



## Harbrace Essentials with Resources for Multilingual Writers (New 1st Editions in English)

*By Cheryl Glenn, Loretta Gray*

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### **Editorial Review**

#### **Review**

PART I: GRAMMAR. 1. Sentence Essentials. 2. Sentence Fragments. 3. Comma Splices and Fused Sentences. 4. Verbs. 5. Pronouns. 6. Modifiers. Part II: EFFECTIVE SENTENCES. 7. Sentence Unity. 8. Subordination and Coordination. 9. Parallelism. 10. Emphasis. 11. Variety. Part III: EFFECTIVE LANGUAGE. 12. Good Usage. 13. Precise Word Choice. 14. Conciseness. PART IV: PUNCTUATION. 15. The Comma. 16. The Semicolon and the Colon. 17. The Apostrophe. 18. Quotation Marks. 19. The Period and Other Punctuation. Part V: MECHANICS. 20. Spelling, the Spell Checker, and Hyphenation. 21. Capitals. 22. Italics. 23. Abbreviations, Acronyms, and Numbers. Part VI: WRITING. 24. Writing and Reading Rhetorically. 25. Planning and Drafting Essays. 26. Revising and Editing Essays. 27. Using Visuals. 28. Writing Arguments. 29. Writing in Business. PART VII: RESEARCH. 30. Finding Sources Online, in Print, and in the Field. 31. Evaluating Print and Online Sources. 32. Using Sources Effectively and Responsibly. Part VIII: DOCUMENTATION. 33. MLA Documentation. 34. APA Documentation. 35. CMS Documentation. 36. CSE Documentation. Part IX: ADVICE FOR MULTILINGUAL WRITERS. 37. Determiners, Nouns, and Adjectives. 38. Verbs and Verb Forms. 39. Word Order. Glossary of Usage.

#### **About the Author**

Professor of English and Women's Studies at The Pennsylvania State University, Cheryl Glenn is widely known for her scholarship, leadership, and teaching. Besides authoring *THE HARBRACE GUIDE TO WRITING* and co-authoring *THE HARBRACE HANDBOOKS*, she is author of the prize-winning *RHETORIC RETOLD: REGENERATING THE TRADITION FROM ANTIQUITY THROUGH THE RENAISSANCE*; *UNSPOKEN: A RHETORIC OF SILENCE*; *RHETORICAL EDUCATION IN AMERICA*; and several other titles. Glenn's rhetorical scholarship has earned her many awards, including three National Endowment for the Humanities awards, the Conference on College Composition and Communication's Richard Braddock Award, Rhetoric Review's Outstanding Essay Award, and Best Book/Honorable Mention from the Society for the Study of Early Modern Women. She has served as President of the Coalition of Women Scholars in the History of Rhetoric and Composition, and is a member of the Conference on College Composition and Communication (CCCC) Executive Committee, Chair of the Modern Language Association (MLA) Division on the History and Theory of Rhetoric and Composition, and a member of the MLA Delegate Assembly. Glenn's teaching and scholarship have earned her three university teaching awards. She has recently served as Chair of the Conference on College Composition and Communication, the largest organization of writing and rhetoric teachers in the world. Professor of English at Central Washington University, Loretta Gray has three degrees related to her interest in composition and applied linguistics: Master of Arts in Teaching English as a Second Language (School for International Training), Master of Arts in Spanish (Middlebury College), and Doctor of Philosophy in Applied Linguistics (Boston University). She has experience teaching English to non-native speakers in Mexico, Spain, and the United States. In addition, she taught Spanish at Clemson University and applied linguistics at the School for International Training. Dr. Gray has been teaching composition and applied linguistics courses at Central Washington University in Ellensburg, Washington, since 1992. She also is co-author of the textbook *RHETORICAL GRAMMAR*.

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