The Pennington Manual of Style
from *Teaching Essay Strategies*

Curricula Designed to Teach the Essay e-Comments Content

The Essay e-Comments have been derived from the following comprehensive curricula: ***Teaching Essay Strategies***, ***Grammar, Usage, Spelling, and Mechanics***, ***Teaching Grammar and Mechanics***, and ***Teaching Reading Strategies*** and are available at **www.penningtonpublishing.com**. Each curriculum uses the same language of instruction as does *The Pennington Manual of Style*. Each curriculum provides diagnostic assessments to determine the individual needs of students in writing, spelling, grammar, mechanics, and reading. Each curriculum provides targeted worksheets with formative assessments and activities to enable the teacher to differentiate instruction.

Introduction

*The Pennington Manual of Style* has been designed to serve both students and teachers.

The user-friendly *The Pennington Manual of Style* provides 438 writing tips. Each writing tip has a concise definition, explanation, and a clear example. Writing tips are organized into these categories: Essay Organization and Development (Introduction, Body, and Conclusion), Coherence, Word Choice, Sentence Variety, Writing Style, Format and Citations, Parts of Speech, Grammatical Forms, Usage, Sentence Structure, Types of Sentences, Mechanics, and Conventional Spelling Rules. As a quick reference guide, this style manual will help developing writers learn *what* is correct and *why* it is correct.

For teachers, this guide will provide a common language of writing instruction and discourse for teachers and students. Teachers will find the concise writing tips useful for both direct instruction and essay comments. And most importantly, all 438 writing tips have been formatted as Essay e-Comments for the Autocorrect function of Microsoft Word®. After adding in the comment bank, the teacher simply types in the assigned alphanumeric code and the entire formatted writing comment appears where desired on the student's Word document or on a printed comments page. Batch load into Google Docs if you wish.

The Pennington Manual of Style (included in *Teaching Essay Strategies*) **includes the download all 438 Essay e-Comments**. The following instructions show you how to manually insert the Fallacious Reasoning essay e-comments into Microsoft Word®. The comments work fine with Google docs. Simply batch download into Word®, open the docs in Word® and insert the comments. Upload back to Google docs, if you wish, and maintain the comments.

How to Add the Fallacious Reasoning e-Comments and Your Own Permanent Autocorrect Entries into Microsoft Word®

1. You can add my e-comments and your own into permanent storage on Microsoft Word®. Here's how: Copy and paste or type the e-comment. The text can include up to 255 characters of hyperlinks, different fonts, colors, italics, boldface, etc. Highlight, but don't copy the e-comment.

2. Click the Microsoft Word® **File**. Then click **Options**. Next click **Proofing**.
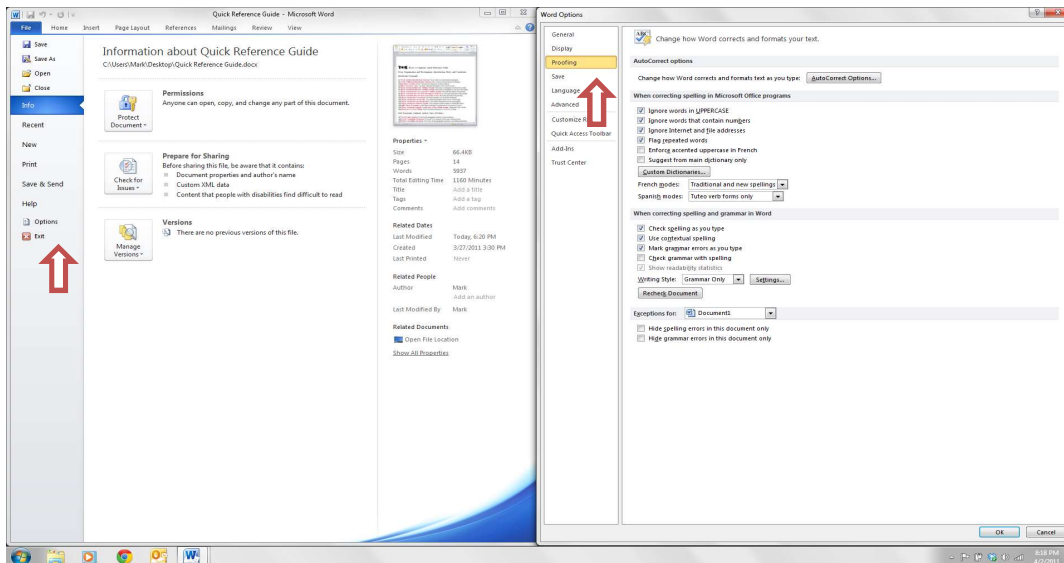
3. Now click **AutoCorrect Options**. This page is similar in all recent Microsoft Word® versions. The highlighted text will appear within the **With:** text box.

4. Enter an alpha-numerical code in the **Replace:** text box and click **OK**. You're done!
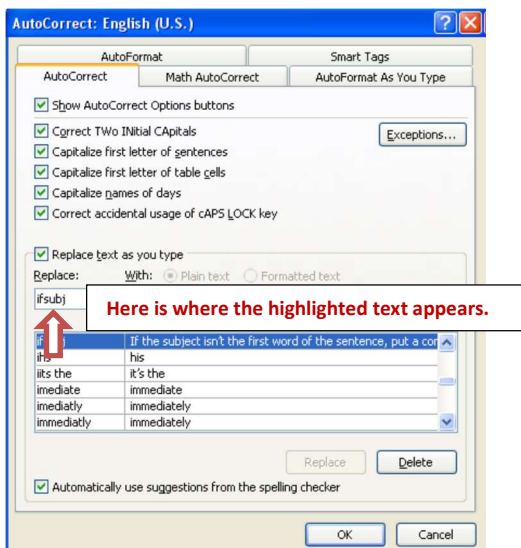
Fallacious Reasoning e-Comments

e31 Synonym Errors A term has been substituted for another, yet the terms are not same. **Example:** The undemocratic government had only one political party-a true dictatorship. Explanation: The writer substitutes *dictatorship* for *undemocratic*; yet not all undemocratic governments are dictatorships.

e32 Non Sequitur Errors The conclusion cannot be reached from the facts presented. **Example:** If the sky is blue, and blue is the color of the ocean; then the sky must be made of ocean water. Explanation: The conclusion that "the sky must be made of ocean water" does not follow logically from the facts presented.

e33 Red Herring Errors An unconnected reference distracts the reader from the argument. **Example:** Poverty is the most important problem; however, the world has always had poor people. Explanation: The second clause attempts to distract the reader from the issue of poverty as the most important problem.

e34 Unsupported Generalization Errors A generalization has been made from a fact without justification. **Example:** Bob and Ara are blondes. They both excel at sports. All blondes excel at sports. Explanation: The fact that two blondes are good at sports does not justify the generalization for *all* blondes.

e35 Poisoning the Well Errors The argument is weakened by a criticism in the argument itself. **Example:** The president proposes lowering taxes to encourage spending, even though economists label the plan as "unworkable." Explanation: The president's proposal is weakened by the economists' comment.

e36 Cause and Effect Errors No necessary cause-effect relationship has been established. **Example:** That cough syrup commercial aired again. I coughed again. Cough syrup commercials make me cough. Explanation: Coughing after a commercial is a matter of coincidence. Commercials do not cause coughing.

e37 Begging the Question Errors Something unproven has been assumed to be true in order to support the argument. **Example:** No one likes the poor musicianship of country music. Explanation: The statement assumes that country music has poor musicians in order to support the argument.

e38 Either-Or Errors A false choice has been made between two ideas or issues that ignores other options. **Example:** Either you support the president, or you are not a true American. Explanation: The statement ignores other options that true Americans might choose.

e39 Comparison Errors Similarities or differences have been made between two unrelated ideas or issues. **Example:** The price of Chinese tea has increased and so has the price of American gasoline. Explanation: The price of tea and gas are unrelated issues and cannot be compared.

e40 Questionable Authority Errors A source has been cited that does not have established expertise. **Examples:** Experts say the world will run out of oil in 9 years, and a Harvard scientist claims that love at first sight is possible. Explanation: "Experts" are unnamed, and a scientist is not an expert in love.

e41 Contradiction Errors This statement contradicts what has already been stated in the argument. **Example:** Skateboarding is the safest sport. Skateboarding injuries result in more hospital visits than any other sport. Explanation: Skateboard injuries contradict the claim that the sport is safe.

e42 Inconsistency Errors One part of the argument does not agree with or is inconsistent with another part. **Example:** Children should wear helmets while riding bicycles, but not while in-line skating. Explanation: The assertion that one activity should require helmets, but not the other, is inconsistent.

e43 Omission Errors Necessary information is missing in the argument.
Example: The Folsom High School Band has the best band in the city. Explanation: The fact that the Folsom High School Band is the only band in the city has been omitted.

e44 Oversimplification Errors A complicated idea or issue has been oversimplified.
Example: Baseball is a simple game of pitching, running, hitting, and fielding. Explanation: This statement ignores the complicated components such as baseball strategy, substitutions, and statistical probability.

e45 Sampling Errors This conclusion cannot be made due to insufficient sample size or an unreliable sample group. **Example:** Everyone should floss daily. Three out of four dentists agree. Explanation: Only four dentists were surveyed and some may be paid by dental floss companies to promote their product.

How to Insert Essay e-Comments into Microsoft Word® and Google Docs (Grading and Responding to Student Essays)

The Pennington Manual of Style (included in *Teaching Essay Strategies*) includes the download all 438 Essay e-Comments. The following instructions show you how to manually insert the Fallacious Reasoning essay e-comments into Microsoft Word®. The comments work fine with Google docs. Simply batch download into Word®, open the docs in Word® and insert the comments. Upload back to Google docs, if you wish, and maintain the comments.

2. Open up a student's essay in Microsoft Word®. Use the Quick Reference Guide with the alphanumeric entry codes and a short comment description, to guide your essay e-comment selection. The Quick Reference Guide organizes the essay e-comments into writing response categories. Highlight the ones you use most often.

3. Go to the **Review** tab in the **Comments** group. Left click the mouse where you want to place a comment. Click the **New Comment** image. In older Microsoft Word® versions, go to the **Insert** tab and then to **Comments**.

4. The comment balloon will appear in the right margin or in a reviewing pane at the bottom of the screen or to the left of the screen. Adjust the comment location under **Reviewing Pane** in the **Track Changes** group. The keyboard shortcut to include a new comment is **Ctrl + Alt + M**.

5. Type in the alphanumeric code for the selected essay e-comment and full comment appears in the comment balloon or where you decide is best.
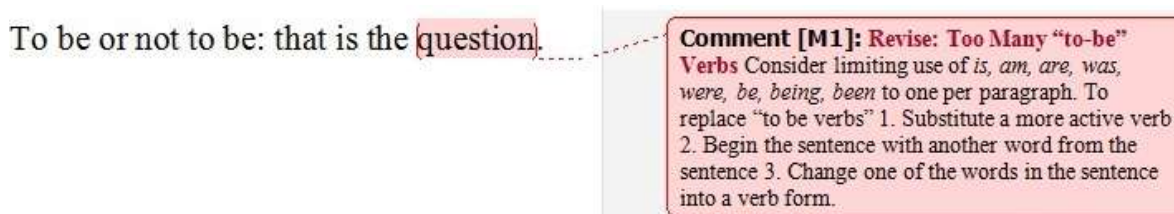
6. For repeated errors, simply highlight the text. The yellow marker is found under the "Home" tab. Of course, not every error need be marked. Consider using a balance of content and process essay e-comments, depending upon the instructional focus and the needs of each writer.

7. You can also personalize comments by adding to the comment balloons. You can even add audio comments to summarize overall strengths and weaknesses. To add an audio file (Sound Recorder) into Microsoft Word®, open **Start**; open **All Programs**; open **Accessories**; then open **Sound Recorder**. Click the button to start and stop recording. The **Save** menu will pop open and you can create a folder to save all of your audio files. Once saved, open up the folder and right click to copy the WMA file. Place your cursor where you want the file to appear in the student's essay and paste **Ctrl + V**. The Sound Recorder file stays minimized as you open up other Microsoft Word® files, so you don't have to go through the process each time. For better sound quality, I suggest using a microphone.

8. Teach your students to revise and edit their documents in response to your essay e-comments. I suggest using Microsoft Word® **Track Changes**. Teach your students to go the **Review** tab and click on **Track Changes**, then revise and edit their document by inserting, deleting, moving, or formatting text. The resources in **Change Tracking Options** provide custom color and formatting options. The keyboard shortcut to turn on **Track Changes** is **Ctrl + Shift + E**.