



## The Writer's Handbook for College and Career

By Cathy Dees; Ellen McManus; Robert A. Schwegler

Longman, 2009. Book Condition: New. Brand New, Unread Copy in Perfect Condition. A+ Customer Service! Summary: Part I Common Grounds: Writing at School and at Work Chapter 1 Writing at School, at Work, and Beyond a. Reading and Writing at School and at Work b.How to Use this Book Chapter 2 Purpose and Audience a. Purpose b.Writing a Purpose Statement c.Audience Chapter 3 Planning and Prewriting a. Three Planning Strategies b. Prewriting c. Developing a Working Thesis or Goal d. Creating a Schedule Chapter 4 Finding the Best Organization a. Identify Typical Organizational Patterns b. Determine Specific Organizational Needs c. Make an Outline Chapter 5 Drafting a.Getting Ready to Draft b.Drafting Strategies c.Obtaining Feedback Chapter 6 Making the Organization Visible: Paragraphs, Transitions, and Formatting a. Paragraphs b. Transitions and Preview/Review Statements c. Formatting: Headings and Bulleted or Numbered Lists Chapter 7 Revising, Editing, and Proofreading a.Revising Sample Revised Essay Sample Revised Memo b.Editing c.Proofreading Chapter 8 Writing Arguments a. Types of Arguments: Making Claims and Initiating Actions b. Context, Purpose, and Audience c. Organizing and Developing your Argument Sample Page: Persuasive Essay Sample Page: Research Paper Sample Persuasive Memo d. Establishing Credibility and Appealing to your Audience Chapter 9 Visual...



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