

**RHETORICAL TERMS**  
**TO USE IN YOUR ANALYSIS**  
**IF YOU CAN**

**LOGOS**

**Logic / Reason / Proof**

**Main Techniques**

**Make a claim, back it up**

**Reference to studies, statistics, case studies**

**Facts, examples**

**ETHOS**

**Credibility / Trust**

**Main Techniques**

**Thoughtful, fair, respectful**

**Cites credible sources**

**Ethical**

**PATHOS**

**Emotions / Values**

**Main Techniques**

**Stories**

**Inspirational quotes**

**Vivid language**

# **SUGGESTED** **ORGANIZATION OF ESSAY**

## **PARAGRAPH ONE**

**Introduction**

**What is the article about?**

**What does the author say?**

**What case does the author make?**

## **PARAGRAPH TWO (Logos)**

**How does the author use facts?**

**How does the author use examples?**

## **PARAGRAPH THREE (Ethos)**

**How does the author use reasoning?**

**What are the ideas?**

**Are the ideas supported?**

## **PARAGRAPH FOUR (Pathos)**

**How does the author use stylistic elements (vivid language)?**

**How does the author use persuasive elements to inspire?**

## **PARAGRAPH FIVE**

**Does the author make a case effectively?**

**Does the author use persuasive elements effectively?**

**DO NOT AGREE OR DISAGREE WITH THE AUTHOR**

**ENGLISH 11 / ENGLISH 12**

**WRITING**

**FROM FIRST DRAFT TO REVISED COPY—ON THE WAY**

Now that the first draft is on paper, it is time to look at what you have written and begin to improve it. The following are basic guidelines for revision.

**#1**

**PERSONAL PRONOUNS**

Generally speaking, personal pronouns should be avoided in most writing assignments. Write in the third person as a more mature form of prose. For some writing assignments, personal pronouns will be used. In such cases, be careful not to overuse the pronouns.

<b><u>PERSONAL PRONOUNS</u></b>			
<b>FIRST PERSON</b>			
I	me	my	mine
we	us	our	ours
myself		ourselves	

**#2**

**DO NOT ADDRESS THE READER**

“You” and “yours” should not appear in your writing.

**#3**

**AVOID “DEAD” WORDS**

a lot, very, get/got, also, good/cool/awesome, have to, stuff/things, “always there for me,”

**Substitutions for “a lot”**

numerous  
heaps  
many  
scores  
multitudes  
innumerable

**Substitutions for “very”**

utterly           shockingly  
chiefly           especially  
richly            indefinitely  
mightily         immeasurably

**Substitutions for “get / got”**

achieve           come  
acquire           find  
arrive            received  
become           obtained  
grasp             attained  
retrieve

**Substitutions for “also”**

as well           moreover  
besides          as well as  
too                in addition to

Substitutions for “good”  
Substitutions for “cool”  
Substitutions for “awesome”

wonderful	fantastic
majestic	stellar
excellent	exceptional
marvelous	fine
splendid	superb

Substitutions for “have to”

need to  
must  
should  
required to

Substitutions for “stuff” and “things”

The word “stuff” is a vague word often intended to explain an idea or ideas, without actually taking the time to do just that—EXPLAIN!

The word “thing” is a vague word often intended to explain an idea or ideas, without actually taking the time to do just that—EXPLAIN!

Example: I don’t agree with the **stuff** the teacher made us do. DEAD  
Instead: I don’t agree with the **tedious study questions** the teacher made us do.

Example: I don’t agree with the **things** the teacher makes us do for homework.  
DEAD

Instead: I don’t agree with the **tedious study questions** the teacher makes us do.

Substitutions for “always there for me”

The expression “always there for me” is vague. Explain what you mean!

Example: My mother is always there for me. DEAD

Instead: My mother is always willing to listen and support me.

Example: My best friend is always there for me.

Instead: My friend is faithful to me when I am in need of support.

#4

**“THERE IS” / “THERE ARE” / “THERE WERE” etc.**

**Substitutions for “There is, There are, There were”**

“There” is a word that almost always comes before the “to be” verb, particularly at the beginning of a sentence. **AVOID**

Example: There is a lost child scream for her mother. **DEAD**

Instead: A lost child is screaming for her mother.

Example: There was a feeling of nervous anxiety as Dan entered the room. **DEAD**

Instead: As Dan entered the room, a feeling of nervous anxiety was evident.

Example: There were no excuses for the late homework. **DEAD**

Instead: No excuse explained the late homework.

#5

**MISCELLANEOUS**

**“AND” and “BUT”**

**Do not begin sentences with “And” or “But.”**

Either eliminate these words entirely or substitute other words.

Perhaps substitute “In addition to” for “And”

Perhaps substitute “However” for “But”

**CONTRACTIONS**

**Do not use contractions in formal writing.**

Avoid—can’t, don’t, you’re, won’t, it’s, etc.

Instead—cannot, do not, you are, will not, it is, etc.

## **PRONOUNS**

**Pronouns must have antecedents.  
Pronouns must agree with the antecedent.**

Each pronoun must refer back to something already mentioned.

## **NUMBERS**

### **Rules for Numbers**

Spell out numbers written in one or two words; represent other numbers by numerals.

Examples: one, two, one hundred, twenty-three, 137, 504

Use numerals for addresses, time, dates, page references.

Do not begin a sentence with a numeral.

Do not put the “rd” or “st” or “th” with numerals in dates.

Example: January 3—not January 3rd

## **COMMA AFTER INTRODUCTORY ELEMENTS**

**Use a comma after an introductory participial phrase.**

Example: **Calling for a timeout**, the referee blew the whistle.  
**Exhausted after a three-mile swim**, Diana emerged from the water.

**Use a comma after two or more introductory prepositional phrases.**

Example: **By the light of the harvest moon**, we went on an old-fashioned hayride.

**Use a comma after an introductory adverb clause.**

Example: **When you’ve gone to this school as long as we have**, you’ll know your way around, too.  
**After we claim our first victory**, we will celebrate.

**Use a comma after a transitional word or phrase.**

Example: **However**, we will go with you.  
**As a consequence**, the start of the game was delayed.  
**Furthermore**, no additional time will be given.

# Transitions

Use sophisticated phrases to move the reader through your paper. Transitions help to unify your paper and move the reader through it easily.

**Try the following in the body of your paper or before introducing your counterargument:**

In addition

Nevertheless

Consequently

Subsequently

On the other hand

Therefore

However

Oterwise

Thus

In spite of

As a result

It is often said that...

It is undenaiable that...

It is a well known fact that...

For the majority of people...

A number of key issues arise from...

One of the most striking features of this problem is

Experts...

...believe that

...say that

...suggest that

...are convinced that

...point out

...emphasize that

**To transition in to your conclusion try the following:**

As can be seen

Given these points

In essence

In either case

Generally speaking

As has been noted

Altogether

In any event

In the final analysis

For the most part

Ordinarily

All things considered

After all

Usually

As shown above

In fact

By and large

## Helpful Transitional Expressions

Transitional expressions can help tie ideas together and show relationships. They also reveal organization patterns to help your reader follow along.

Try out a few in your paper. Be sure that any transition you use makes logical sense.

### Time Transitions & Phrases

- before
- meanwhile
- afterward
- at the same time
- to begin with
- subsequently
- previously

- at last
- at present
- briefly
- currently
- at that time
- in the meantime
- eventually

- finally
- gradually
- immediately
- in the future
- then
- now
- later

- suddenly
- earlier
- formerly
- shortly
- until now
- in the past

#### LOGICAL RELATIONSHIP

#### TRANSITIONAL EXPRESSION

Similarity	also, in the same way, just as ... so too, likewise, similarly
Exception/Contrast	but, however, in spite of, on the one hand ... on the other hand, nevertheless, nonetheless, notwithstanding, in contrast, on the contrary, still, yet
Sequence/Order	first, second, third, ... next, then, finally
Time	after, afterward, at last, before, currently, during, earlier, immediately, later, meanwhile, now, recently, simultaneously, subsequently, then
Example	for example, for instance, namely, specifically, to illustrate
Emphasis	even, indeed, in fact, of course, truly
Place/Position	above, adjacent, below, beyond, here, in front, in back, nearby, there
Cause and Effect	accordingly, consequently, hence, so, therefore, thus
Additional Support or Evidence	additionally, again, also, and, <b>as</b> well, besides, equally important, further, furthermore, in addition, moreover, then
Conclusion/Summary	finally, in a word, in brief, briefly, <i>in conclusion</i> , in the end, in the final analysis, on the whole, thus, <i>to conclude</i> , <i>to summarize</i> , in sum, to sum up, in summary, As can be seen, Generally speaking, In the final analysis, All things considered, <i>As shown above</i> , Given these points, <i>As has been noted</i> , For the most part, After all, In fact, In essence, Altogether, Ordinarily, Usually, By and large, In either case, In any event