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The New Oxford Guide to Writing does. According to author Thomas S. Kane, writing is "an exercise of mind requiring the mastery of techniques anyone can learn." According to author Thomas S. Kane, writing is "an exercise of mind requiring the mastery of techniques anyone can learn."

Kane If you purchased this book without a cover, you should be aware that this book is stolen property. It was reported as "unsold and destroyed" to the publisher, and neither the author nor the publisher has received any payments for this "stripped book. A Rhetoric and Handbook for College Students, and thanks are due once more to those who contributed to that book: Cheryl Kupper, who copyedited that text with great thoroughness and care; and John W. Wright, my editor at the Oxford University Press. For the present edition I am again grateful to Professor Leonard J. Peters and to John W. In addition I wish to thank William P. Sisler and Joan Bossert, my editors at Oxford University Press, who encouraged, criticized, and improved, as good editors do. Kittery Point, Maine December T. Subject, Reader, and Kinds of Writing 5 2. Strategy and Style 9 3. Basic Structure 89 Paragraph Unity 95 Description and Narration Punctuation Introduction To say that writing is rational means nothing more than that it is an exercise of mind requiring the mastery of techniques anyone can learn. Obviously, there are limits: You just have to understand what writing involves and to know how to handle words and sentences and paragraphs. That you can learn. If you do, you can communicate what you want to communicate in words other people can understand. This book will help by showing you what good writers do. The second assumption is that writing is worth learning. It is of immediate practical benefit in almost any job or career. Certainly there are many jobs in which you can get along without being able to write clearly. If you know how to write, however, you will get along faster and farther. There is another, more profound value to writing. We create ourselves by words. Before we are businesspeople or lawyers or engineers or teachers, we are human beings. Writing is a way of growing. No one would argue that being able to write will make you morally better. But it will make you more complex and more interestingâ€”in a word, more human. You must compose a report for a business meeting or write on an assigned topic for an English class. When you can select a subject for yourself, it ought to interest you, and interest others as well, at least potentially. It should be within the range of your experience and skill, though it is best if it stretches you. It ought to be neither so vast that no one person can encompass it nor so narrow and trivial that no one cares. You are a vital part of the subject. No matter what the topic, you are really writing about how you understand it, how you feel about it. Good writing has personality. Readers enjoy sensing a mind at work, hearing a clear voice, responding to an unusual sensibility. If you have chosen a topic that is of general concern, and if genuine feeling and intelligence come through, you will be interesting. Interest lies not so much in a topic as in what a writer has made of it. It does mean you must respect them. Ask yourself questions about your readers: What can I expect them to know and not know? What do they believe and value? How do I want to affect them by what I say? What attitudes and claims will meet with their approval? What will offend them? What objections may they have to my ideas, and how can I anticipate and counter those objections? Readers may be annoyed if you overestimate their knowledge. Tossing off unusual words may seem a put-down, a way of saying, "I know more than you. Sensitivity to readers comes only with experience, and then imperfectly. Tact and respect, however, go a long way. Readers have egos too. Kinds of Writing The various effects a writer may wish to have on his or her readersâ€”to inform, to persuade, to entertainâ€”result in different kinds of prose. The most common is prose that informs, which, depending on what it is about, is called exposition, description, or narration. How things workâ€”an internal combustion engine. Ideasâ€”a theory of economics. Facts of everyday lifeâ€”how many people get divorced. Historyâ€”why Custer attacked at the Little Big Horn. Controversial issues laden with feelingsâ€”abortion, politics, religion. Exposition is constructed logically. Its movement is signaled by connectives like therefore, however, and so, besides, but, not only, more important, in fact, for example. Description deals with perceptionsâ€”most commonly visual perceptions. Its central problem is to arrange what we see into a significant pattern. Unlike the logic of exposition, the pattern is spatial: The subject of narration is a series of related eventsâ€”a story. Its problem is

twofold: Persuasion seeks to alter how readers think or believe. It is usually about controversial topics and often appeals to reason in the form of argument, offering evidence or logical proof. Another form of persuasion is satire, which ridicules folly or evil, sometimes subtly, sometimes crudely and coarsely. Finally, persuasion may be in the form of eloquence, appealing to ideals and noble sentiments. Writing that is primarily entertaining includes fiction, personal essays, sketches. Such prose will receive less attention here. It is certainly important, but it is more remote from everyday needs than exposition or persuasion. Think of topics that deal not so much with things, places, or how-to-do projects as with your opinions and beliefs. Pick subjects that interest you and are within your experience, yet challenging. Think about their general knowledge, values, attitudes, biases; whether they are your age or older or younger, come from a similar or a different background; and how you would like them to regard you. Strategy involves choice—selecting particular aspects of a topic to develop, deciding how to organize them, choosing this word rather than that, constructing various types of sentences, building paragraphs. Style is the result of strategy, the language that makes the strategy work. Think of purpose, strategy, and style in terms of increasing abstractness. Style is immediate and obvious. It exists in the writing itself; it is the sum of the actual words, sentences, paragraphs. Strategy is more abstract, felt beneath the words as the immediate ends they serve. Purpose is even deeper, supporting strategy and involving not only what you write about but how you affect readers. A brief example will clarify these overlapping concepts. It was written by a college student in a fifteen-minute classroom exercise. The several topics from which the students could choose were stated broadly—"marriage," "parents," "teachers," and so on—so that each writer had to think about restricting and organizing his or her composition. This student chose "marriage": Or if you are modern, why live together? How do you need someone of the opposite sex? Sexually is an insufficient explanation. Other animals do not stay with a mate for more than one season; some not even that long. Companionship, although a better answer, is also an incomplete explanation. We all have several friends. Why make one friend so significant that he at least partially excludes the others? Because we want to "join our lives. We want someone to share our lives in order that we do not have to endure hardships alone.

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8: The New Oxford Guide to Writing : Thomas S. Kane :

The New Oxford Guide to Writing Introduction Two broad assumptions underlie this book: (1) that writing is a rational activity, and (2) that it is a valuable activity. To say that writing is rational means nothing more than that it is an exercise of mind requiring the mastery of techniques anyone can learn.

9: The New Oxford Guide to Writing - Thomas S. Kane - Oxford University Press

Description: The Canadian Oxford Guide to Writing is a complete handbook and rhetoric, useful to beginning, intermediate, and advanced students of composition. The book starts with an overview of the writing process.

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