

## The Little, Brown Handbook

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EDITION - 9th Edition

Grade Level	Tenth Grade Eleventh Grade Twelfth Grade
Readability Level	Not Available
Course / Content	Other AP Language & Composition
List Price:	\$52.46
Wholesale Price	\$41.97

*The features of each book or program were developed by the publisher and do not reflect the opinion of the Kentucky State Review Team Kentucky State Textbook Commission or the Kentucky Department of Education.*

Content	<p>The Little, Brown Handbook is a comprehensive, clear, and accessible guide that AP* Language and Composition teachers will find invaluable for developing students' composition skills, whether used by the teacher for direct instruction in the classroom or by students for self-instruction or as a reference tool. The guide explains basic concepts and common errors in usage, grammar, and punctuation. In addition to these core areas, the guide covers critical thinking and reading to help students develop the skills to write effective arguments. The comprehensive writing process coverage also includes help for writers whose first language or dialect is not standard American English. Four chapters are devoted to writing with computers. The extensive coverage of research writing includes documentation guidelines for four citation systems: MLA, Chicago Manual of Style, APA, and CSE. Five chapters on writing in the disciplines give specific advice for writing about literature and writing in other humanities, social sciences, and natural science subjects. A chapter on writing essay examinations and chapters on the critical life skills for business writing and oral presentations make the handbook useful resource for students throughout high school, college, and beyond. In particular, the guide provides numerous opportunities for writing practice and for internalizing the fundamentals of editing for correctness and style that AP* Language and Composition students need to demonstrate proficiency on the AP* exam.</p>
Student Experiences	<p>An accessible four-color design and excellent pedagogical features will help students to understand and remember concepts and apply the skills they have learned. Numerous examples and practice exercises support the topics covered. Summary or checklist boxes highlight important information. Two annotated sample MLA research papers—one with facing-page annotations—illustrate research principles and format. Sample student papers are also provided in sections on the writing process, argument, and writing about literature. The writing in the disciplines sections model the APA and CSE citation styles.</p> <p>Many usage and navigation aids help students find what they need: oThe Plan of the Book inside the front cover that displays the book's entire contents, with topics keyed to tabs throughout the book. oA Glossary of Usage and a Glossary of Terms. oA visual explanation of all the various elements used in the pages to help students find or understand information quickly. oLists in the back of the book offer information about editing symbols, topics that students frequently ask about, and material for ESL learners. oWeb boxes throughout indicate where students can get added practice online.</p>
Assessment	<p>The handbook itself includes extensive practice exercises with both objective and open-end questions. Answers and suggested answers for these are included both in the Instructor's Resource Manual and in the Answer Key to the handbook.</p> <p>The Little, Brown Workbook, which closely parallels The Little, Brown Handbook in</p>

organization, approach, and guidelines for writing, contains a wealth of exercises on perforated pages that can be handed in by students. Exercises are keyed to related exercises in the handbook. There are exercise sets for combining sentences, patterning sentences, revising or editing sentences, completing sentences, writing sentences, identifying sentence elements, working on essays or paragraphs, completing exercises with a word processor, and completing exercises in groups. The workbook includes a "Guide to Exercise Types," as well as an "ESL Guide to the Exercises." The final chapter, "Writing a Short Documented paper," provides guidance in electronic as well as traditional research. The Answer Book to accompany The Little, Brown Workbook provides answers or suggested answers for these workbook exercises.

The Diagnostic and Editing Tests and Exercises in both print and electronic versions provides eight diagnostic tests and twenty-four exercises with answers keyed in the back of the book. The text also contains nine editing tests that approximate the editing students will have to do to their own work. Answers for these editing tests are also in the back of the book. Additionally, the text contains a brief essay on using a writing sample to test writing ability.

## Organization

The text is organized into twelve parts with fifty-eight chapters.

Part I The Writing Process with four chapters. 1. Assessing the Writing Situation. 2. Developing and Shaping Ideas. 3. Drafting and Revising. 4. Paragraphs.

Part II Critical Thinking, Reading, and Writing with three chapters. 5. Critical Perspective. 6. Critical Reading of Argument. 7. Writing an Argument.

Part III Using Computers Critically with four chapters. 8. Key Computer Skills. 9. Document Design. 10. Web Composition. 11. Online Collaboration.

Part IV Grammatical Sentences with five chapters. 12. Sentence Grammar. 13. Case of Nouns and Pronouns. 14. Verbs. 15. Agreement. 16. Adjectives and Adverbs.

Part V Clear Sentences with six chapters. 17. Sentence Fragments. 18. Comma Splices, Fused Sentences. 19. Pronoun Reference. 20. Shifts. 21. Misplaced and Dangling Modifiers. 22. Mixed and Incomplete Sentences.

Part VI Effective Sentences with four chapters. 23. Emphasis. 24. Coordination and Subordination. 25. Parallelism. 26. Variety.

Part VII Punctuation with six chapters. 27. End Punctuation. 28. Comma. 29. Semicolon. 30. Apostrophe. 31. Quotation Marks. 32. Other Marks.

Part VIII Mechanics with five chapters. 33. Capitals. 34. Underlining or Italics. 35. Abbreviations. 36. Numbers. 37. Word Division.

Part IX Effective Words with six chapters. 38. Appropriate Language. 39. Exact Language. 40. Writing Concisely. 41. Dictionaries. 42. Vocabulary. 43. Spelling and the Hyphen.

Part X Research Writing with five chapters. 44. Planning a Research Project. 45. Finding Sources. 46. Working with Sources. 47. Avoiding Plagiarism and Documenting Sources. 48. Writing the Paper. 49. MLA Documentation and Format.

Part XI Writing in the Disciplines has five chapters. 51. Disciplines' Goals and Requirements. 52. Literature. 53. Other Humanities (including CMS documentation format). 54. The Social Sciences (including APA documentation format). 55. The Natural and Applied Sciences (including CSE documentation format).

Part XII Special Writing Situations has three chapters. 56. Essay Examinations. 57. Business Writing. 58. Oral Presentations.

Glossary of Usage

Glossary of Terms

## Resource Materials

Gratis Items to be provided and under what conditions  
minimum purchase of 25 Student Editions:

¥ Instructor's Manual

¥ Answer Key to Handbook

Yes - Free upon request, 1 per teacher user with a

- ¥ The Little, Brown Workbook
- ¥ Answer Key to accompany The Little, Brown Workbook
- ¥ Diagnostic/Editing Tests
- ¥ Diagnostic/Editing Tests CD

Available Ancillary Materials

**Research Data and Evidence of Effectiveness**

*Disclaimer: the research data and evidence of effectiveness was provided by the publisher and does not reflect the opinion of the State Review Team, the State Textbook Commission, or the Kentucky Department of Education.*

Research Available      **not available**

Overall Strength and/or Weaknesses

**Disclaimer:** Comments on the strengths and/or weaknesses of each book, material or program were written by members of the State Textbook/Instructional Materials Review Team and reflect their opinions. They do not reflect the opinions of the State Textbook Commission nor the Kentucky Department of Education. In addition, the State Textbook/Instructional Materials Review Team completed each evaluation form during summer of 2005. In order to maintain the integrity of the review team's comments, editing was limited to spelling and punctuation.

Recommendations:      [a good basic grammar/writing book. Contains information on citing online sources, which many do not include.](#)

**Summary Form**

- I. Technology Component Summary
- II. Reading Content Summary
- III. Writing Content Summary 2
- IV. Grammar and Spelling Content Summary
- V. Journalism / Media Content Summary
- VI. Listening /Speaking / Observing Content Summary
- VII. Inquiry Content Summary
- VIII. Technology Content Summary 2
- IX. Audience: Teacher and Student Materials Content Summary 2
- X. Format Content Summary 2
- XI. Ancillary Materials Content Summary 2