

To: Members of the FEPC
From: Textbook subcommittee
Date: February 27, 1978
Subject: Handbook adoption

I. We have established the following criteria to use in the selection of a list of handbooks to submit for your consideration. We think that a handbook adopted for use in E306 should:

- 1) include a substantial statement on the language to be used in student papers (historical, social considerations, etc.);
- 2) present grammatical and stylistic concerns as choices which the writer makes rather than merely as rules which must be followed;
- 3) give some consideration to rhetorical matters (persona, audience, style, purpose; aim, mode; etc.);
- 4) include adequate exercises for use in the course;
- 5) be easy to use as a reference;
- 6) be accompanied by a workbook which we can consider for E307-8;
- 7) be relatively inexpensive;
- 8) contain a good unit on the research paper.

II. Using the above criteria, we have determined that the following texts appear to be worth our careful scrutiny. Please nominate others to this list if you think they, too, should be reviewed.

Corder, HANDBOOK OF CURRENT ENGLISH, 5th ed., SP, 1978.

Elsbree, Bracher, and Altizer, HANDBOOK OF COMPOSITION, 9th ed., Heath, 1977.

Hodges and Whitten, HODGES' HARBRACE HANDBOOK, 8th ed., HBJ, 1977.

Lefcowitz, THE WRITER'S HANDBOOK, P-H, 1976.

Leggett, Mead, and Charvat, THE PRENTICE-HALL HANDBOOK FOR WRITERS, P-H, 1978.

Your suggestions regarding either of the above lists will be appreciated. We will make recommendations for the handbook at next week's meeting, as well as announce criteria and possible choices for a rhetoric for 306.