



## Why Do You Need This New Edition?

**If you're wondering why you should buy this new edition of *Reviewing Basic Grammar*, here are six good reasons!**

- 1** **New in-chapter exercises** provide additional opportunities for practice and review based on topics of compelling interest.
- 2** **New chapter review tests** offer feedback to alert you to the need for more practice in some areas.
- 3** **Simplified explanations and terms** support your understanding of all the content you are learning.
- 4** **New MyWritingLab links** send you to additional practice opportunities at Longman's robust online resource, [www.MyWritingLab.com](http://www.MyWritingLab.com), which is available at no extra cost when packaged with this book.
- 5** **New exercises integrating grammar and sentence writing** at the end of every chapter demonstrate how grammar knowledge enhances writing skills.
- 6** **And more help for students whose first language is not English** takes the form of Language Tips boxes in every chapter, as well as a Checklist for ESL writers.



# **Reviewing Basic Grammar**

**A GUIDE TO WRITING  
SENTENCES AND PARAGRAPHS**

**E I G H T H   E D I T I O N**

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# Preface

So much of a student's academic and professional success depends on his or her ability to speak and write effectively. As with its predecessors, the goal of this eighth edition of *Reviewing Basic Grammar: A Guide to Writing Sentences and Paragraphs* is to help students improve their skills in grammar and basic writing before taking a freshman English course. With its friendly tone, its focus on basics of grammar and usage, and its scaffolded approach to writing, *RBG8* will help students become confident, effective, and interesting writers and speakers who produce strong college work and convey professionalism to prospective employers.

## Features New to the Eighth Edition

Every new edition is designed to make a book better—and this one is no exception. We have tried to bring students new and expanded opportunities for practice, as well as even more emphasis on clear, straightforward instructional content.

- **New In-Chapter Exercises.** Additional opportunities for practice and review based on current topics of student interest are provided throughout the book.
- **New Chapter Review Tests.** Identical in format and difficulty, chapter review tests provide the student with feedback that alerts him or her to those areas of the chapter that need more practice.
- **Increased Emphasis on Simplified but Clear Explanations and Terms.** The text provides clear and understandable explanations. Similarly, it avoids confusing or difficult terms like *subject complement* and *predicate nominative*.
- **Increased Integration of Grammar and Sentence Writing.** This edition of *Reviewing Basic Grammar* correlates the acquisition of grammar skills with sentence writing in a series of exercises that conclude each chapter.
- **Coordination with [www.MyWritingLab.Com](http://www.MyWritingLab.Com) Material.** Students who need additional help or practice can follow numerous in-chapter references to specific links at <http://www.mywritinglab.com>. Resources for writing, such as editing exercises and lists of topics for students' own paragraph writing, are also featured at the Web site and referenced in textbook chapters. Each instructor can change the online material to suit his or her course plan.
- **Increased Emphasis on the Needs of the ESL Student.** Students whose first language is not English often need additional help, and each chapter contains a Language Tip box. In addition, "A Checklist for the ESL Writer" in the Appendix furnishes more detailed assistance. Students also see in-chapter references to new ESL practice material available on <http://www.mywritinglab.com>.

## Approach and Organization

As in previous editions, *Reviewing Basic Grammar: A Guide to Writing Sentences and Paragraphs*, eighth edition, has been guided by the following principles:

- Emphasis on the essentials of sentence structure, grammar, and punctuation, while avoiding technical terminology, is important in teaching grammar and basic writing skills.
- Inclusion of writing and writing assignments that are meaningful and reflect students' interests and concerns are important because grammar and usage cannot be taught in a vacuum.
- Presentation of concise, clear, and interesting material for both students and instructors and of abundant exercises and opportunities for evaluation is important.
- Recognition of the ethnic and cultural diversity of today's student body is important.

Chapter 1 stresses the importance of acceptable usage and grammar and their relationship with effective writing. The chapter also contains an introduction to writing paragraphs and includes a section on writing on the computer.

Building on the overview of writing paragraphs addressed in Chapter 1, subsequent chapters present writing topic sentences, methods to assure coherence by using various organizational patterns, the use of transitions within the paragraph, and strategies for paragraph development. Each chapter presents a complete and concise examination of the common problems of basic usage, followed by a sequential study of paragraph writing. The result is a thorough and seamless coverage of the fundamentals of usage and writing that will prepare the student for the challenges of a freshman English course.

Among the topics addressed in the text are some that students often find particularly challenging, including

- Sentence fragments, comma-splices, and fused sentences
- Subject-verb agreement
- Pronoun-antecedent agreement
- Subject and object forms of pronouns
- Use of adjectives and adverbs
- Use of indefinite pronouns such as *anyone*, *someone*, *neither*, and *none*
- Verbs and tense
- Punctuation, possessives, numbers, and capitals
- Avoidance of sexism in the use of pronouns

## Enduring Features

In addition to the new features added in this edition, *Reviewing Basic Grammar* includes the features that have made it a successful textbook through seven previous editions, including

- **Clear Explanations, Examples, and Exercises.** The grammar and usage sections of each chapter provide clear explanations and examples, as well as exercises in a variety of formats—including sentence completion, multiple choice, sentence generation, and editing.
- **Student Paragraphs and Paragraphs by Professional Writers.** Examples written by students and those by popular, professional writers illustrate the various rhetorical patterns introduced in each chapter.
- **Writing Tips.** Boxed, readily identifiable writing tips are included on such practical matters as breaking through writer’s block, using the proper format for papers, and building one’s vocabulary.
- **Review Tests.** Two review tests, identical in format and difficulty, conclude the grammar and usage section of each chapter.
- **Writing Paragraphs.** Each chapter concludes with a section on writing paragraphs. The section instructs on such topics as writing effective thesis sentences and organizing paragraphs.
- **Answers.** Answers to even-numbered exercises are included at the end of the text so that students may evaluate their work as they move through the chapters.
- **A Checklist for the ESL Writer.** A checklist in the Appendix that includes cross-references to the chapters in the text addresses the most troublesome and confusing problems encountered by students whose first language is not English. To supplement this appendix, qualified adopters of this book may obtain *ESL Worksheets* (ISBN 0-321-01955-5) by contacting their Pearson representative. Written by Jocelyn Steer, a recognized authority on the teaching of English to ESL students, the worksheets provide extra practice in the areas that usually require additional attention.

## The Teaching and Learning Package

Each component of the teaching and learning package for *Reviewing Basic Grammar: A Guide to Writing Sentences and Paragraphs*, eighth edition, has been crafted to ensure that the course is a rewarding experience for both instructors and students.

The *Instructor’s Manual/Test Bank*, available without cost to adopters, provides the following teaching aids:

- Answers to the chapter review exercises.
- Three tests on grammar and usage for Chapters 2–11 (Forms A, B, and C). The tests are identical in format and difficulty. An answer key is included.

- Three cumulative final examinations on grammar and usage (Forms A, B, and C). The examinations are identical in format and difficulty, and an answer key is included.
- Exercises that supplement the Appendix, “A Checklist for the ESL Writer,” for those students who need additional review.

**[www.MyWritingLab.com](http://www.MyWritingLab.com)**. MyWritingLab is a complete online learning system with better practice exercises to make students better writers. The exercises in MyWritingLab are progressive, which means within each skill module students move from literal comprehension to critical application to demonstrating their skills in their own writing. The 9,000+ exercises in the system do rehearse grammar, but they also extend into the writing process, paragraph development, essay development, and research. A thorough diagnostic test outlines where students have not yet mastered the skill, and an easy-to-use tracking system enables students and instructors to monitor all work in MyWritingLab.

Chapters in this book provide a wealth of links to content in MyWritingLab. Talk to your Pearson sales representative to find out how to order MyWritingLab.

## The Pearson Longman Developmental English Package

Pearson Longman is delighted to offer a variety of support materials to help students excel in their coursework and to help teachers find new, creative—and often easier—ways to teach these often challenging courses. Many of our student supplements are available free or at a greatly reduced price when packaged with a Pearson writing textbook. Contact your local Pearson sales representative for more information on pricing and how to create a package.

## Student Supplements

**The Pearson Student Planner (0-205-66301-X)**. A yearly planner to help you organize your time and your work. This unique planner offers personal space to plan, think about, and present your work, as well as a yearly planner; an assessing/organizing area; a daily planner including daily, weekly, and monthly calendars; and a useful links page.

**The Pearson Writer’s Journal**, by Mimi Markus (0-321-08639-2). Your own personal space for writing, with helpful journal writing strategies, sample journal entries by other students, and many writing prompts and topics to get you started writing.

**Applying English to Your Career**, by Deborah Davis (0-131-92115-0). A brief page of instruction on each of 25 key writing skills, followed by practice exercises in these skills that focus on seven specific career fields.

**The New American Webster Handy College Dictionary, 3/e (0-451-18166-2)**. A paperback reference text with more than 100,000 entries.



**The Oxford American Desk Dictionary and Thesaurus (0-425-18068-9).** A one-of-a-kind reference book that combines both of the essential language tools—dictionary and thesaurus—in a single, integrated A-to-Z volume. At 1,024 pages, it offers more than 150,000 entries, definitions, and synonyms so you can find the right word every time, as well as appendices of valuable quick-reference information, including signs and symbols, weights and measures, presidents of the United States, U.S. states and capitals, and more.

**The Oxford Essential Thesaurus (0-425-16421-7).** A concise, easy-to-use thesaurus—the essential tool for finding just the right word for every occasion. The 528-page book includes 175,000 synonyms in a simple A-to-Z format, more than 10,000 entries, extensive word choices, example sentences and phrases, and guidance on usage and punctuation.

**The Pearson ESL Workbook, 2/e,** by Susan Miller and Karen Standridge (0-131-94759-1). A workbook divided into seven major units, each of which provides thorough explanations and exercises in the most challenging grammar topics for non-native speakers of English. Topics include nouns, articles, verbs, modifiers, pronouns, prepositions, and sentence structure.

**Eighty Practices,** by Maxine Hairston (0-673-53422-7). A collection of ten-item exercises that provides additional practice for specific grammatical usage problems, such as comma-splices, capitalization, and pronouns.

**The Pearson Grammar Workbook, 2/e,** by Jeanette Adkins (0-131-94771-0). A comprehensive source of instruction for students who need additional grammar, punctuation, and mechanics assistance. Covering such topics as subject-verb agreement, conjunctions, modifiers, capital letters, and vocabulary, each chapter provides helpful explanations, examples, and exercises.

**Learning Together: An Introduction to Collaborative Learning,** by Tori Haring-Smith (0-673-46848-8). A brief guide to the fundamentals of collaborative learning that helps you learn about working effectively in groups.

**Pearson Editing Exercises, 2/e (Student / 0-205-66618-3, Instructor Answer Key / 0-205-66617-5).** Fifty 1-page editing paragraphs that provide opportunities to learn how to recognize and correct the most common types of sentence, grammar, and mechanical errors in context. Errors are embedded within engaging and informative paragraphs, rather than in discrete sentence exercises, to simulate a more natural writing situation that allows you to draw upon your intuitive knowledge of structure and syntax, as well as specific information from class instruction. The booklet makes an ideal supplement to any grammar, sentence, or writing text.

**The Pearson Student Essays Booklet (0-205-60544-3).** This brief booklet includes three essays from each of the nine modes. It also includes an essay that showcases the

writing process from beginning to end, crystallizing the importance of revision for all writers.

**The Pearson Visual Writing Guide for Developing Writers**, by Ileen L. Linden (0-205-61984-3). A thematic supplement designed to stimulate reading comprehension through an authentic perspective of visual imagery. Each assignment challenges you to think beyond the text to the image, expanding your worldview as you navigate through complex or unfamiliar issues. This approach teaches deconstruction, a problem-based strategy that reveals important social and cultural interrelationships across the curriculum. Instructors will find this a practical guide for assignments directed toward journaling, reflection, argumentative essay writing, and more.

**100 Things to Write About**, by Ron Koertge (0-673-98239-4). This brief book contains over 100 individual writing assignments on a variety of topics and in a wide range of formats, from expressive to analytical writing.

**The Penguin Discount Novel Program.** In cooperation with Penguin Putnam, Inc., Pearson is proud to offer a variety of Penguin paperbacks at a significant discount when packaged with any Pearson title. Excellent additions to any English course, Penguin titles give students the opportunity to explore contemporary and classical fiction and drama. The available titles include works by authors as diverse as Toni Morrison, Julia Alvarez, Mary Shelley, and Shakespeare. To review the complete list of titles available, visit the Pearson-Penguin-Putnam Web site: <http://www.pearsonhighered.com/penguin>.

## What Every Student Should Know About (WESSKA) Series

The **What Every Student Should Know About...** series is a collection of guide books designed to help students with specific topics that are important in a number of different college courses. Instructors can package any one of these booklets with their Pearson textbook for no additional charge, or the booklets can be purchased separately.

*What Every Student Should Know About Preparing Effective Oral Presentations* (0-205-50545-7), Martin R. Cox.

*What Every Student Should Know About Researching Online* (0-321-44531-7), David Munger/Shireen Campbell.

*What Every Student Should Know About Citing Sources with APA Documentation* (0-205-49923-6), Chalon E. Anderson/Amy T. Carrell/Jimmy L. Widdifield, Jr.

*What Every Student Should Know About Citing Sources with MLA Documentation* (0-321-44737-9), Michael Greer.

*What Every Student Should Know About Avoiding Plagiarism* (0-321-44689-5), Linda Stern.

*What Every Student Should Know About Peer Review* (0-321-44848-0), Michelle Trim.

## State-Specific Supplements

### *For Florida Adopters:*

*Thinking Through the Test: A Study Guide for the Florida College Basic Skills Exit Test*, by D. J. Henry and Mimi Markus.

**For Florida Adoptions Only.** This workbook helps students strengthen their reading skills in preparation for the Florida College Basic Skills Exit Test. It features diagnostic tests to help assess areas that may need improvement and exit tests to help test skill mastery. Detailed explanatory answers have been provided for almost all of the questions. *Package item only—not available for sale.*

Available Versions:

*Thinking Through the Test: A Study Guide for the Florida College Basic Skills Exit Tests: Reading and Writing, without Answers* 3/e 0-321-38740-6

*Thinking Through the Test: A Study Guide for the Florida College Basic Skills Exit Tests: Reading and Writing, with Answers*, 3/e 0-321-38739-2

*Thinking Through the Test: A Study Guide for the Florida College Basic Skills Exit Tests: Writing, without Answers*, 3/e 0-321-38934-4

*Thinking Through the Test: A Study Guide for the Florida College Basic Skills Exit Tests: Writing, with Answers*, 3/e 0-321-38741-4

**Preparing for the CLAST, 7/e** by H. Ramsay Fowler (**Instructor/Print ISBN 0-321-01950-4**). These two, 40-item objective tests evaluate students' readiness for the Florida CLAST exams. Strategies for teaching CLAST preparedness are included.

### *For Texas Adopters:*

**The Pearson THEA Study Guide**, by Jeannette Harris (**Student/ 0-321-27240-4**). Created specifically for students in Texas, this study guide includes straightforward explanations and numerous practice exercises to help students prepare for the reading and writing sections of THEA Test. *Package item only—not available for sale.*

*For New York/CUNY Adopters:*

*Preparing for the CUNY-ACT Reading and Writing Test*, edited by Patricia Licklider (Student/ 0-321-19608-2). This booklet, prepared by reading and writing faculty from across the CUNY system, is designed to help students prepare for the CUNY-ACT exit test. It includes test-taking tips, reading passages, typical exam questions, and sample writing prompts to help students become familiar with each portion of the test.

## **Instructor Supplements**

**Printed Test Bank for Developmental Writing (Available via the Instructor Resource Center ONLY) (0-321-08486-1)**. This test bank features more than 5,000 questions in all areas of writing. In addition to extensive grammar practice, the test bank covers paragraphs and essays, including such topics as the writing process and documentation. Instructors simply log on to the Instructor Resource Center (IRC) to download and print the tests of their choice. Please contact your local Pearson sales representative or the main textbook instructor's manual (IM) for more information regarding the IRC.

**Diagnostic and Editing Tests with Exercises, 9/e (0-321-41524-8)**. This collection of diagnostic tests helps instructors assess students' competence in standard written English to determine placement or to gauge progress.

**The Pearson Guide to Community Service-Learning in the English Classroom and Beyond by Elizabeth Rodriguez Kessler (0-321-12749-8)**. Written by Elizabeth Rodriguez Kessler of University of Houston, this monograph provides a definition and history of service-learning, as well as an overview of how service-learning can be integrated effectively into the college classroom.

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