



## The Brief Penguin Handbook, 3rd Edition (Book, MyCompLab, and E-Book Student Access Code Card)

By Faigley, Lester

Longman, 2008. Book Condition: New. Brand New, Unread Copy in Perfect Condition. A+ Customer Service! Summary: PART 1 PLANNING, DRAFTING, AND REVISING 1 Think as a Writer 1a Think about the process of communication 1b Think about how to persuade others 1c Think about your audience 1d Think about your credibility 1e Think about your purpose 2 Plan and Draft 2a Think about the expectations of college readers 2b Establish your goals 2c Explore your topic 2d Write a working thesis 2e Plan a strategy 2f Compose a draft 2g Write as a member of a team 3 Compose Paragraphs 3a Focus your paragraphs 3b Organize your paragraphs 3c Make your paragraphs coherent 3d Consider paragraph length 3e Link across paragraphs 3f Write effective beginning and ending paragraphs 4 Rewrite, Edit, and Proofread 4a Switch from writer to reader 4b Learn strategies for rewriting 4c Respond to other writers' drafts 4d Edit for particular goals 4e Proofread carefully 4f Learn to edit the writing of others PART 2 WRITING FOR DIFFERENT PURPOSES 5 Read and View with a Critical Eye 5a Become a critical reader 5b Read actively 5c Recognize verbal fallacies 5d Become a critical viewer 5e Recognize visual...



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