

TABLE OF CONTENTS

— PREFACE	9
► HOW TO USE THIS BOOK	11
► To the Student	11
1. How to obtain basic information on important aspects of working with texts	11
2. How to acquire basic working techniques	12
3. How to consult 'Your Companion' as a reference book	13
4. How to increase your linguistic competence in text analysis, text appreciation and text production	14
► To the Teacher	18
1. UNDERSTANDING TEXTS	21
1.1 How to read a text	21
1.2 How to practise your reading comprehension	23
1.3 How to guess unknown words	28
1.3.1 The problem	28
1.3.2 Prefixes	30
1.3.3 Etymological and semantic connections	35
Latin roots 36, Greek roots 44	
1.3.4 Context	57
2. DEVELOPING YOUR LINGUISTIC COMPETENCE	65
2.1 Working with the dictionary	65
2.2 Receptive and productive vocabulary	69
2.3 The importance of reading	70
2.4 Practical language work	76
2.4.1 Grammar	76
2.4.2 Vocabulary learning	77
2.4.3 Useful expressions	83
2.4.4 Structural material	87
3. TEXT TYPES, TEXT GROUPS AND TEXT FORMS	91
3.1 Description	92
3.2 Narration	94
3.3 Exposition	96

3.4 Argumentation	99
3.4.1 Analysis of the process of argumentation	101
3.4.2 The basic strategy of argumentation	102
3.4.3 Appreciation of arguments propounded by an opponent	102
3.4.4 Procedure in correct, efficient and fair argumentation	102
3.4.5 Instances of unfair argumentation	103
3.4.5.1 Advertising	103
3.4.5.2 Propaganda	103
3.4.5.3 Modern techniques of mass persuasion	104
4. QUESTIONS ON THE TEXT	106
Example: 'The bohemian marihuana smoker' with model questions and model answers	106
The various types of questions to be set on a text:	
4.1 Headings, headlines	112
4.2 Text type	114
4.3 Subject, theme, topic	115
4.4 Competence of the author	116
4.5 Attitude of the author	117
4.6 Argumentation of the author	121
4.7 Choice of words and stylistic devices	125
4.8 Structure, composition	127
4.9 Impact of a text on the reader	129
4.10 Paraphrasing	132
4.11 Summary-writing	135
4.12 The overall interpretation — and how to develop it by means of relevant questions and answers	139
Example: 'The English Character' (E. M. Forster) — with a model interpretation by Helen Monfries	139
5. SURVEY OF STYLISTIC AND RHETORICAL FIGURES	144
Example: 'A Woman's Tears' with model questions and answers	
What are stylistic and rhetorical figures?	144
5.1 Stylistic and rhetorical figures in semantics and syntax	150
Register 150, denotation, connotation 152, implication 152, association 153, style 153, tone 156, humour 157, irony 158, sarcasm 159, satire 160, comparison, analogy 161, imagina-	

tion 162, simile 163, metaphor 164, symbol 165, personification 166, alliteration 167, repetition 167, accumulation 168, parallelism 168, hyperbole 169, understatement 170, litotes 171, euphemism 171, periphrasis 172, ellipsis 173, allusion 173, pun 174, paradox 175, climax 175, anti-climax, bathos 176, antithesis 177

5.2 Rhetorical figures in composition 178

Flashback 178, anticipation 178, digression 179

5.3 Rhetorical figures in argumentation: fallacies 179

Speciosity 180, sophistry 180, begging the question 180, arguing in a circle 181, non sequitur 182, false analogy 182, ambiguity 182, equivocation 182, rhetorical question 183, emotive language 183, irrelevancy 184, argumentum ad hominem 184, argumentum ad populum 184, evasion 185, diversion 185, distortion 186, insinuation, innuendo 186, suggestio falsi 186, suppressio veri 187, persuasive definition 187

6. TEXT PRODUCTION 188

6.1 What you as a writer or speaker must keep in mind 188

6.1.1 The sender (i.e. the writer or speaker) 188

6.1.2 The addressee (i.e. the reader or hearer) 189

6.1.3 Your purpose 189

6.1.4 Topic and topical coherence 189

6.1.5 Structure and structural (= functional) coherence . . 189

6.2 How to make ideas clear 190

6.2.1 Statement of 'explanations' 190

6.2.2 Reformulation and restatement 191

6.2.3 Synonym 192

6.2.4 Antonym 193

6.2.5 The Aristotelian definition 193

6.2.6 Enumeration 194

6.2.7 Explication 194

6.2.8 Comparison 196

6.2.9 Topical coherence 196

6.3 How to develop ideas or support arguments by means of . . 197

6.3.1 Facts and details 197

6.3.2 Examples and illustrations 198

6.3.3 Figures and statistics 198

6.3.4 Quotations from authorities 199

6.3.5 The relevant connectives to incorporate this material . 200

6.4 How to organize ideas and structure texts	202
6.4.1 Introduction	202
6.4.2 Main body	202
6.4.2.1 Topical order	203
6.4.2.2 Order of enumeration	204
6.4.2.3 Order of importance	206
6.4.2.4 Time order	207
6.4.2.5 Order of comparison and contrast	208
6.4.2.6 Dialectical order	212
6.4.3 Inferences and conclusion	215
7. LETTER-WRITING	218
7.1 The 'letter to a friend'	218
7.2 The 'letter to the editor of a newspaper'	222
7.3 The 'letter of application'	224
Examples: Model letters	229
8. TRANSLATING FROM ENGLISH INTO GERMAN	231
8.1 Participle and gerund constructions	233
8.2 Different stylistic features	234
8.3 Translation through a negation of the opposite	235
8.4 Foreign words	235
8.5 Literal or free translation?	235
8.6 Lack of concentration	236
Model text: 'On Cleopatra and her Visit to Rome' with model translation and annotations	237
9. WRITING A RESEARCH PAPER ('FACHARBEIT' – 'SEMINARARBEIT')	242
9.1 Choosing the topic	242
9.2 Preparing a working bibliography	243
9.3 Composing a preliminary outline	245
9.4 Carrying out the research	246
9.5 Assembling notes and writing the final outline	247
9.6 Writing the first draft	247
9.7 Revising the first draft and typing out the final version	248
► INDEX	251
ACKNOWLEDGEMENTS	254