Contents

| List of Figures p | | page viii |
|--|--|-----------|
| Acki | nowledgements | ix |
| 1 | Writing Is a System, Not an Art | 1 |
| | Getting Writing Done: Stages in the Writing Process | 11 |
| 2 | Clarity: Choosing Words and Building Sentences | 15 |
| | Getting Writing Done: What You Read Influences How You Write | 50 |
| 3 | Continuity: Tying Sentences Together | 52 |
| | Getting Writing Done: Writing Collaboratively | 83 |
| 4 | Coherence: Structuring Paragraphs and Texts | 88 |
| | Getting Writing Done: Standard English Is a Dialect | 134 |
| 5 | Concision: Maximizing Efficiency, Minimizing Words | 138 |
| | Getting Writing Done: Writing from the Top Down | 166 |
| 6 | Cadence: Making Sentences Sophisticated and Rhythmic | 176 |
| | Getting Writing Done: Harness the Power of Paradox | 201 |
| Sup | plement: Grammar and Punctuation Made (Relatively) Painles. | s 204 |
| Test Your Chops: Diagnoses and Answers | | 232 |
| Notes | | 262 |
| Bibliography | | 269 |
| Index | | 284 |