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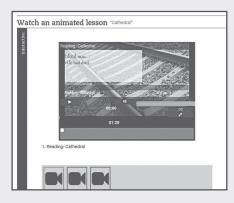




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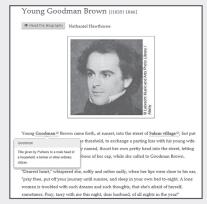
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Literature for Composition

An Introduction to Literature

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Preface to Instructors

Literature for Composition is based on the assumption that students in composition or literature courses should encounter first-rate writing—not simply competent prose, but the powerful reports of experience that have been recorded by highly skilled writers of the past and present, reports of experiences that must be shared.

We assume that you share our belief that the study of such writing offers pleasure and insight into life and also leads to increased skill in communicating. Here, at the beginning, we want to point out that the skills we emphasize in our discussions of communication are relevant not only to literature courses but to all courses in which students analyze texts or write arguments.

What Is New in the Eleventh Edition?

Instructors who are familiar with earlier editions will notice that we retain our emphasis on critical thinking and argument. For the convenience of instructors who have used an earlier edition, we briefly summarize here the major changes:

New Essays, Short Stories, Poems

- Essays by Nicholas Carr ("Is Google Making Us Stupid?) and George Saunders ("Commencement Speech on Kindness").
- Short stories by Haruki Murakami ("On Seeing the 100% Perfect Girl..."), Junot Diaz ("How to Date a Brown Girl, Black Girl, White Girl, or Halfie"), Jhumpa Lahiri ("This Blessed House"), Dagoberto Gilb ("Love in L.A."), and Lan Samantha Chang ("Water Names"), among others.
- Poems by Billy Collins ("Twitter Poem"), Walt Whitman ("To a Locomotive in Winter"), Thylias Moss ("Tornados"), Sylvia Plath ("Blackberrying"), Seamus Heaney ("Blackberry-Picking"), Alberto Rios ("Nani"), and Helen Chasin ("The Word *Plum*"), among others.

New Thematic Chapter on Technology and Human Identity

• A new Chapter 17 in Part 4, comprised of selections from a mix of classic and contemporary authors, provides a lens through which students can see how technology both informs and impedes our lives. Several stories use science fiction elements to imagine utopian and dystopian futures. Authors in this chapter include Mark Twain, Stephen King, Maria Semple, Ray Bradbury, John Cheever, and Amy Sterling Casil.

Reimagined Thematic Chapters

• Thematic chapters have been collapsed and combined to promote ease of use and to avoid repetition. Each theme has been carefully cultivated to feature the most representative selections for that theme.

New Chapter on Research

• An extensive new Chapter 10 on research walks students step-by-step through the process, from creating a research plan and selecting a topic to locating and evaluating sources and avoiding plagiarism. Woven throughout the chapter is one student's writing process, culminating with a paper on Emily Dickinson's use of nature imagery.

New Chapter on Critical Thinking about Literature

• A streamlined Chapter 2 provides an overview of critical thinking early in the text, defining the term and discussing the importance of close reading, analysis, and synthesis.

New Chapter on Close Reading

• A revised Chapter 6 on close reading now includes discussions of both paraphrasing and summarizing, complete with new student samples.

New Chapter on the Pleasures of Reading, Writing, and Thinking about Literature

• A revised Chapter 5 designed to help students think productively about their writing, this material has been updated to reflect contemporary writing (such as blogging and texting) and now contains examples from each of the genres represented in the text, complete with a new personal response essay and new selections.

New Chapter on Comparison and Synthesis

• A new Chapter 9 on comparison walks students through drafting and revising to final production of this type of paper, with student samples throughout.

New Student Writing Portfolios

• Part 3 contains four unique, genre-specific student writing portfolios. These self-contained portfolios (located in Chapters 11, 12, 14, and 15) each present one student's writing process step-by-step, from assignment to finished product. Every portfolio is framed with a brief description of the paper "type," a short assignment that defines the writing, and helpful marginal annotations next to each step of the student's writing process, which highlight notable structures and provide guidance for readers to emulate in their own writing.

New Checklists

• Designed to help students produce successful writing, even more checklists are now included in the text at key points in the writing process, including ideas for generating a draft, revising a comparison essay, and evaluating sources for topic "fit."

More Student Samples of Works-in-Progress

• Throughout the text, every part of the writing process is demonstrated through student models. In addition, Part 3 contains four self-contained, genre-specific student writing portfolios that each showcase one student's writing process for a particular assignment.

Key Features

Here are the key features of the eleventh edition of Literature for Composition.

Extensive instruction in composition: Students are guided through the entire process of writing (especially writing arguments), beginning with generating ideas (for instance, by listing or by annotating a text), developing a thesis, supporting the thesis with evidence, and on through the final stages of documenting and editing. Twenty-four sample student essays are included; most are prefaced with the students' preliminary notes, some include first and revised drafts, and some are annotated or otherwise analyzed. Each literary genre chapter includes a new "Student Writing Portfolio" that collects sample materials generated by each step of the writing process, demonstrating how a paper evolves from initial note taking to a final draft.

Strategies for writing effective arguments: The eleventh edition focuses on argument and evaluation, not only in the case studies, but also in the discussion topics that follow *every* reading (headed "Joining the Conversation: Critical Thinking and Writing"). We emphasize the importance of questioning one's own assumptions— a key principle in critical thinking—and we also emphasize the importance of providing evidence in the course of setting forth coherent, readable arguments.

Wide range of literary selections: The book includes some three hundred selections, ranging from ancient classics such as Sophocles's *Antigone* to works written in the twenty-first century by authors such as Junot Diaz and Jhumpa Lahiri.

Abundant visual material, with suggestions about visual analysis: The book is rich in photographs. The images are chosen to enhance the student's understanding of particular works of literature. For example, we include photos of Buffalo Bill and a facsimile of a draft of E. E. Cummings's poem about Buffalo Bill. This edition also remains strong in its representation of graphic fiction.

Introductory genre anthology: After preliminary chapters on generating ideas and thinking critically, students encounter chapters devoted to essays, fiction, drama, and poetry.

Thematic anthology: The chapters in Part 4 are arranged under eight themes: The World around Us; Technology and Human Identity; Love and Hate, Men and Women; Innocence and Experience; All in a Day's Work; American Dreams and Nightmares; Law and Disorder; and Journeys.

Case studies: The three case studies presented in this book ("An Author in Depth") give a variety of perspectives for writing arguments and organizing research: Flannery O'Connor (page 500), William Shakespeare (page 640), and Robert Frost (page 817).

Extensive material on research and the Internet: Because instructors are increasingly assigning research papers, the eleventh edition includes material on implementing a productive research plan that incorporates electronic resources, provides up-to-date instruction on evaluating, using, and citing electronic sources, and features a new student research paper that uses electronic resources.

Checklists: Twenty-two checklists focus on topics such as revising paragraphs, editing a draft, and using the Internet. Students can use these checklists to become peer readers of their writing.

Resources for Instructors

Instructor's Manual with detailed comments and suggestions for teaching each selection. This important resource also contains references to critical articles and books that we have found to be the most useful. ISBN 0134101642

REVEL[™] is Pearson's newest way of delivering our respected content. Fully digital and highly engaging, REVEL[™] offers an immersive learning experience designed for the way today's students read, think, and learn. Enlivening course content with media interactives and assessments, REVEL[™] empowers educators to increase engagement with the course, and to better connect with students.

With an emphasis on critical thinking and argument, REVELTM for *Literature for Composition* offers superior coverage of reading, writing, and arguing about literature enhanced by an array of multimedia interactives that prompt student engagement. Throughout REVEL'sTM flexible online environment, the authors demonstrate that the skills emphasized in their discussions of communication are relevant not only to literature courses, but to all courses in which students analyze texts or write arguments.

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Sylvan Barnet William Burto William E. Cain Cheryl L. Nixon This page intentionally left blank

How to Write an Effective Essay about Literature: A Crash Course

Chapter Preview

After reading this chapter, you will be able to

- · Approach the first draft of an essay purposefully
- Revise a draft effectively
- · Participate in the peer review process
- Prepare a final draft of an essay

The Basic Strategy

Students have assured us that the following suggestions for writing analytical essays are helpful.

- **Choose a topic and a tentative thesis**, generating an *argument*. Aim to explore concepts that can be interpreted and developed rather than to summarize information.
- **Generate ideas through analysis**, engaging in a process of *inquiry, interpretation, and argument*. For instance, ask yourself inquiring questions such as "Why did the author—a woman—tell the story from the point of view of this male character rather than that female character?" and "Does this story give me some insight into family relationships?" Formulate interpretations based on your best questions and answers.
- **Select and evaluate evidence**, using specific details from the text to develop and support your ideas.
- Make a tentative outline of points that you plan to make.
- **Rough out a first draft**, working from your outline (don't worry about spelling, punctuation, etc.), but don't hesitate to depart from the outline when new ideas come to you in the process of writing.
- **Make large-scale revisions** in your draft by reorganizing, adding details to clarify and support assertions, or deleting or combining paragraphs.
- **Make small-scale revisions** by revising and editing sentences, and checking spelling and grammar.

2 Chapter 1 How to Write an Effective Essay about Literature: A Crash Course

- **Revise your opening and concluding paragraphs.** Be certain that they are *interesting*, not mere throat-clearing and not a mere summary.
- Have someone read your revised draft and comment on it.
- **Revise again**, taking into account the reader's suggestions. Read this latest version and **make further revisions as needed** so that your thesis—your argument—is evident.
- **Proofread** your final version.

All writers must work out their own procedures and rituals, but the following basic suggestions will help you write effective essays. They assume that you have made annotations in the margins of the literary text and have jotted notes in a journal, on index cards, or in a file of documents on your computer. If your paper involves using sources, consult also Chapter 10, "Research: Writing with Sources."

Reading Closely: Approaching a First Draft

- 1. Carefully read and reread the work or works you will write about, annotating as you read. Read with a pen in hand, and take notes in the margins of the text. Do not hesitate to reread the sections of the work that are most relevant to your subject, jotting down new notes and brainstorming new interpretations.
- 2. Keep your purpose in mind. Although your instructor may ask you, perhaps as a preliminary writing assignment, to jot down your early responses—your initial experience of the work—it is more likely that he or she will ask you to write an analysis in which you will connect details, draw inferences, and argue that such and such is the case. That is, almost surely you will be asked to do more than write a summary or to report your responses; you will be asked to engage with the conceptual ideas raised by the work. You probably will be expected to support a **thesis**, to make a *claim*, and offer an *argument*, for example: "The metaphors are chiefly drawn from nature and, broadly speaking, they move from sky and sea to the earth and to human beings, which is to say that they become closer at hand, more immediate, more personal."
- 3. Choose a worthwhile and interesting subject, and work to generate a thesis argument about that subject. As you determine what you will write about, choose something that interests you and is not so big that your handling of it must be superficial. As you work, shape your topic, narrowing it, for example, from "Characterization in Updike's 'A & P'" to "Updike's Use of Contrasting Characters in 'A & P."

Don't expect to have a sound thesis at the very beginning of your working on an essay. The thesis will probably come to you only after you have done some close reading and have stimulated ideas by asking yourself questions. Almost surely you will see that the initial thesis needs to be modified in the light of evidence that you encounter. It might be helpful to think of this writing as creating a *working thesis*, knowing that you will modify, expand, contract, and change the focus of your thesis as your ideas develop. In short, your thesis will evolve in the course of thinking about what you are reading.

An essay that analyzes a work will not only offer an argument but will also support the argument with **evidence**. Even an explication—a sort of line-by-line

paraphrase (see Chapter 6)—presents an argument, holding that the work conveys a certain meaning. Your analysis will break down the whole of the work into parts and investigate the relationships among those parts. Your argument will show off your critical thinking about the literary work, demonstrating how you engage in original interpretation by highlighting meaningful aspects of the text, drawing inferences, connecting details, and extrapolating larger concepts.

In thinking about your purpose, remember, too, that your **audience** will, in effect, determine the amount of detail that you must give. Although your instructor may, in reality, be your only reader, probably you should imagine that your audience consists of people like your classmates—intelligent but not especially familiar with the topic on which you have recently become a specialist. In putting yourself into the shoes of your imagined readers, think of reasonable objections the readers might raise, and respond appropriately to these objections.

- 4. Keep looking at the literary work you are writing about, jotting down brainstorming notes on all relevant matters.
 - You can generate ideas for writing about the issues raised by essays, stories, plays, and poems by asking yourself questions such as those given in the Checklists on pages 419–20, 455–57, 525–27, 554–55, and 783–85.
 - As you look and think, reflect on your observations, and record them.
 - As you look and think, move beyond plot summary and informationbased reading. Move toward engagement with the concepts—the most compelling ideas, issues, and concerns—raised by the literary work.
 - When you have an idea, jot it down as a marginal annotation on the book or on a Post-it note attached to the margin of the book page. Don't assume that you will remember your ideas when you begin writing. Develop a strategy for collecting ideas that move beyond marginal annotations, allowing your notes to becoming more detailed and interpretive. Many people will keep a journal to jot down brainstorming ideas, develop a system of using 4-by-6-inch index cards, or take notes in electronic files on a laptop or iPad or similar tablet device.
 - As you develop your note-taking and brainstorming record, embed organizational techniques within it. For example, if you use index cards, put only one point on each card, and write a brief caption on the card (e.g., "Significance of title," or "Night = death???" Later you can arrange the cards so that relevant notes are grouped together. Similarly, if you take brainstorming notes in a journal, leave room to label each page or document; if you take notes on a computer, create a system of clearly labeled files and folders.
 - Become comfortable rereading your own notes and marking them up. Circle or highlight your best ideas. Jot down more notes next to your original notes, continuing to develop your thinking.
- 5. When you are taking notes from secondary sources, do not simply highlight or photocopy.
 - Take brief notes, *summarizing* important points and jotting down your own critiques of the material.
 - Read the material analytically, thoughtfully, and with an open mind and a questioning spirit.
 - When you read in this attentive and tentatively skeptical way, you will find that the material is valuable not only for what it tells you but also for the ideas that you yourself produce in responding to it.

4 Chapter 1 How to Write an Effective Essay about Literature: A Crash Course

- 6. **Sort out your notes, putting together what belongs together.** The process of rereading and rethinking your own ideas allows you to hone and strengthen your ideas as you organize them. As a first step, create groupings of like ideas. Three notes about the texture of the materials of a building, for instance, probably belong together. Note cards can easily be rearranged to bring connected ideas together. If you are working on a computer, cut and paste similar ideas into one document or one subsection of a document. If you are taking notes in a journal, skim through your earlier notes, and rewrite connected ideas. Don't hesitate to delete ideas, moving them into a different file, knowing that you can always return to them later. Reject notes that are irrelevant to your topic.
- 7. **Organize your notes into a reasonable sequence.** Your notes contain ideas (or at least facts that you can think about); now the notes have to be put into a coherent sequence. Think of the relationships among your ideas: Is one idea the overarching idea and must come first? Does one idea lead to the next, creating a sequence? Does one idea offer a minor observation and might best become a subpoint presented "under" a more important argument? Does one idea rely on information that is presented in another section and thus could come later in the argument? When you have made a tentative arrangement, review it; you may discover a better way to group your notes, and you may even want to add to them. If so, start reorganizing.

A tripartite organization for your analytical essay usually works. For this structure, tentatively plan to devote your opening paragraph(s) to a statement of the topic or problem and a proposal of your hypothesis or thesis. The essay can then be shaped into three parts:

- a *beginning*, in which you identify the work(s) that you will discuss, giving the necessary background and, in a sentence or two, setting forth your underlying argument, your thesis;
- a *middle*, in which you develop your thesis in a series of well-organized paragraphs, chiefly by explaining the ideas central to your argument, by offering evidence, and by taking account of possible objections to your argument; and
- a *conclusion*, in which you wrap things up, perhaps by giving a more general interpretation or by setting your findings in a larger context.

In general, organize the material from the simple to the complex in order to ensure intelligibility. For instance, if you are discussing the structure of a poem, it will probably be best to begin with the most obvious points and then to turn to the subtler but perhaps equally important ones. Similarly, if you are comparing two characters, it may be best to move from the most obvious contrasts to the least obvious. When you have arranged your notes into a meaningful sequence, you have begun a key step: dividing your material into paragraphs.

8. **Get it down on paper**. Most essayists find it useful to jot down some sort of **outline**, a map indicating the main idea of each paragraph and, under each main idea, supporting details that give it substance. An outline will help you to overcome the paralysis called "writer's block" that commonly afflicts professional as well as student writers. It does not necessarily have to be anything formal, with capital and lowercase letters and Roman and Arabic numerals, but merely key phrases jotted down in some sort of order. We provide numerous examples of jotted notes and outlines that lead to a rough draft and then a polished essay.

A page of paper with ideas listed in some sort of sequence, however rough, ought to encourage you. You will discover that you do have something to say. And so, despite the temptation to sharpen another pencil, surf the Internet, or have another cup of coffee, follow the advice of Isaac Asimov, author of 225 books: "Sit down and start writing."

If you do not feel that you can work from notes and a rough outline, try another method: Get something down on paper, writing (in a journal or on a computer) freely, sloppily, automatically, or whatever, but allowing your ideas about what the work means to you and how it conveys its meaning—rough as your ideas may be—to begin to take visible form. If you are like most people, you cannot do much precise thinking until you have committed to paper at least a rough sketch of your initial ideas. At this stage, you are trying to find out what your ideas are, and in the course of getting them down on paper, you will find yourself generating new ideas. We *think* with words. Capture your ideas in words, and then turn them into phrases and sentences. Later you can push and polish your ideas into shape, perhaps even deleting all of them and starting over, but it is a lot easier to improve your ideas once you see them in front of you than it is to do the job in your head. On paper, one word leads to another; in your head, one word often blocks another.

You may realize, as you near the end of a sentence, that you no longer believe it. Okay; be glad that your first idea led you to a better one, and pick up your better one and keep going with it. What you are doing, by trial and error, is moving not only toward clear expression but also toward sharper ideas and richer responses.

✓ CHECKLIST: Generating Ideas for a Draft

Have I asked myself the following questions?

- □ Have I double-checked my assignment, knowing what the purpose of my reading and writing is?
- □ Am I engaged in an active reading process? Have I read and reread the literary work that I am writing about?
- □ Have I annotated the literary work and written down brainstorming notes?
- □ Have I selected an interesting subject for my paper? Can I start to generate a working thesis for my paper, knowing that I will continue to revise it?
- □ Do my notes move beyond recording information and start to engage with conceptual ideas?
- □ Am I capturing my best ideas in my notes? Have I generated notes that explore the most compelling issues and concerns raised by the literary work?
- □ Are my note-taking techniques efficient? Do my notes allow me to sort and organize my ideas?
- □ Can my notes be organized into a sequence that has a beginning, a middle, and an end?
- □ Can I develop an outline from my notes, mapping the main idea of each paragraph and the supporting evidence that will be presented in each paragraph?
- □ Have I gotten ideas down on paper, no matter how rough they are? Can I move my ideas from words to phrases to sentences?
- □ Can I collect and reflect on my annotations, brainstorming notes, thesis, and outline, and start drafting my paper?

Writing and Revising: Achieving a Readable Draft

Good writing is *re*writing. The evidence? Heavily annotated drafts by Chekhov, Keats, Hemingway, Tolstoy, Woolf—almost any writer you can name. Of course, it is easy enough to spill out words, but, as the dramatist Richard Sheridan said 200 years ago, "Easy writing's curst hard reading." Good writers find writing is difficult because they care; they care about making sense, so they will take time to answer reasonable objections to their arguments and to find the exact words that will enable them to say precisely what they mean so that their readers will understand their key ideas in the right way. And they care about holding a reader's attention; they recognize that part of their job is to be interesting.

- 1. **Keep looking and thinking**, asking yourself questions and providing tentative answers, searching for additional material that strengthens or weakens your main point, and taking account of it in your outline or draft. As you return to the literary work and your outline, continue to add more ideas to it. Your draft will grow organically out of these notes.
- 2. **Continue to hone your thesis and develop your argument**. Generate a thesis that captures your main argument, making sure that your thesis engages with the most important conceptual ideas that you want to explore and makes a claim about those ideas. Your thesis paragraph should preview your development of your argument. Continue to revise your thesis as your paper evolves.

Now is probably the time to think about a title for your essay. It is usually a good idea to let your reader know what your topic is—which works of literature you will discuss—and what your approach will be. For instance, your topic might be Kate Chopin's "Désirée's Baby"—a story about the response to a white woman who gives birth to a mixed-race infant—and your approach might be that the story's theme of racial prejudice is still meaningful today. At this stage, your title is still tentative, but thinking about the title will help you to organize your thoughts and to determine which of your notes are relevant and which are not. Rather than the title "Chopin's Story about Race," a title "Chopin's 'Désirée's Baby' and Lessons about Racial Prejudice and Ignorance" starts to capture your unique ideas about the work. Remember, the title is the first part of the paper that your reader encounters. You will gain the reader's goodwill by providing a helpful, interesting title.

3. With your outline or draft in front of you, write a more lucid version of your paper, checking your notes for fuller details. If you wrote your draft on a computer, do not revise it on screen. Print a hard copy, and revise it with a pen or pencil. You need to read the essay more or less as your instructor will read it. True, the process of revising by hand takes more time than revising on a computer, but time is exactly what you need to devote to the process of revision. Time spent developing and clarifying your ideas is time well spent; it will save you time in the later stages of finalizing and editing the draft. When you wrote your first draft, you were eager to find out what you thought, what you knew, and what you did not know. Now, in the revising stage, you need to write slowly, thoughtfully. Later, you will type the handwritten revisions into the computer. When you are revising an early draft, it is probably best to start by concentrating on *large-scale revisions*—reorganization and additions (for instance, you may now see that you need to define a term, or to give an example, or to quote further from the work that you are discussing). You will probably also make substantial deletions because you will now see that some sentences or paragraphs, although interesting, are redundant or irrelevant.

Although it is best to start with large-scale revisions (what teachers of composition somewhat grandly call "global revision"), the truth is that when most writers revise, whether they are experienced or inexperienced, they do not proceed methodically. Rather, they jump around, paying attention to whatever attracts their attention at the moment, like a dog hunting for fleas—and that is not a bad way to proceed. Still, you might at least plan to work in the following sequence:

- **Introductory and concluding sections:** Make sure that your title and opening paragraph(s) give your readers an idea of where you will be taking them. Is your thesis evident? Your concluding paragraph should tell them where they've been. Is your concluding paragraph conclusive without being merely repetitive?
- **Organization:** If some of your material now seems to be in the wrong place, move it by cutting and pasting. The Golden Rule is "Put together what belongs together." Make sure your ideas have a logical sequence or follow a natural flow in which one idea leads to the next.
- **Development:** Your ideas should not be repetitive and should not remain surface level. Rather, you should be presenting new but related ideas that add layers of depth and insight to your thesis.
- **Evidence:** Make sure that your assertions are supported by evidence and that the evidence is of varying sorts, ranging from details in the works to quotations from appropriate secondary sources.
- **Counterevidence:** Consider the objections that a reasonable reader might raise to some or all of your points, and explain why these objections are not substantial.
- **Coherence in sentences, in paragraphs, and between paragraphs:** Usually, this is a matter of adding transitional words and phrases (*furthermore, therefore, for instance, on the other hand*).
- **Tone:** Your sentences inevitably convey information not only about your topic but also about yourself. Do the sentences suggest stuffiness? Or are they too informal, too inappropriately casual?
- **Editorial matters:** Check the spelling of any words that you are in doubt about, check the punctuation, check sentence structure, and check the form of footnotes and bibliography (list of works cited).

If you find that some of your earlier notes are no longer relevant, eliminate them, but make sure that your argument flows from one point to the next. It is not enough to keep your thesis in mind; you must keep it in the reader's mind. As you write, your ideas will doubtless become clearer, and some may prove to be poor ideas. (We rarely know exactly what our ideas are until we write them down on paper or on the computer. As the little girl said, replying to the suggestion that she should think before she speaks, "How do I know what I think until I see what I say?") Not until you have written a draft do you really have a strong sense of what you feel and know and of how good your essay may be. At this point, you can engage in a practice termed "reverse outlining." You read your draft and pull an outline out of it, in order to make sure that the draft is reasonably organized. A reverse outline works to capture what is actually written on the page. Jot down, in sequence, each major point and each subpoint as it is written in the draft. You may find that some points need amplification, that you have forgotten a key point, or that a point made on one page really ought to go on another page.

Later you will concern yourself with *small-scale revisions* (polishing sentences, clarifying transitions, varying sentence structure if necessary, checking spelling and documentation).

- 4. After a suitable interval, preferably a few days, again revise the **draft.** To write a good essay, you must be a good reader of the essay that you are writing. (We are not talking at this stage about proofreading or correcting spelling errors). Van Gogh said, "One becomes a painter by painting." Similarly, one becomes a writer by writing—and by rewriting and revising. In revising their work, writers ask themselves many questions:
 - Do I mean what I say?
 - Do I say what I mean? (Answering this question will generate other questions: Do I need to define my terms? Do I need to add examples to clarify? Do I need to reorganize the material so that a reader can grasp it?)

A Rule for Writers: Put yourself in the reader's shoes to make sure not only that the paper has an organization but also that the organization will be clear to your reader. If you imagine a classmate as the reader of the draft, you may find that you need to add transition words (*for instance, on the other hand*), clarify definitions, and provide additional supporting evidence.

During this part of the process of writing, read the draft in a skeptical frame of mind. You engaged in critical thinking when you made use of the literary work and any secondary sources; now apply the same questioning spirit to your own writing. In taking account of your doubts, you will probably unify, organize, clarify, and polish the draft.

Reminder: If you have written your draft on a computer or a tablet, do *not* try to revise it on screen. Print the entire draft, and then read it—as your reader will be reading it—page by page, not screen by screen. Almost surely you will detect errors in a hard copy that you miss on screen. Only by reading the printed copy will you be able to see if, for instance, the ideas on page two are repeated on page four.

5. With your draft in near-final form, turn to editing for correctness. After producing a draft that seems good enough to show to someone, writers engage in yet another activity: They edit. **Editing** includes such work as checking the accuracy of quotations by comparing them with the original, checking a dictionary for the spelling of doubtful words, and checking a handbook for doubtful punctuation—for instance, whether a comma or a semicolon is needed in a particular sentence.

✓ CHECKLIST: Writing and Revising a Draft

Have I asked myself the following questions?

- □ Does the draft fulfill the specifications (e.g., length, scope) of the assignment?
- □ Does the draft have a thesis—a central focusing argument that gives my paper a purpose?
- □ Is the title interesting and informative? Does my title create a favorable first impression?
- □ Are the early paragraphs engaging, and do they give the reader a good idea of what will follow, naming the works of literature, the approach, and the argument?
- □ Are key concepts explained clearly and then developed with supporting observations, insights, and analysis?
- □ Is the organization clear, reasonable, and effective? Can I check the organization by making a quick reverse outline?
- □ Are arguable assertions supported with evidence? Is the evidence explained?
- □ Are my readers kept in mind, for instance, by defining terms that they may be unfamiliar with? Are possible objections faced and adequately answered?
- □ If quotations are included, are they introduced rather than just dumped into the essay? Are quotations as brief as possible? Might summaries (properly credited to the sources) be more effective than long quotations?
- □ Are *all* sources cited, including Internet material?
- Does the final paragraph nicely round off the paper, or does it merely restate unnecessarily—the obvious?
- □ Does the paper include whatever visual materials the reader may need to see?

Revising: Working with Peer Review

Almost all professional writers get help—from friends, from colleagues, and especially from editors who are paid to go over their manuscripts and call attention to matters that need clarification. If possible, get a fellow student to read your manuscript and give you his or her responses. Do not confuse this sort of help recommended by all instructors—with plagiarism, which is the unacknowledged use of someone else's words or ideas. Your reader is not rewriting the paper for you but merely suggesting that (for instance) your title is misleading, that here you need a clear example, that there you are excessively repetitive, and so forth. If you are unfamiliar with the process of peer review and uncertain about the nature of plagiarism, we urge you to read the discussions on pages 403-04.

If peer review is a part of the writing process in your course, the instructor may arrange for writing workshops to be held in or out of class. The instructor may also distribute a guide for peer review that offers suggestions and questions. The preceding checklist is an example of such a guide.