Contents

Part 1: Communications
   Introduction: Thinking About Reading and Writing
   1. Narration/Description: Remembering People
   2. Narration/Description: Harnessing Your Imagination
   3. Exposition: Comparing and Contrasting Media
   4. Exposition: Analyzing Causal Relationships
   5. Exposition: Analyzing Drama
   6. Persuasion: Researching Literary Subjects
   7. Persuasion: Defending a Position
   8. Persuasion: Reviewing a Documentary
   9. Persuasion: Recommending Solutions

Part 2: Sentences and Paragraphs
   10. Writing Clear Sentences
   11. Combining Sentences
   12. Improving Sentence Style
   13. Understanding Paragraphs and Compositions

Part 3: Grammar, Usage, and Mechanics
   14. Parts of Speech Overview
   15. The Parts of a Sentence
   16. The Phrase
   17. The Clause
   18. Agreement
   19. Using Pronouns Correctly
   20. Clear Reference
   21. Using Verbs Correctly
   22. Using Modifiers Correctly
   23. Placement of Modifiers
   25. Capitalization
   26. Punctuation: End Marks and Commas
   27. Punctuation: Other Marks of Punctuation
   28. Spelling
   29. Correcting Common Errors