

GIFT OF  
THE ASLA FOUNDATION  
NOT FOR RE-SALE

# THE BASICS

## A Rhetoric and Handbook

*Second Edition*

**Santi V. Buscemi**

**Albert H. Nicolai**

**Richard Strugala**

ĐẠI HỌC QUỐC GIA HÀ NỘI  
TRUNG TÂM THÔNG TIN THƯ VIỆN  
No 1-74/38.

**McGraw-Hill Irwin**  
**McGraw-Hill**

Boston, Massachusetts Burr Ridge, Illinois Dubuque, Iowa  
Madison, Wisconsin New York, New York San Francisco, California  
St. Louis, Missouri



**Prewriting**

- Gather information
- Determine your purpose
- Write a working thesis statement

**Chapters 2 and 3**

**Drafting**

- Review information and revise your thesis
- Outline and organize information
- Write your first draft

**Chapter 4**

**Revising**

- Add/remove information
- Reorganize/clarify ideas
- Make sure introduction and conclusion are effective
- Rewrite your rough draft several times

**Chapter 5**

**Editing**

- Correct errors in grammar, sentence structure, punctuation, mechanics, and spelling
- Remove wordiness
- Make sure your vocabulary is precise and varied
- Vary sentence structure and length

**Chapter 6**

**Proofread**

- Check manuscript form
- Correct typographical errors
- Double-check capitalization, spelling, and punctuation

**Chapter 6**