Pearson New International Edition



The Longman Handbook for Writers and Readers

Robert A. Schwegler Chris M. Anson

Sixth Edition



ALWAYS LEARNING®

PEARSON®

Pearson New International Edition

The Longman Handbook
for Writers and Readers
Robert A. Schwegler Chris M. Anson
Sixth Edition

PEARSON®

Longman Handbook for Writers and Readers, The

Table of Contents

Cover
Table of Contents
1. Writers, Readers, and Communities
2. Discovering and Planning
3. Purpose, Thesis, and Audience
4. Drafting
5. Revising, Editing, and Proofreading
6. Paragraphs
7. Sentences
8. Assessing Writing
9. Thinking Critically and Reading Critically
10. Constructing an Argument
11. Developing, Supporting, and Documenting an Argument
12. Creating a Visual Argument
13. Designing Documents
14. Multimodal Presentations
15. Writing Online
16. Speaking Effectively
17. Academic Writing: General Education
18. Writing in the Arts and Humanities
19. Writing in the Social and Natural Sciences
20. Public Writing
21. Workplace Writing
22. Getting Started: Researching and Writing
23. Library Resources
24. Databases
25. Internet Resources

Pearson

Table of Contents

26. Field Resources and Fieldwork
27. Avoiding Plagiarism and Integrating Sources
28. Writing, Revising, and Presenting Research
29. Ten Serious Documentation Mistakes
30. MLA Documentation
31. APA Documentation
32. CMS Documentation
33. CSE Documentation
34. Ten Serious Grammar Mistakes
35. Sentence Elements and Patterns
36. Verbs
37. Nouns and Pronouns
38. Agreement
39. Adjectives and Adverbs
40. Sentence Fragments
41. Comma Splices and Fused Sentences
42. Pronoun Reference
43. Misplaced, Dangling, and Disruptive Modifiers
44. Faulty Shifts
45. Mixed and Incomplete Sentences
46. Parallelism
47. Coordination and Subordination
48. Wordiness
49. Style, the Dictionary, and Vocabulary
50. Appropriate and Respectful Language
51. Commas
52. Semicolons and Colons
53. Apostrophes
54. Quotation Marks
55. Periods, Question Marks, and Exclamation Points
56. Special Punctuation

Table of Contents

57. Capitalization
58. Italics (Underlining)
59. Hyphens and Word Division
60. Numbers
Glossary of Usage and Terms
- A
- B
- C
- D
- E
- F
- G
- H
- I
- K
- L
- M
- N
- O
- P
- Q
- R
- S
- T
- U
- V
- W
- Y

Revision and Editing Symbols
Index