

Second Edition

Get Writing

Sentences and Paragraphs



Mark Connelly

BRIEF CONTENTS

Part 1 Getting Started 1

- Chapter 1 Why Write? 2
Chapter 2 The Writing Process 10

Part 2 Developing Paragraphs 25

- Chapter 3 Developing Topic Sentences and Controlling Ideas 26
Chapter 4 Supporting Topic Sentences with Details 43
Chapter 5 Developing Paragraphs Using Description 58
Chapter 6 Developing Paragraphs Using Narration 80
Chapter 7 Developing Paragraphs Using Example 104
Chapter 8 Developing Paragraphs Using Comparison and Contrast 125
Chapter 9 Developing Paragraphs Using Cause and Effect 145
Chapter 10 Toward the Essay 164
Chapter 11 Writing at Work 173

Part 3 Writing Sentences 191

- Chapter 12 Recognizing the Power of Words 192
Chapter 13 Writing Sentences 208
Chapter 14 Avoiding Fragments 227
Chapter 15 Building Sentences Using Coordination and Subordination 240
Chapter 16 Repairing Run-ons and Comma Splices 259
Chapter 17 Correcting Dangling and Misplaced Modifiers 276
Chapter 18 Understanding Parallelism 293

Part 4 Understanding Grammar 305

- Chapter 19 Subject-Verb Agreement 306
Chapter 20 Verb Tense, Mood, and Voice 324
Chapter 21 Pronoun Reference, Agreement, and Case 345
Chapter 22 Adjectives and Adverbs 364
Chapter 23 Using Prepositions 381

Part 5 Using Punctuation and Mechanics 395

- Chapter 24 Using Commas and Semicolons 396
Chapter 25 Using Other Marks of Punctuation 415
Chapter 26 Using Capitalization 433
Chapter 27 Correcting Spelling Errors 444
- Handbook 465