

Brief Contents

Detailed Contents vii

ESL Contents xiii

Preface xv

CHAPTER 1 **Writing Backgrounds and Styles: Knowing Yourself** 1

CHAPTER 2 **What Makes an Effective Paragraph?** 15

CHAPTER 3 **Audience and Context: Your Reader(s) and Other Influences
on Your Writing** 30

CHAPTER 4 **Reading and Writing Are Connected** 50

CHAPTER 5 **Invention: Strategies for Getting Started** 59

CHAPTER 6 **Making Meaning** 70

CHAPTER 7 **Revision and Content Development: Getting from the First
Draft to the Final Draft** 81

CHAPTER 8 **Working on Your Paragraphs** 101

CHAPTER 9 **Proofreading: The Final Step** 111

CHAPTER 10 **Format: Professional Presentation** 170

Appendix 1: Glossary 181

Appendix 2: Business and Technical Writing 187

Appendix 3: Modes of Discourse/Rhetorical Modes 193

More Resources about Writing 197

Index 199