PART ONE: STRUCTURES

Chapter 1—Summary, Paraphrase, and Quotation 2

What Is a Summary? 2

Can a Summary Be Objective? 2

BOX: Where Do We Find Written Summaries? 3

Using the Summary 3

The Reading Process 4

BOX: Critical Reading for Summary 5

How to Write Summaries 6

BOX: Guidelines for Writing Summaries 6

Demonstration: Summary 7

The Baby in the Well: The Case Against Empathy—Paul Bloom 8

Read, Reread, Highlight 14

Divide into Stages of Thought 15

Write a Brief Summary of Each Stage of Thought 16

Write a Thesis: A Brief Summary of the Entire Passage 18

Write the First Draft of the Summary 20

Summary 1: Combine Thesis Sentence with Brief Section Summaries 20

The Strategy of the Shorter Summary 21

Summary 2: Combine Thesis Sentence, Section Summaries, and Carefully Chosen Details 21

The Strategy of the Longer Summary 23

How Long Should a Summary Be? 24

EXERCISE 1.1: Individual and Collaborative Summary Practice 24

Summarizing Graphs, Charts, and Tables 25

Bar Graphs 26

EXERCISE 1.2: Summarizing Graphs 27

Line Graphs 28

EXERCISE 1.3: Summarizing Line Graphs 30
Pie Charts 30
EXERCISE 1.4: Summarizing Pie Charts 31
Other Charts: Bubble Maps, Pictograms, and Interactive Charts 31
Tables 34
EXERCISE 1.5: Summarizing Tables 37

Paraphrase 37
BOX: How to Write Paraphrases 39
EXERCISE 1.6: Paraphrasing 40

Quotations 41
Choosing Quotations 41
Quoting Memorable Language 41
BOX: When to Quote 42
Quoting Clear and Concise Language 42
Quoting Authoritative Language 43
Incorporating Quotations into Your Sentences 44
Quoting Only the Part of a Sentence or Paragraph That You Need 44
Incorporating the Quotation into the Flow of Your Own Sentence 45
Avoiding Freestanding Quotations 45
EXERCISE 1.7: Incorporating Quotations 46
Using Ellipses 46
Using Brackets to Add or Substitute Words 47
BOX: When to Summarize, Paraphrase, and Quote 48
BOX: Incorporating Quotations into Your Sentences 49
EXERCISE 1.8: Using Brackets 50

Avoiding Plagiarism 50
BOX: Rules for Avoiding Plagiarism 52

Writing Assignment: Summary 52
Breakfast Helps Kids Handle Basic Math, Study Suggests—Marcia Wood 52

Chapter 2—Critical Reading and Critique 54

Critical Reading 54
Question 1: To What Extent Does the Author Succeed in His or Her Purpose? 54
BOX: Where Do We Find Written Critiques? 55
Writing to Inform 55
Evaluating Informative Writing 56
Writing to Persuade 56

EXERCISE 2.1: Informative and Persuasive Thesis Statements 57
  Evaluating Persuasive Writing 58

The Moon We Left Behind—Charles Krauthammer 58

EXERCISE 2.2: Critical Reading Practice 60
  Persuasive Strategies 60
  Logical Argumentation: Avoiding Logical Fallacies 61

BOX: Tone 63

EXERCISE 2.3: Understanding Logical Fallacies 65

Writing to Entertain 66

Question 2: To What Extent Do You Agree with the Author? 66
  Identify Points of Agreement and Disagreement 66

EXERCISE 2.4: Exploring Your Viewpoints—in Three Paragraphs 67
  Explore the Reasons for Agreement and Disagreement:
    Evaluate Assumptions 67
    Inferring and Implying Assumptions 68
    An Example of Hidden Assumptions from the World of Finance 68

Critique 70

How to Write Critiques 71

BOX: Guidelines for Writing Critiques 71

Demonstration: Critique 72

To What Extent Does the Author Succeed in His or Her Purpose? 72

To What Extent Do You Agree with the Author? Evaluate Assumptions 73

Model Critique: A Critique of Charles Krauthammer’s “The Moon We Left Behind”—Andrew Harlan 74

EXERCISE 2.5: Informal Critique of the Model Critique 79

BOX: Critical Reading for Critique 79

The Strategy of the Critique 80

Writing Assignment: Critique 81

Why We Need Violent Video Games—Ethan Gilsdorf 82

Chapter 3—Explanatory Synthesis 84

What Is a Synthesis? 84
  Summary and Critique as a Basis for Synthesis 84
  Inference as a Basis for Synthesis: Moving Beyond
  Summary and Critique 84
Purpose 85
Example: Same Sources, Different Uses 85
BOX: Where Do We Find Written Syntheses? 86

Using Your Sources 86

Types of Syntheses: Explanatory and Argument 87
What Are Genetically Modified (GM) Foods? 87
Genetically Modified Foods and Organisms—The United States Department of Energy 87
Why a GM Freeze?—The GM Freeze Campaign 88

How to Write Syntheses 89
BOX: Guidelines for Writing Syntheses 90

The Explanatory Synthesis 91

Demonstration: Explanatory Synthesis—Going Up? An Elevator Ride to Space 92
EXERCISE 3.1: Exploring the Topic 92
The History of the Space Elevator—P. K. Aravind 93
Applications of the Space Elevator—Bradley C. Edwards 94
Going Up—Brad Lemley 96
Consider Your Purpose 98
EXERCISE 3.2: Critical Reading for Synthesis 99
Formulate a Thesis 99
Decide How You Will Use Your Source Material 101
Develop an Organizational Plan 101
Summary Statements 102
Write the Topic Sentences 104
BOX: Organize a Synthesis by Idea, Not by Source 104
Write Your Synthesis 105

Explanatory Synthesis: First Draft 106
Revise Your Synthesis: Global, Local, and Surface Revisions 110
Revising the First Draft: Highlights 110
Global 110
Local 111
Surface 111
EXERCISE 3.3: Revising the Explanatory Synthesis 111

BOX: Critical Reading for Synthesis 120

Writing Assignment: Ethical Dilemmas in Everyday Life 121
EXERCISE 3.4: Exploring Online Sources 121
Chapter 4—Argument Synthesis

What Is an Argument Synthesis? 122
The Elements of Argument: Claim, Support, and Assumption 123
  Claim 123
  Support 123
  Assumption 123
EXERCISE 4.1: Practicing Claim, Support, and Assumption 124
The Three Appeals of Argument: Logos, Ethos, Pathos 124
  Logos 124
EXERCISE 4.2: Using Deductive and Inductive Logic 126
  Ethos 126
EXERCISE 4.3: Using Ethos 127
  Pathos 127
EXERCISE 4.4: Using Pathos 128
The Limits of Argument 129
  Fruitful Topics for Argument 129

Demonstration: Developing an Argument Synthesis—Responding to Bullies 130
Bullying Statistics—Pacer.org 131
The 2011 National School Climate Survey: The Experiences of Lesbian, Gay, Bisexual and Transgender Youth in Our Nation’s Schools—Joseph Kosciw, Emily Greytak, Mark Bartkiewicz et al. 132
Olweus Bullying Prevention Program: Scope and Sequence 133
White House Report/Bullying—And the Power of Peers—Philip Rodkin 134
EXERCISE 4.5: Critical Reading for Synthesis 135
Consider Your Purpose 136
Making a Claim: Formulate a Thesis 136
Decide How You Will Use Your Source Material 137
Develop an Organizational Plan 138
Formulate an Argument Strategy 139
Draft and Revise Your Synthesis 140
Model Argument Synthesis: Responding to Bullies—Peter Simmons 140
The Strategy of the Argument Synthesis 151

Developing and Organizing the Support for Your Arguments 155
Summarize, Paraphrase, and Quote Supporting Evidence 156
Provide Various Types of Evidence and Motivational Appeals 156
Use Climactic Order 156
Detailed Contents

Use Logical or Conventional Order 157
Present and Respond to Counterarguments 157
Use Concession 158

BOX: Developing and Organizing Support for Your Arguments 158
Avoid Common Fallacies in Developing and Using Support 159

The Comparison-and-Contrast Synthesis 159
Organizing Comparison-and-Contrast Syntheses 160
Organizing by Source or Subject 160
Organizing by Criteria 160

EXERCISE 4.6: Comparing and Contrasting 161
A Case for Comparison-and-Contrast: World War I 162
and World War II 162
Comparison-and-Contrast Organized by Criteria 162

Model Exam Response 163
The Strategy of the Exam Response 166

Summary of Synthesis Chapters 168
Writing Assignment: Ethical Dilemmas in Everyday Life 169

Chapter 5—Analysis 170

What Is an Analysis? 170

BOX: Where Do We Find Written Analyses? 171

How to Write Analyses 172

The Plug-In Drug—Marie Winn 172

EXERCISE 5.1: Reading Critically: Winn 174
Locate and Apply an Analytic Tool 174
Locate an Analytic Tool 175
Apply the Analytic Tool 176
Analysis Across the Curriculum 176

BOX: Guidelines for Writing Analyses 177
Formulate a Thesis 178
Develop an Organizational Plan 178
Turning Key Elements of a Principle or a Definition into Questions 178
Developing the Paragraph-by-Paragraph Logic of Your Paper 179
Draft and Revise Your Analysis 180
Write an Analysis, Not a Summary 180
Make Your Analysis Systematic 181
Answer the “So What?” Question 181
Attribute Sources Appropriately 181
BOX: Critical Reading for Analysis 182
When Your Perspective Guides the Analysis 182

**Demonstration: Analysis** 183
Model Analysis: The Case of the Missing Kidney:
An Analysis of Rumor—Linda Shanker 184
EXERCISE 5.2: Informal Analysis of the Model Analysis 192
The Strategy of the Analysis 192

**Writing Assignment: Analysis** 193
Assignment 1 193
Assignment 2 193
For Fallen Stop Sign, Vandals Face Life—Mike Clary 194
State of Utah v. Kelly K. Hallett and Richard James
Felsch—Supreme Court of Utah Oct. 20, 1980 198

**PART TWO: STRATEGIES** 202
Chapter 6—Writing as a Process 202

Writing as Thinking 202

Stages of the Writing Process 203
BOX: The Writing Process 203

Stage 1: Understanding the Task 204
Papers in the Academic Disciplines 204
EXERCISE 6.1: Analyze an Assignment 205

Stage 2: Gathering Data 205
Types of Data
Primary and Secondary Sources 206

Stage 3: Invention 206
BOX: The Myth of Inspiration 207
Choosing and Narrowing Your Subject 207
BOX: The Myth of Talent 208
EXERCISE 6.2: Practice Narrowing Subjects 209
Invention Strategies
Directed Freewriting 209
Listing 209
Outlining 210
Clustering and Branching 210

EXERCISE 6.3: Practice Invention Strategies 211
Stage 4: Drafting

Strategies for Writing the Paper 211
Writing a Thesis 212
The Components of a Thesis 212
Making an Assertion 213
Starting with a Working Thesis 214
Using the Thesis to Plan a Structure 215

BOX: How Ambitious Should Your Thesis Be? 215

EXERCISE 6.4: Drafting Thesis Statements 217

Writing Introductions and Conclusions 218
Introductions 218

EXERCISE 6.5: Drafting Introductions 223
Conclusions 223

EXERCISE 6.6: Drafting Conclusions 229

Stage 5: Revision 229

Characteristics of Good Papers 230
Unity 230
Coherence 231
Development 231

The Reverse Outline 231

Stage 6: Editing 232

Editing for Style 232
Editing for Correctness 234
The Final Draft 234

BOX: Common Sentence-Level Errors 234

Writing Assignment: Process 235

Chapter 7—Locating, Mining, and Citing Sources 236

Source-Based Papers 236

BOX: Where Do We Find Written Research? 236
BOX: Writing the Research Paper 237

The Research Question 239

BOX: Narrowing the Topic via Research 240

EXERCISE 7.1: Constructing Research Questions 240

LOCATING SOURCES 241

BOX: Types of Research Data 241
Preliminary Research 241
Consulting Knowledgeable People 241
Familiarizing Yourself with Your Library’s Resources 242
Locating Preliminary Sources 242
Encyclopedias 244
BOX: Wikipedia: Let the Buyer Beware 245
EXERCISE 7.2: Exploring Specialized Encyclopedias 246
Biographical Sources 246
Almanacs and Yearbooks 247
Literature Guides and Handbooks 247
Overviews and Bibliographies 248
Subject-Heading Guides 248

Focused Research 248
Databases 249
Smartphones and Database Searching 250
Discovery Services 251
Web Searches 252
BOX: Constructing an Effective Database Search Query 253
Searching Databases Effectively 254
BOX: Using Keywords and Boolean Logic to Refine Online Searches 255
Evaluating Web Sources 257
Other Pitfalls of Web Sites 257
EXERCISE 7.3: Exploring Online Sources 258
EXERCISE 7.4: Practice Evaluating Web Sources 258
Periodicals: General 258
Magazines 258
Newspapers 259
Periodicals: Specialized 259
EXERCISE 7.5: Exploring Specialized Periodicals 260
Books 260
Book Reviews 261
Government Publications and Other Statistical Sources 261
Interviews and Surveys 262
BOX: Guidelines for Conducting Interviews 263
BOX: Guidelines for Conducting Surveys and Designing Questionnaires 263

MINING SOURCES 264
BOX: Critical Reading for Research 264
The Working Bibliography 265
   Note-Taking 266
   Getting the Most from Your Reading 267
   BOX: Guidelines for Evaluating Sources 269
Arranging Your Notes: The Outline 269
Research and Plagiarism 270
   Time Management and Plagiarism 270
   Confidence and Plagiarism 271
   Note-Taking and Plagiarism 271
   Digital Life and Plagiarism 272
Determining Common Knowledge 272
   A Guideline for Determining Common Knowledge 272
Plagiarism, the Internet, and Fair Use 273
   Internet Paper Mills 273
   BOX: Fair Use and Digital Media 274
CITING SOURCES 274
   BOX: Types of Citations 274
APA Documentation Basics 275
   APA In-Text Citations in Brief 275
   APA References List in Brief 275
MLA Documentation Basics 277
   MLA In-Text Citations in Brief 277
   MLA Works Cited List in Brief 277
Writing Assignment: Source-Based Paper 280

Chapter 8—Practicing Academic Writing 281
Ethical Dilemmas in Everyday Life 281
   Read; Prepare to Write 283
   BOX: Group Assignment #1: Make a Topic List 284
   BOX: Group Assignment #2: Create a Topic Web 284
   BOX: Group Assignment #3: Decide for Yourself 284
The Readings and Videos 285
   What If...—Daniel Sokol 285
   BOX: Video Link: The Trolley Car 288
   The Case of the Collapsed Mine—Richard T. De George 288
<table>
<thead>
<tr>
<th>Title</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Moral Inquiry—Ronald F. White</td>
<td>296</td>
</tr>
<tr>
<td>BOX: Video Link: Grey’s Anatomy (a medical dilemma)</td>
<td>299</td>
</tr>
<tr>
<td>Heinz’s Dilemma: Kohlberg’s Six Stages of Moral Development—William Crain</td>
<td>299</td>
</tr>
<tr>
<td>BOX: Video Link: The Heinz Dilemma</td>
<td>305</td>
</tr>
<tr>
<td><strong>A Casebook of Ethical Dilemmas</strong></td>
<td></td>
</tr>
<tr>
<td>The Lifeboat—Rosetta Lee</td>
<td>305</td>
</tr>
<tr>
<td>Lifeboat Ethics: The Case Against Helping the Poor—Garrett Hardin</td>
<td>306</td>
</tr>
<tr>
<td>The Bank Teller</td>
<td>308</td>
</tr>
<tr>
<td>BOX: Video Link: An Ethical Dilemma Concerning Theft of Military Supplies</td>
<td>308</td>
</tr>
<tr>
<td>Should I Protect a Patient at the Expense of an Innocent Stranger?—Chuck Klosterman</td>
<td>308</td>
</tr>
<tr>
<td>No Edit—Randy Cohen</td>
<td>310</td>
</tr>
<tr>
<td>The Tortured Child—Kelley L. Ross</td>
<td>311</td>
</tr>
<tr>
<td>The Ones Who Walk Away from Omelas—Ursula Le Guin</td>
<td>311</td>
</tr>
<tr>
<td>BOX: Video Link: <em>The Drowning Child</em> by Peter Singer</td>
<td>312</td>
</tr>
<tr>
<td>A Callous Passerby</td>
<td>312</td>
</tr>
<tr>
<td><strong>The Assignments</strong></td>
<td></td>
</tr>
<tr>
<td>Summary</td>
<td>312</td>
</tr>
<tr>
<td>Alternate Summary Assignment</td>
<td>312</td>
</tr>
<tr>
<td>Critique</td>
<td>313</td>
</tr>
<tr>
<td>Explanatory Synthesis</td>
<td>314</td>
</tr>
<tr>
<td>Analysis</td>
<td>315</td>
</tr>
<tr>
<td>Alternate Analysis Assignment</td>
<td>316</td>
</tr>
<tr>
<td>Argument</td>
<td>317</td>
</tr>
<tr>
<td>Alternate Argument Assignment #1</td>
<td>318</td>
</tr>
<tr>
<td>Alternate Argument Assignment #2</td>
<td>318</td>
</tr>
</tbody>
</table>

Credits 319

Index 325