (19) Keeping the long-term goal in mind and continuing to imagine the positive end result will help ingrain the newer, better habit.

6. On the blanks provided before each paragraph, number the paragraphs in the order they should appear in the essay.

7. Give the number of the sentence that best expresses the thesis statement of this essay. \_\_\_\_\_\_\_\_\_\_

8. Give the number of the topic sentence in the first body paragraph. \_\_\_\_\_\_\_\_\_\_

9. What transitional expression shows the relationship between paragraphs 2 and 3? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

10. Which of these three linking techniques is *not* used by the writer at the beginning of the second body paragraph?

1. She repeats key words or ideas from the thesis statement.
2. She refers to a word or idea from the preceding paragraph.
3. She uses a transitional sentence.

**Chapter 15 Types of Essays**

The paragraphs of the following essay have been scrambled so that they are out of order. Read them and then answer the questions that follow.

**Two Childhoods**

 \_\_\_\_\_\_\_ (1) Just as our lifestyles differed, so too did our personalities. (2) Relatives say that my mother was a loving, caring child who was always willing to help. (3) She was praised for being clever and vibrant, levelheaded and respectful to others. (4) My mother was strong-willed and spoke her mind when she saw fit, but she placed few demands on her parents for toys or fancy clothes. (5) Somehow her environment, which had instilled in her an appreciation of nature and living things, was enough.

 \_\_\_\_\_\_\_ (6) My childhood, on the other hand, was spent in New York City, without animals, scenic surroundings, or close-knit neighbors. (7) Mine was a lifestyle of fast activity crammed into a tight schedule. (8) Nature was replaced by shops and businesses, trees by tall buildings. (9) My knowledge was not based on the simple things at hand, but on expensive toys, the latest clothes, and the newest sneakers. (11) Compared to my mother’s country existence, my city childhood seems humdrum—a constant series of trips to the park or movies, visits to the grocery store or shopping center, picnics at the amusement park or beach, and a few birthday parties thrown in.

 \_\_\_\_\_\_\_ (12) When I was young, my mother told me stories about her childhood. (13) I loved her tales and still think of them. (14) It was intriguing to hear about life thirty years ago before mine began. (15) What fascinated me most, however, were the differences between her youth and mine.

 \_\_\_\_\_\_\_ (16) I, on the other hand, was considered a bit too extroverted, selfish, and stubborn. (17) I reveled in being petulant, pigheaded, demanding, and unstable. (18) Although I could be loving, I cleverly used this trait to my advantage in an attempt to manipulate my parents and get the beautiful toys and clothes I wanted. (19) After all, these gave me all the aesthetic appreciation I needed. (20) In fact, I was a brazenfaced brat.

 \_\_\_\_\_\_\_ (21) Looking back, I think it would have been nice as a child to have fallen off a few trees or driven a scooter at maniacal speeds or even milked a cow or crushed some coffee beans in a mortar. (22) Yes, that would have been nice. (23) It really would have been.

 \_\_\_\_\_\_\_ (24) My mother grew up in the country. (25) She spent most of her young years on a farm in South Carolina, surrounded by animals, orchards, cane fields, and agricultural machinery. (26) By the time she was six, she was a walking agricultural textbook. (27) Hers was a simple, serene, and comfortable life within a close-knit, neighborly environment. (28) My mother’s days were filled with swimming in nearby rivers and lakes, climbing and falling off trees, scooter-riding down country lanes, playing marbles with siblings and friends, bird watching and mending of wings, and building fences and tree houses.

 —Cheryl Parris (Student)

1. On the blanks provided before each paragraph, number the paragraphs in the order they should appear in the essay.

2. Give the number of the thesis statement of this essay. \_\_\_\_\_\_\_\_\_

3. This essay is a(n)

 a. illustration essay.

 b. process essay.

 c. comparison and contrast essay.

4. What pattern does the writer use to arrange the main points in her essay?

 a. time order

 b. alternating back and forth between the two subjects

 c. order of importance

5. Which paragraph begins with a transitional expression that indicates this pattern?

1. paragraph 2
2. paragraph 3
3. paragraph 6

**Chapter 16 The Introduction, the Conclusion, and the Title**

Read each of the following essay introductions. Circle the letter of the method the writer used to begin the composition.

1. Few Americans stay put for a lifetime. We move from town to city to suburb, from high school to college in a different state, from a job in one region to a better job elsewhere, from the home where we raise our children to the home where we plan to live in retirement. With each move, we are forever making new friends, who become part of our new life at that time.

 —Margaret Mead and Rhoda Metraux, “On Friendship,” in *A Way of Seeing*

This essay begins with a

a. general idea that is narrowed to a specific thesis statement.

b. direct quotation.

c. contradiction.

2. Lisette Flores-Nieves, a thirty-three-year-old consumer affairs representative for Colgate-Palmolive in New York City, was turned down when she first applied for a job at the company. But she was undaunted. “The original job was filled, but I believe in convincing people and letting them know where I stand.” She decided to keep phoning the human resources staff, and as it turned out, a new position opened up and Flores-Nieves was hired. “This is all because I’m very assertive and persistent. After all, what can you lose?”

 As job openings with America’s top corporations continue to decrease in number and recruiters become more selective, entry-level job seekers need to be more creative and aggressive in their planning and hunting.

 —Irene Middleman Thomas, “First Steps: Advice for Creating Your Own

 Opportunities,” *Hispanic*

This essay begins with a(n)

a. single-sentence thesis statement.

b. illustration.

c. surprising fact or idea.

3. Most people believe that stress has a negative effect on their lives. Under severe stress, most cannot function effectively—or at all. Pressured by tight deadlines, heavy workloads, or competitive situations, they may suffer from such problems as anxiety, sleeplessness, or ulcers. Yet stress is not necessarily bad. Contrary to popular opinion, people can learn to turn stress into a valuable asset in the classroom and the workplace.

 This essay begins with a(n)

1. illustration.
2. general idea that is narrowed to a specific thesis statement.
3. contradiction.

Read each of the following essay conclusions. Circle the letter of the method the writer used to end the composition.

4. Illness related to chemical dumping is increasing in Larkstown, yet only a handful of citizens have joined the campaign to clean up the chemical dump on the edge of town and to stop further dumping. Many people say that they don’t want to get involved, but with their lives and their children’s futures at stake, can they afford not to?

This essay concludes with a

a. call to action.

b. final point.

c. question.

5. Riding with others in a carpool is much more enjoyable and sociable than driving alone every day. When I was new at Tybold Incorporated, I joined a carpool. My travel companions have since become my closest business associates, best friends, and racquetball buddies. You have a choice! Call your local carpool number tonight and start reaping the benefits of shared transportation tomorrow.

This essay concludes with a

a. call to action.

b. final point.

c. question.

**Chapter 17 Summarizing, Quoting, and Avoiding Plagiarism**

Circle the letter of the correct answer for each of the following questions.

1. The main idea and supporting points of a longer work, presented in the writer’s own words, is called

1. a direct quotation.
2. a summary.
3. plagiarism.

2. Another word for *plagiarism* is

1. summarizing.
2. quoting.
3. stealing.

3. Which of the following does *not* involve paraphrasing?

1. writing a summary
2. giving a direct quotation
3. giving an indirect quotation

4. Which of the following belongs in a summary?

1. the summary writer’s personal opinions
2. the author, title, and source of the original
3. related ideas that were not in the original source

5. Which of the following should appear in *both* a direct quotation and an indirect quotation?

1. the name of the writer and a reference to the source
2. quotation marks
3. the word *that*

Below are two sources followed by passages from student papers. If the student has summarized, directly quoted, or indirectly quoted the source correctly, write C on the blank. If you believe the source is incorrectly summarized or plagiarized, write I for “incorrect.”

 “A generation ago, it was considered rude to eat in front of others. Now, Americans eat everywhere, all day long—an average of five meals a day, counting snacks. Cars have cupholders, but they arguably need trays, too. Americans eat 30 meals a year in their vehicles.”

 —Brink, Susan. “Eat This Now!” *U.S. News & World Report*,

 28 Mar. 2005: 57.

\_\_\_\_\_\_\_ 6. **Student version:** Americans no longer confine themselves to eating at home. As a matter of fact, Susan Brink says that a generation ago, it was considered rude to eat in front of others. Now, though, Americans eat thirty meals a year in their vehicles.

\_\_\_\_\_\_\_ 7. **Student version:** According to Susan Brink, eating in front of others was once believed to be rude, but now Americans are in the habit of eating wherever they go. She suggests that cars need trays as well as cupholders, but I think that’s a bad idea. Eating while driving is really quite dangerous. It distracts the driver’s attention and leads to accidents; therefore, people should wait to eat until they get home (57).

 “Human communication depends largely on signs in the form of written or spoken words, images, or gestures. These symbols are conscious and explicit representations of reality—of objects, actions, and concepts in the world around us. But there is another aspect of symbolism that is equally important though less explicit: the side that relates to our inner psychological and spiritual world. Within this inner world, a symbol can represent some deep intuitive wisdom that eludes direct expression.”

 —Fontana, David. *The Secret Language of Symbols*. San Francisco: Chronicle Books, 1993: 9–10.

\_\_\_\_\_\_\_ 8. **Student version:** Symbols have two important functions. David Fontana says that they help humans communicate with another, and they also stand for the ideas and knowledge within us that are not always easy to express (9–10).

\_\_\_\_\_\_\_ 9. **Student version:** Symbols serve two purposes, according to David Fontana. They are, on the one hand, conscious and explicit representations of reality—of objects, actions, and concepts in the world around us. On the other hand, they can represent some deep intuitive wisdom that eludes direct expression (9–10).

\_\_\_\_\_\_\_ 10. **Student version:** David Fontana says that symbols serve two important purposes. They function as signs that help us communicate with one another, and they also help us understand inner wisdom that is difficult to express. Fontana claims that this second purpose is as important as the first, but I’m not sure I agree. Symbols seem much more critical as a communication tool (9–10).

**Chapter 18 Strengthening an Essay with Research**

Identify each of the following statements as true or false by circling the letter of the correct answer.

1. According to MLA style guidelines, a correct citation should appear inside parentheses within the essay.

a. True

b. False

2. Facts and statistics from outside sources must be documented, but direct quotations do not have to be documented.

a. True

b. False

3. The author’s last name is usually the first piece of information in a Works Cited entry.

a. True

b. False

4. Information from outside sources is usually interesting but does not help support an essay’s main points.

a. True

b. False

5. Careful documentation of information gathered from outside sources will help prevent plagiarism.

a. True

b. False

Below are five entries for a Works Cited page. On the blank next to each one, write C for “correct” if the entry is correctly formatted according to MLA guidelines or I for “incorrect” if the entry is not correctly formatted.

\_\_\_\_\_\_\_ 6. Sullivan, Andrew. “The Case for a War Tax—on Gas.” 2004 Time, p. 104.

\_\_\_\_\_\_\_ 7. American Cancer Society. 21 Feb. 2006 <http://www.cancer.org/docroot/PED/content/PED\_10\_13X\_Guide\_for\_Quitting \_Smoking.asp> Guide for Quitting Smoking.

\_\_\_\_\_\_\_ 8. Tiger Conservation in the Wild in Asia. 2005. Smithsonian National Zoological Park. 29 Dec. 2005. <http://nationalzoo.si.edu/ConservationAndScience/TropicalEcosystems/

 TigersIndia/default.cfm>.

\_\_\_\_\_\_\_ 9. Ellis, Joseph J. His Excellency: George Washington: 2004.

\_\_\_\_\_\_\_ 10. Hellmich, Nanci. “Obesity Explodes from Teens to 20s.” USA Today 13 Oct. 2003: 1A.

**Chapter 19 Writing Under Pressure: The Essay Examination**

Match each of the following terms to their definitions by writing the letter of the correct definition on the blank.

\_\_\_\_\_\_\_ 1. Illustrate a. give the main ideas of a longer work in condensed form

\_\_\_\_\_\_\_ 2. Evaluate b. point out similarities

\_\_\_\_\_\_\_ 3. Define c. give one or more examples

\_\_\_\_\_\_\_ 4. Take a stand d. analyze the reasons for something

\_\_\_\_\_\_\_ 5. Discuss effects e. argue for a particular position

\_\_\_\_\_\_\_ 6. Contrast f. weigh the pros and cons

\_\_\_\_\_\_\_ 7. Narrate g. analyze the results or consequences of something

\_\_\_\_\_\_\_ 8. Summarize h. state the meaning of a word or term

\_\_\_\_\_\_\_ 9. Compare i. point out differences

\_\_\_\_\_\_\_ 10. Discuss causes j. follow the development of something through time

**Chapter 20 Revising for Consistency and Parallelism**

Proofread the following sentences for inconsistent tense and person. In addition, check for faulty parallelism. Correct and revise any errors above the lines.

0

1. Every citizen should exercise their constitutional right to vote.

0

2. I like everything about Lamont: his natural good looks, his witty conversational style,

 and reading his short stories.

0

3. Claude occasionally drops by my dorm room for a visit, but you don’t expect him to

 visit every time he’s in my neighborhood.

0

4. Thomas is moving to Cleveland for graduate school and because of his girlfriend.

0

5. Before you buy a new car, one should read the most recent *Consumer Reports* car

 issue.

0

6. We are going to the sushi bar before we met Julian for coffee.

0

7. Steven and Sarah are less prepared for the job market than he or she think.

0

8. As program coordinator, I was responsible for maintaining the organization’s

database, filing new reports, and assessed each student’s progress.

0

9. When hanging a framed picture, use a level to make sure they are not crooked.

10. Paula spent two years in the army and then she went to college.

**Chapter 21 Revising for Sentence Variety**

From the following pairs of sentences, select the pair that provides the best sentence variety.

1. a. The year was 1959. Berry Gordy was a songwriter in Detroit. He purchased a little house at 2648 West Grand Boulevard.

 b. The year was 1959. Berry Gordy, a Detroit songwriter, purchased a little house at 2648 West Grand Boulevard.

2. a. He hung a sign out front that read “Hitsville USA.” He called his company Motown Records.

 b. He hung a sign out front that read “Hitsville USA,” and called his company Motown Records.

3. a. Because Gordy had an uncanny ability to spot talent, he signed many future stars, including the Temptations, the Supremes, the Jackson Five, Diana Ross, and Stevie Wonder.

 b. Gordy had an uncanny ability to spot talent. He signed many future stars. These included the Temptations, the Supremes, the Jackson Five, Diana Ross, and Stevie Wonder.

4. a. Gordy gradually bought seven other houses on the street. Each one had a special function.

 b. Gordy gradually bought seven other houses on the street, each one with a special function.

5. a. For instance, one house served as a recording studio, and another was a business office.

 b. One house served as a recording studio. Another was a business office.

6. a. In the 1980s, Berry Gordy’s sister decided to pursue a dream of her own. Her name is Esther Gordy Edwards. She opened a Motown Historical Museum in 1988.

 b. In the 1980s, Berry Gordy’s sister, Esther Gordy Edwards, decided to pursue a dream of her own; she opened a Motown Historical Museum in 1988.

7. a. Today thousands of rock ’n’ roll fans visit the museum every year.

 b. The museum is located in the old house on West Grand in Detroit, and thousands of rock ’n’ roll fans visit it every year.

**Chapter 22 Revising for Language Awareness**

In each sentence below, select the word that most exactly and vividly fills the blank.

1. In her singing debut at Carnegie Hall, Constance gave a \_\_\_\_\_\_\_\_

performance.

a. good

 b. stunning

 c. superduper

2. The driving hail \_\_\_\_\_\_\_\_ our faces as we ran for the car.

a. was on

 b. hit

 c. stung

3. After lying to his best friend about the business deal, James felt terrible \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

 a. remorse

 b. a kind of sadness

 c. bad feelings

4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ boards make the porch dangerous.

a. Wooden

 b. Rotting

 c. Crummy

5. Sam \_\_\_\_\_\_\_ on the sofa reading a murder mystery.

 a. was

 b. slouched

 c. sat

Revise the following sentences, replacing any wordy or trite language with language that

is concise and fresh. Make any revisions above the lines.

6. In Don’s opinion, he thinks that the Royals of our fair city of Kansas City are a shoo-in

to win the pennant, and I think he’s right as rain.

7. My maternal parent functions in the capacity of a professor of physics at the local

institution of higher learning.

8. The truth is that when it comes to electronic equipment, Toby is as sharp as a tack.

9. Shall we gather together at that eating establishment at the time at which we came to

an agreement about?

10. Elizabeth is at this very moment engaged in creating a work on canvas with paint.

# Chapter 23 Putting Your Revision Skills to Work

Read the following paragraph, and then select the sentences that provide the best revision for consistency; parallel structure; sentence variety; and fresh, concise language.

In 1929, toy dealer Edwin S. Lowe came across people having more fun than a barrel of monkeys while playing a game at a carnival in rural Georgia. A leader calls out each and every number, and the players use beans to cover the matching numbers on their cards. The winners yelled “Beano!” at the top of their lungs when they had filled in a row of numbers. Quick as a wink, Lowe saw the game was a winner. Sharp as a tack, he returned home and began testing the game on friends. Lowe markets the game as “Bingo!” and it sells like crazy.

1. a. In 1929, toy dealer Edwin S. Lowe comes across people having more fun than a barrel of monkeys while playing a game at a carnival in rural Georgia.

 b. In 1929, toy dealer Edwin S. Lowe came across people having more fun than a barrel of monkeys while playing a game at a carnival in rural Georgia.

 c. In 1929, toy dealer Edwin S. Lowe came across people enjoying themselves while playing a game at a carnival in rural Georgia.

2. a. A leader called out each and every number, and the players use beans to cover the matching numbers on their cards.

 b. A leader calls out each and every number, and the players use beans to cover the matching numbers on their cards.

 c. A leader called out every number, and the players used beans to cover the matching numbers on their cards.

3. a. The winners yelled “Beano!” when they had filled in a row of numbers.

 b. The winners yell “Beano!” at the top of their lungs when they had filled in a row of numbers.

 c. The winners yelled “Beano!” at the top of their lungs when they had filled in a row of numbers.

4. a. Quick as a wink, Lowe saw the game was a winner.

 b. Quick as a wink, Lowe sees the game is a winner.

 c. Lowe immediately saw the potential of the game.

5. a. The shrewd businessman returned home and began testing the game on friends.

 b. Sharp as a tack, he returned home and began testing the game on friends.

 c. Sharp as a tack, he returns home and begins testing the game on friends.

6. a. Lowe marketed the game as “Bingo!” and it sold like crazy.

 b. Lowe went on to market the game as “Bingo!” and it sold phenomenally.

 c. Lowe markets the game as “Bingo!” and it sells like crazy.