

Pasco-Hernando State College  
English Composition 1101  
Writing, Grammar, and Research Handbook  
Table of Contents

Introduction

- Brief introduction section regarding the purpose of writing and how crucial it is to their lives

The Writing Process

- Overview
- Subject, Purpose, and Audience
- Pre-writing: Freewriting, Brainstorming, Clustering, Asking Questions (Research), and Keeping a Journal
- Narrowing the Topic – Focus on a Point
- Drafting, Reviewing, Revising, and Editing
- Writing an Academic Essay

Sentences

- Parts of Speech
  - Noun
  - Pronoun
  - Verb
  - Article or Determiner
  - Adjective
  - Adverb
  - Preposition
  - Conjunction
  - Interjection
- Parts of a Sentence
  - What is a Sentence?
  - Subject
  - Predicate (Verb)
  - Object
  - Complements
  - Phrases
  - Clauses

Punctuation

- Apostrophes
- Commas
- Semicolons and Colons
- End Punctuation
- Quotation Marks
- Italics
- Other Marks
  - Dashes
  - Parentheses
  - Square Brackets

- Slashes
- Hyphens
- Ellipsis

#### Problems with Sentences

- Fragments
- Run-ons
  - Fused Sentences
  - Comma Splices
- Misplaced and Dangling Modifiers
- Parallelism
- Pronouns – Overview
- Pronoun-Antecedent Agreement
- Subject-Verb Agreement
- Verb Tense and Verb Form

#### Sentence Variety

- Sentence Type
  - Simple Sentences
  - Compound Sentences
    - Coordinating Conjunctions
    - Use of Semicolons
    - Use of Transitional Phrases
  - Complex Sentences
    - Use of Subordinating Conjunctions
  - Compound/Complex Sentences
- Other Ways to Vary Sentence Structure
  - Use of Relative Pronouns
  - Use of Phrases and Clauses
  - Use of Participles or Appositives
  - Use of Direct and Indirect Questions
  - Use of Quotes

#### Spelling and Word Use (Appropriate Language)

- Spelling
  - Apostrophes
  - Capitalization
  - Homonyms and Other Commonly Confused Words
  - Plurals
  - Numbers and Abbreviations
- Word Use (Appropriate Language)
  - Standard English
    - Slang
    - Regionalisms
    - Jargon
  - Using a Dictionary
  - Using a Thesaurus and How Not to Use a Thesaurus
  - Clichés

- Wordiness and Repetition
- Bias and Discriminatory Language
- Denotation and Connotation
- Concrete vs. Abstract Words
- Figurative Language
- Active and Passive Voice
- Person/Point of View

## Paragraphs

- Parts of the Paragraph
  - Topic Sentence – the purpose of a paragraph
  - Unity and Coherence
  - Transitions between Sentences
  - Closing/Transitional Last Sentence
- Multi-Paragraph Documents
- Paragraphs in Business Letters and Inter-Office Memoranda
- Paragraphs in Informational Documents and Academic Essays
- Rhetorical Modes as Types of Paragraphs
  - Narration
  - Description/Definition/Exemplification/Classification
  - Compare/Contrast
  - Cause/Effect
  - Argumentation

## Academic Essays

- Organization – Overview
- What is an Academic Essay and How Should it Look?
- Parts of an Academic Essay
  - Introduction
  - Body (Proof Paragraphs)
  - Concluding Paragraph
- Rhetorical Modes as Types of Essays
  - Narration
  - Description/Definition/Exemplification/Classification
  - Compare/Contrast
  - Cause/Effect
  - Persuasion/Argumentation
- Proving the Thesis/Critical Thinking
  - General Principles
    - Staying focused
    - Relevance, Reliability, Credibility, and Sufficiency
    - Use of Transitional Devices to Develop Proof
    - Use of examples
    - Facts and Statistics
    - Primary and Secondary Sources
  - Proving the Thesis - Logic
  - Proving the Thesis – Logical Fallacies and Appeals
  - Rhetorical Modes as Types of Proof
- Literary Analysis (Close Reading) Paper

- Stylistic Considerations
  - Unity and Coherence
  - Word Use and Appropriate Language
- Outlining

#### Research

- Finding and Evaluating Sources
  - Primary vs. Secondary Sources
  - Traditional Sources
  - Internet
  - LINCC
- Synthesizing Information from Sources
  - Quoting
    - Block Quotes
    - Ellipsis
    - Brackets
  - Paraphrasing
  - Summarizing
- Avoiding Plagiarism
  - Plagiarism Defined
    - Common Knowledge
    - Personal Knowledge
  - MLA Style Documentation
    - MLA Page Format
    - MLA In-Text Citations
    - MLA Works Cited
  - APA Style Documentation
    - APA Page Format
    - APA In-Text Citations
    - APA References
- Writing a Research Paper (Research Essay)
  - Same Organization as Essay
  - Balance of Information from Sources and Your Own Knowledge and Analysis
  - Reviewing, Revising, and Editing