

PREFACE

General Uses

The Condensed ESL Writer's Handbook, 2nd Edition, is a reference work for ESL students who are taking college-level courses. Because its purpose is to provide help with a variety of writing questions students may have when working on school assignments, the text focuses on English for Academic Purposes.

The condensed version complements a student writer's dictionary, thesaurus, and grammar reference book. It would be suitable as a 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 **text examples** and **exercise sentences** were **written by ESL students**; this encourages users to realize that they too can become effective writers.

Structure

Section 1 provides general information about the steps in the writing process (pre-writing, drafting, revising, and editing) and paragraph and essay structure, all of which students must consider when beginning to work with academic writing. These changes allow this edition to be used at all stages of the writing process.

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 some exercises as well 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.

A citation style guide is also provided for APA and MLA in **Section 5**. Examples use MLA 8th Edition.

Finally, *The Condensed ESL Writer's Handbook* includes a list of common editing symbols, a glossary, and an index.

The Accompanying Workbook

The Workbook that accompanies *The ESL Writer's Handbook, 2nd Ed.*, can also be used with this condensed version, although not all exercises align with this edition and version. Efforts were made to align more content with the Workbook in this edition. To alert the teacher or student that extra exercises on a given topic are available in the Workbook, see the information in the Appendix. Workbook exercises can be assigned as homework or can be used in class.

What's New in the 2nd Edition?

We have enjoyed hearing about how useful our handbook has been over the past several years, and we are delighted to have this opportunity to participate in creating a second edition of the book. In addition to many general updates, the new edition includes:

- **An expanded Section 1**, which now includes general material on paragraph and essay structure and revising and editing, including a 10-step checklist for students.
- **Completely revised APA and MLA guides.** The style guides now carry their own section number (5). We have updated to reflect changes in the 8th edition of MLA. Also, we have

provided more comprehensive coverage of types of sources in both APA and MLA styles to reflect changes in how students find information—that is, via online sources and in databases.

- **New exercises and items.** Based on our own experiences teaching writing courses, we have revised some exercises to be more clear and effective. Also, many exercise items have been changed to include more timely topics.

Acknowledgments

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We thank Kelly Sippell, who continues to be an enthusiastic supporter of our work and to provide insightful editorial suggestions for the additions to this edition.

We would also like to thank our writing instructors throughout the years for instilling in us the desire to create good writing and help others create good writing as well.

All of the authors wish to acknowledge Lionel Menasche's contributions to the first edition and to thank him for the opportunity to work on the original project. We would also like to thank our families, friends, and colleagues for their support that kept us going. In addition, each author would like to thank specific individuals whose direction and guidance enabled them to feel equipped to take on this project.

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