Using Your *EasyWriter*

The *EasyWriter*, Fifth Edition, is a helpful writing tool that covers a range of writing topics from planning and drafting to constructing source citations to grammar and mechanics.

**Basic Guide to Grammar and Mechanics**

Use the table of contents on the cover flap to find the grammar topic you want to learn more about. *EasyWriter* uses example sentences and explanations to demonstrate common grammatical errors and preferred usage techniques. These example sentences use orange notes and boldface type to show the corrections. In addition, on page 2 you’ll find a list of the “Top Twenty” most common grammar errors in student writing. You can use this list as a starting point to check your work and see if you are making any errors from the Top Twenty list.

**Citation Style Guides**

Most students use the *EasyWriter* most often for the section on documentation, which covers how to cite source material in MLA, APA, *Chicago*, and CSE styles. In addition to the table of contents on the cover flap, you can use the color-coded pages to jump quickly to the style you are looking for:

- Orange = MLA
- Green = APA
- Blue = *Chicago*
- Yellow = CSE

Creating a citation can be a frustrating experience, but *EasyWriter* contains many tools designed to help you:

- Each style section contains a **Source Map** that can help you become familiar with the structure of each citation style. (For example, check out the MLA Source Map for Books on page 224.)
- In addition, each style section contains a **Directory** to help you find information about how to cite the specific kinds of sources you are using, such as the Directory to MLA Style on page 219.
- Each style section has a directory for **in-text citations** (e.g., MLA in-text citations directory, p. 213).
- Tips for following **manuscript format** (such as titles, margins and spacing, headings, etc.) are also included in each style guide. (See Following MLA Manuscript Format on page 211.)
- **Examples of student writing** are also included in each section. (See the sample student research project in MLA style on pages 253-4.)

**Media Integration**

Cross-references to additional resources, including videos, student writing examples, and more, can be accessed online. To explore these materials, go to [bedfordstmartins.com/easy](http://bedfordstmartins.com/easy).

**Multilingual Writers Guide**

The table of contents for *EasyWriter* also contains a listing of grammar tips especially helpful to multilingual writers. A more complete list of topics is also available in the back flap of the book.

**Glossary/Index**

At the back of the book, you will find an index that includes a glossary of terms, which you can use to look up terms and topics, including any boldfaced terms included throughout *EasyWriter.*