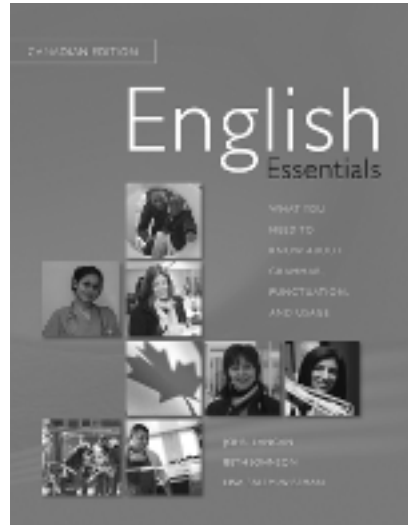


ABOUT THE TEXT

When you first looked at this textbook, did you notice the photographs on the cover? As you flip through the text, you'll spot these photos inside, accompanied by stories. What do these photographs and stories have to do with learning grammar?



While you work on mastering practical English skills that you will use every day, you will share in the real lives of interesting people – people like you or your classmates – whose lives have been enriched through reading, writing, and learning. The photographs and the stories feature Canadians who are pursuing their personal, academic, and career goals through the acquisition and improvement of English writing skills.

Student photographers took the photos. The photo shoots were a great way for students in different programs to meet and work together on something that will be useful to you and your peers at colleges and universities across Canada. The pictures and stories add a human dimension to the subject of grammar, making it interesting...and fun!

This text provides a full treatment of the essential English skills that you need to know in an accessible way. Parts Two through Six begin with a list of objectives that will assist you in identifying the skills that you can expect to have acquired by the end of the unit. A diagnostic pre-test will identify the skills with which you may be familiar and those skills that require more attention. Every chapter presents the need-to-know information on the first page followed by activities that reinforce what you learn. Each chapter concludes with a series of tests to help you track your progress. You will be learning through doing – the most effective way to learn.

English Essentials includes the following icons, making the book easy-to-navigate:



Specifies those skills that are useful for those whose first language is not English, but also for native English speakers.



Indicates that, after reading about a skill, you can practise it with a “Do It Yourself” exercise.



Identifies a helpful tip to improve your writing.

TEXT WALKTHROUGH

Here is an overview of what you will find on the following pages:

PART ONE: Becoming a Better Writer

The first part of this text presents the writing process in a brief, clear, and easy-to-understand manner. The information covered in this section includes:

- The basic goals of writing
- Paragraph and essay structure
- The importance of supporting your points
- Different patterns of organizing your support
- The writing process, from prewriting to formatting and proofreading
- Topics for writing paragraphs and/or essays

PART TWO: The Basics

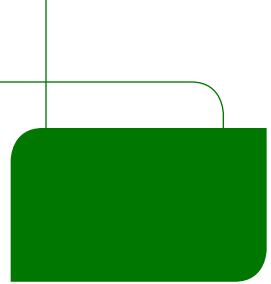
This section introduces you to some basic grammar skills, including:

- Recognizing the various parts of speech and types of sentences
- Working with subjects and verbs
- Using the correct pronoun form, article, and modifier (adjective or adverb)

PART THREE: Beyond the Basics

Once you have mastered some of the basics, it's time to move on to the next level of essential skills. These include:

- Making verbs agree with their subjects
- Avoiding common sentence errors such as fragments, run-ons, comma splices, misplaced and dangling modifiers, and faulty parallelism



PART FOUR: Punctuation

Now it's time to introduce some rules for using punctuation marks such as:

- Apostrophes
- Quotation marks
- Commas
- Colons and semicolons

PART FIVE: Mechanics and Spelling

This final section covers some important but often-overlooked skills, such as:

- Improving spelling
- Correctly using frequently misused words
- Learning when to capitalize words
- Correctly using numbers and abbreviations

PART SIX: Proofreading

An important part of becoming a good writer is learning to proofread—to check the next-to-final draft of a paper for grammar, punctuation, and other mistakes carefully. This chapter provides you with some hints for improving your proofreading skills, as well as ten proofreading tests with which to practise those skills.

FOR THE INSTRUCTOR

“What’s the catch?” you might be asking. “What are people’s photographs doing in this textbook? And just how will they help me teach *English Essentials: What You Need to Know about Grammar, Punctuation, and Usage*?”

The student photographs are just one of the number of features that distinguish this book from other grammar texts on the market:

1. Personal photos and stories. All too often, grammar texts are dry, dull affairs, about as interesting as a study of rock dust on the planet Mars. As educators, we sometimes felt we were leading our students on a death march when we moved them through a traditional grammar text. So we have added a strong human dimension to this text by illustrating the grammar skills with photos and stories of interesting people from all walks of life. The stories describe not only their personal lives but also their involvement with reading and writing. Some of these people are pictured on the cover of the text.

2. Ease of use. All of the following make the textbook easy for students to understand and use:

- The essentials are presented in a highly accessible way. Look at any of the one-page reviews that open each of the skill chapters in Part Two. Only the basics of each skill are presented on this page, which students can read and understand quickly. Once they grasp this basic material, they go on to learn more and then practise applying the skill. It is better to learn a step at a time than to risk confusion by trying to learn everything at once.
- The chapters are self-contained, so that students focus on a particular skill set.
- Explanations are written in simple, clear language, with a minimum of grammatical terminology.
- An inviting two-colour design with headings and other graphic elements make the content accessible.
- Finally, the book is written in a friendly and helpful tone – a voice that never condescends to students, but treats them as adults.

3. Abundant practice. Students learn best when clear explanations are followed by multiple opportunities to practise which this text includes.

4. Engaging materials. In addition to the photos and true stories, lively and engaging examples and practice exercises will maintain student interest throughout the book.

5. **Inclusiveness.** A combined forty years of teaching experience taught that applying the skills in actual writing situations helps students master them. Part One focuses on how to become a better writer and the writing process. Part Two presents basic information about grammar and also covers topics not addressed in Part One. Parts Three, Four and Five go beyond the basics and deal with areas that some other grammar texts neglect: spelling improvements, parts of speech, and subject-verb agreement. Part Six offers guidance and practice in the crucial skill of proofreading. Within the covers of *English Essentials* are all the basic writing materials that instructors and students need.
6. **Superior supplements.** The following supplements are available:
- For instructors:
 - An Instructor's Edition, which is identical to the student text and includes answers to all the practices and tests, is available online to instructors at www.mcgrawhill.ca/olc/langan.
 - An Instructor's Manual and Test bank, password-protected and available online at www.mcgrawhill.ca/olc/langan, includes teaching hints, diagnostic and achievement tests, a full answer key, and additional tests.
 - PowerPoint® Slides provide lecture presentation visuals that may be tailored to your work. Also available at www.mcgrawhill.ca/olc/langan.
 - A Student Answer-Key, also available online to instructors, consisting of the answers for all activities and to the practises and tests in the rest of the book.
 - For students: Online exercises and additional resources are available at www.mcgrawhill.ca/olc/langan.

In short, *English Essentials*, Canadian edition, is designed as a core textbook that will both engage the interest of today's students and help them truly master the skills they need to write well.

John Langan

Beth Johnson

Lisa Salem-Wiseman

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A Final Word

English Essentials has been designed to benefit you as much as possible. Its format is inviting, its explanations are clear, and its many activities, practices, tests, and assignments will help you learn through doing. It is a book that has been created to reward effort, and if you provide that effort, you can make yourself a competent and confident writer. We wish you success.

John Langan

Beth Johnson

Lisa Salem-Wiseman