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THE BASIGS

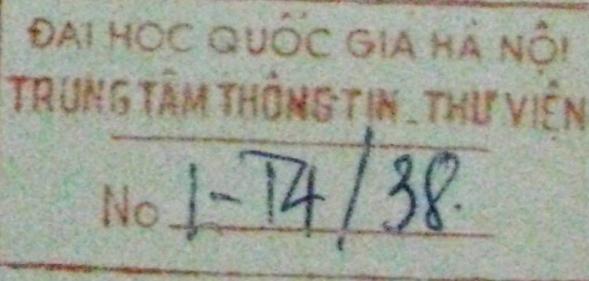
A Rhetoric and Handbook

Second Edition

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**McGraw-Hill Irwin
McGraw-Hill**

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

How to Write an Essay

Read about it in

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