



## A Writer's Repertoire 3: Nuts & Bolts

*Gwendolyn Gong, Sam Dragga*

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A Writer's Repertoire 3: Nuts & Bolts provides three essential resource guides for student writers, beginning with how to write essay exams for general tests - SAT, IELTS, and TOEFL. This third book in the series also teaches students how to cite sources for research writing using the MLA, CMS, APA, and IEEE styles, and ends with a handy guide to the grammar, usage, and punctuation of classroom English.

## Features of the Series

Three handy paperbacks, each focusing on specific writing areas, allow teachers to use texts flexibly according to their curricular and classroom needs.

An author's life-story recalling special moments opens each chapter, illustrating key ideas of language, composing, and rhetoric.

The distinction between knowledge by participation and knowledge by observation makes it easy for students to recognize how they have obtained information and to identify which of their ideas require documentation.

Students visualize and map their rhetorical situations on a knowledge continuum and their readers on an audience continuum.

Students learn how typography, illustration, and page design choices available in everyday word-processing programs can integrate verbal and visual information.

The series features 23 student essays; advice on writing essay examinations; guides on grammar, punctuation, logic, practical reasoning, researched writing, and citation of sources (including MLA, CMS, APA, and IEEE styles).

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Prologue: Welcome to A Writer's Repertoire 3.

**PART I - A GUIDE FOR WRITING ESSAY EXAMINATIONS.**

Timed Essay Examinations.

The SAT Essays.

The TOEFL Essays.

The IELTS Essays.

**PART II - A GUIDE FOR DOCUMENTATING KNOWLEDGE BY OBSERVATION.**

Using the Knowledge Continuum to Avoid Plagiarism.

Selecting a Subject.

Developing a Working Bibliography.

Examining Sources.

Taking Notes: Direct Quotation, Paraphrase, and Summary.

Integrating Sources: Tagging.

Using Documentation Systems.

**PART III - A GUIDE TO CLASSROOM ENGLISH.**

Words.

Sentences.

Punctuation and Mechanics.

Epilogue.

Further Reading.

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