

REVISOR: To fix a faucet unscrew the handle and you should examine the washer.

To fix a faucet unscrew the handle and examine the washer.

Make an incision along the dorsal axis of the frog, and then you peel the skin.

Open the hood of the car and then you should examine the distributor cap.

It is necessary that the student fill out the questionnaire and hand it in.

The government wants to eliminate the graduated income tax and set a fixed rate to all taxpayers.

First mail your résumé, and then you call for an interview.

d Shifts in Person and Number

Person is the form a pronoun or verb takes to indicate who is speaking (first person—*I am, we are*), who is spoken to (second person—you are), and who is spoken about (third person—he, it is; and they are). Number indicates one (singular—*novel*) or many (plural—*novels, they, them*).

Faulty shifts between the second- and the third-person nouns cause most errors.

INCONSISTENT: When one looks for a loan, you compare the interest rates from several banks. (shift from third to second person)

REVISED: When one looks for a loan, one compares the interest rates from several banks.

REVISED: When you look for a loan, you compare the interest rates from several banks.

REVISED: When a person looks for a loan, he or she compares the interest rates from several banks.

Unwarranted shifts in number also create confusion with sentences. Make sure that singular pronouns refer to singular antecedents and plural pronouns to plural antecedents (see 241–2).

INCONSISTENT: If a person does not study regularly, they will have a difficult time passing organic chemistry. (shift from singular to plural)

REVISED: If a person does not study regularly, he or she will have a difficult time passing organic chemistry.

REVISED: If students do not study regularly, they will have a difficult time passing organic chemistry.

NOTE: Although college writing follows standard conventions of pronoun-antecedent agreement, use of a plural pronoun referring to a singular antecedent is increasingly common when such use enables the writer to avoid sexist language (see 17g.3).

Buddy Holly and Janis Joplin each made a significant contribution with their music.

EXERCISE 4

Read the following sentences, and eliminate any shifts in tense, voice, mood, person, or number. Some sentences are correct, and some will have more than one possible answer.

- Gettysburg is a borough of southwestern Pennsylvania where some of the bloodiest fighting of the Civil War occurs in July 1863.
- Giotto was born near Florence in 1267 and is given credit for the revival of painting in the Renaissance.
- The early Babylonians divided the circle into 360 parts, and the volume of a pyramid could also be calculated by them.
- During World War II General Motors expanded its production facilities, and guns, tanks, and ammunition were made.
- Diamonds, the only gems that are valuable when colorless, were worn to cure disease and to ward off evil spirits.
- First, clear the area of weeds, and then you should spread the mulch in a six-inch layer.
- When one visits the Grand Canyon, you should be sure to notice the fractures and faults on the north side of the Kaibab plateau.
- For a wine grape, cool weather means a higher acid content and a sour taste; hot weather means they will have lower acid content and a sweet taste.
- Mary Wollstonecraft wrote *Vindication of the Rights of Women*, and then she wrote *Vindication of the Rights of Men*.
- When one looks at the Angora goat, you should notice it has an abundant undergrowth.

16e Shifts from Direct to Indirect Discourse

Direct discourse reports the exact words of a speaker or writer. It is always enclosed in quotation marks and is usually accompanied by an identifying tag (*he says, she said*).

Commenting on his play, Eugene O'Neill said, "The script is written in blood and tears."

When a question is reported directly, the identifying tag indicates asking, and the sentence ends with a question mark.

The Holt Handbook Writing In The Dicipines

Patrick Bahls



The Holt Handbook Writing In The Disciplines:

The Holt Handbook Laurie G. Kirsznner, Stephen R. Mandell, 2002 This thoroughly revised composition handbook offers a complete treatment of the writing process including comprehensive coverage of invention structure research and writing in the disciplines as well as grammar punctuation mechanics and style The Holt Handbook demonstrates the writing process in action and in a distinct accessible format providing information that students can use throughout college and beyond *The Holt Handbook (Spiral Bound Version with Mla Update Card)* Kirsznner, Mandell, 2004-05 Offering more coverage on the writing process research and writing in the disciplines THE HOLT HANDBOOK is the most comprehensive and accessible handbook on the market

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Teaching Academic Writing as a Discipline-Specific Skill in Higher Education Ezza, El-Sadig Y., Drid, Touria, 2019-12-27 It is now held that writing influences and is influenced by the discipline where it occurs The representations that writers employ to produce and comprehend texts are said to be sensitive to the specificities of their disciplinary discourse communities This exposes writers to divergent disciplinary demands and expectations on what counts as good and appropriate writing in terms of generic structure discourse features and stylistic preferences reflecting dissimilar practices Because of such exigencies academic writing seems at times to be very challenging especially for novice scholars Thus any attempt to perceive the function of academic writing in higher education or to evaluate its quality should not discard the shaping force of the disciplines Teaching Academic Writing as a Discipline Specific Skill in Higher Education is a critical scholarly resource that examines the role of writing within academic circles and the disciplinary practices of writing in scholastic environments The book will also explore the particular difficulties that confront writers in the disciplines as well as the endeavors of educational institutions to develop discipline specific writing traditions among practicing and novice scholars Featuring a range of topics such as

blended learning data interpretation and knowledge construction this book is essential for instructors academicians administrators professors researchers and students

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Critical Thinking and Writing in the Disciplines Mary McGann,1992

Writing in the Academic Disciplines David R. Russell,2002 To understand the ways students learn to write we must go beyond the small and all too often marginalized component of the curriculum that treats writing explicitly and look at the broader though largely tacit traditions students encounter in the whole curriculum explains David R Russell in the introduction to this singular study The updated edition provides a comprehensive history of writing instruction outside general composition courses in American secondary and higher education from the founding public secondary schools and research universities in the 1870s through the spread of the writing across the curriculum movement in the 1980s through the WAC efforts in contemporary curriculums

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Analysis in Foreign Language Technical Writing Lebedeva, Nadezhda Anatolievna, 2023-07-21 There is a clear tendency to consider the errors committed by learners in the process of learning a foreign language not as a negative aspect but as a natural process in the development of their language skills In the past teachers and researchers pondered these errors as something unfavorable something to prevent from occurring at all costs In order to regulate this appearance of errors many researchers in the field of foreign language technical teaching have started to study and track the errors made by these students Knowing the most common types of errors is an important and necessary step to inform teachers about where to direct their efforts regarding the most problematic areas students face while producing their technical writing assignments in a foreign language *Cases on Error Analysis in Foreign Language Technical Writing* provides relevant theoretical foundations and the latest empirical research findings in the area of error analysis in foreign language technical writing This book also summarizes the experience of teaching a foreign language for professional purposes in various fields of higher education Covering topics such as error analysis lexical skills and writing outputs this casebook is an essential resource for preservice teachers educators administrators librarians researchers and academicians *The Handy English Grammar Answer Book* Christine A. Hult, 2015-08-17 Researching writing and citing Hiring firing and selling Texting blogging and posting Proper grammar and usage for every occasion is explored through nearly 500 answers to common questions on English grammar and language The first best place to turn for an overview of English grammar Whether you are writing a term paper a scientific article a résumé a business email a text message or presenting information in the social media The Handy English Grammar Answer Book is an engaging guide to writing with clarity It offers fundamental principles grammar rules and punctuation advice as well as insights on writing for different occasions and audiences From a brief history of the English language to the deconstruction and explanation of the different parts of a sentence and from showing how to punctuate correctly to how to organize a well argued essay this easy to use reference answers nearly 500 questions and offers fun facts on the English language and its usage including How did language begin How did English become a language spoken worldwide What is Middle English How did Noah Webster affect the English language What efforts have been made toward reforming spelling Are there any language universals What is an adverb What is a compound sentence What is a dialect What is jargon What is a noun What is a split infinitive What is passive voice and when should you avoid it Why are English words so hard to spell What is the i before e rule How do I use commas correctly in sentences When should I use parentheses How do I use capitalization on the Internet When do I use that versus which What types of dictionaries are there How do I find the right level of formality in my writing style What is a sentence fragment What is a misused modifier Should I

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