

## PREFACE

### General Uses

*The Condensed ESL Writer's Handbook* is a reference work for ESL students who are taking college-level courses. Because its purpose is to provide help with the broad variety of writing questions students may have when working on school assignments, the text focuses on English for Academic Purposes.

The Handbook complements a student writer's dictionary, thesaurus, and grammar reference book. It would be a suitable supplement to a text for an advanced ESL writing course.

### Special ESL Features

- The **topic selection** is based on ESL writers' needs as observed by the authors over many years.
- The **coverage of topics** is more complete than the limited amount usually provided for ESL writers in first language or L1 handbooks.
- The **explanatory language** is appropriate for ESL students, in contrast to the more complex and idiomatic language of other English handbooks.
- The **level of detail** is more manageable for ESL students, compared to what is in other English handbooks.
- Many of the **examples** of paragraphs, essays, research papers, and exercise sentences were **written by ESL students**; this encourages users of the Handbook to realize that they can also become effective writers.

### Structure

Section 1 provides general information to students who are beginning to work with academic writing.

Section 2 in this condensed version addresses the grammar and style issues that ESL students writing in English seem to have the most difficulty with, helping students to recognize and correct errors at both the word level and the sentence level. This section provides clear explanations, examples, and exercises to build students' skills in these areas.

Section 3 in this condensed version provides basic information on punctuation, with examples for students to consult as models when they are writing, and offers some exercises for practice.

Section 4 in this condensed version provides a more visual approach to topics that ESL students commonly have difficulty with, such as verb tense and transitions. Information is provided mainly in the form of lists and charts so that students do not need to rely as much on their reading comprehension skills to understand and utilize the information.

Sample references/works cited in APA and MLA style are offered in the back of the book.

## The Workbook Accompanying the (Full) Handbook

The Workbook that accompanies the non-condensed, or full, Handbook extends the topics covered to enable a teacher to use the books as the core texts in an advanced-level ESL writing course or in a first-year undergraduate composition course. The Workbook provides additional exercises to facilitate students' understanding of the topics discussed in the full Handbook. In both versions of the Handbook, an icon is provided in the margin next to a heading or exercise to alert the teacher or student that extra exercises on this topic are available in the Workbook. The teacher may wish to assign Workbook exercises as homework or use them in class with the exercises in the Handbook. If you wish to use the Workbook with the condensed Handbook, follow the WB icon in terms of exercise numbers in the Workbook. The exercise numbers in this condensed Handbook are preceded with a C and include the section number from this version; Workbook exercise numbers retain the original section numbers to match the full *ESL Writer's Handbook*.

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