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By Cheryl Glenn, Loretta Gray

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Ideal for reference in the classroom or office, this brief and easy-to-navigate handbook provides clear and concise grammar, style, mechanics, and punctuation information, as well as strategies for writing paragraphs and essays, conducting research, and documenting sources.

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Editorial Review

About the Author

Distinguished Professor of English and Women's Studies and Director of the Program in Writing and Rhetoric at The Pennsylvania State University, Cheryl Glenn is widely known for her scholarship, leadership, and teaching. Besides authoring *THE HARBRACE GUIDE TO WRITING* and co-authoring *THE HARBRACE HANDBOOKS*, she is author of the prize-winning *RHETORIC RETOLD: REGENERATING THE TRADITION FROM ANTIQUITY THROUGH THE RENAISSANCE*; *UNSPOKEN: A RHETORIC OF SILENCE*; *RHETORICAL EDUCATION IN AMERICA*; *LANDMARK ESSAYS ON RHETORIC AND FEMINISM*; *RHETORIC AND WRITING IN THE NEW CENTURY*; and several other titles. Dr. Glenn's rhetorical scholarship has earned her many awards, including three National Endowment for the Humanities awards, the Conference on College Composition and Communication's Richard Braddock Award, Rhetoric Review's Outstanding Essay Award, Best Book/Honorable Mention from the Society for the Study of Early Modern Women, and Rhetorician of the Year. She has served as Chair of the Conference on College Composition and Communication (CCCC), the largest organization of writing and rhetoric teachers in the world; as President of the Coalition of Women Scholars in the History of Rhetoric and Composition; on the CCCC and NCTE Executive Committees; as Chair of the Modern Language Association (MLA) Division on the History and Theory of Rhetoric and Composition; and as a member of the MLA Delegate Assembly. Dr. Glenn's teaching and scholarship have earned her six university teaching and mentoring awards.

Professor of English at Central Washington University, Loretta Gray has three degrees related to her interest in composition and applied linguistics: Master of Arts in Teaching English as a Second Language (School for International Training), Master of Arts in Spanish (Middlebury College), and Doctor of Philosophy in Applied Linguistics (Boston University). She has experience teaching English to non-native speakers in Mexico, Spain, and the United States. In addition, she taught Spanish at Clemson University and applied linguistics at the School for International Training. Dr. Gray has been teaching composition and applied linguistics courses at Central Washington University in Ellensburg, Washington, since 1992. She also is co-author of the textbook *RHETORICAL GRAMMAR*.

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