IIT ROORKEE

NPTEL ONLINE CERTIFICATION COURSE

EFFECTIVE WRITING

Lecture 19: Style of Report Writing

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Vocabulary

- Choice of words and phrases
- Redundancies
- Jargons
- Cliché
- Use of foreign words
- Fashionable words
- Metaphorical expressions

- ✓ Use short words and not long ones
- ✓ Ordinary and not grand
- ✓ Familiar rather than unfamiliar
- ✓ Non-technical rather than no-technical
- ✓ Concrete rather than abstract

Have something to say, and say it as clearly as you can. That is the only secret of style. ~**Matthew Arnold**

Use Familiar Words

Difficult Words

- Camaraderie
- Decipher
- Euphoria
- Impasse
- Terminate

Difficult Words

- Validate
- Veracity
- Kindred
- Synergy
- Emanate

Use of Foreign and Unfamiliar Words

The discussions in the classroom corroborated the facts and helped everyone ascertain the real reason that blocked the findings.

Revd.: The discussions in the classroom supported the facts and helped everyone understand the real reason that blocked the findings.

The aim of scientific writing is to validate the description in an Immaculate manner.

Revd.: The aim of scientific writing is to ensure description clearly.

Foreign words	Meaning
Raison de'etre	the most important reason to exist
Infra dig	below dignity
Tete-a-tete	personal interview
Status -quo –ante	as it was before
Vide supra	see above
Ibid	in the same place
Ab initio	in the beginning
Loc cit	in the place cited
Op cit	In the work already cited

Jargon

- Jargon is a language full of technical or special words used in a particular profession. Every profession has its own jargon.
- Jargons produce a lumpy effect.
- It creates a pretentious effect on readers.

Canonical- accepted
Generic- general
Spam- something unapproved
Output- result
Pedagogue- teacher

There is an apprehension that generic medicines do not show their effects soon.

Revd.:

There is an apprehension that general medicines do not work effectively.

Cliché

✓ **A cliché is a faded word or a phrase which has lost its effectiveness because of overuse.**

People believe that their untiring efforts will bear fruit finally.

Scientists world over have left much food for thought for the future generation to mull over whether life exists on Mars.

The writing on the wall indicates a shortage of rain fall this year.

Those who do not work heart and soul find everything an uphill task.

CLICHES

Food for thought
Crowning glory
Part and parcel
Sum and substance
Burning question
Level best
Spare no efforts
Overriding considerations
Leave no stone unturned
Untiring efforts
Kind perusal
Explore every avenue
Iron hand of the law
Day in and day out
Heart and soul

Redundancy

Redundancy is that part of a message that can be eliminated without any loss of information. It is more often unnecessary use of words or needless repetition of an idea.

Basic fundamentals
Assemble together
Great majority
Unexpected surprise
Potential opportunity
Midway between
Past history
Positively certain

True facts,
Repeat again
Alone by oneself,
Collaborate together
Retreat backwards,
Humorous joke,
Advance warning,
Final result,
Memories of the past
Few in number
Red in colour
Return back
Perfectly clear
Close proximity

Roundabout Expressions and Unusual Phrasing

It was reported that the batches experienced a colour change during storage.

Revd.: It was reported that the batches changed colour during storage.

Storage consists of cylindrical steel bottles. The bottles, linked by header tubes, are buried beside the compressor building.

Revd.: Storage consists of cylindrical steel bottles. The bottles, linked by header tubes, are sited near the compressor building.

A customer asked for a fluid with a higher tolerance to thermal oxidation than is normally expected.

Revd.: A customer asked for a fluid that had a higher tolerance.

Speed of diffusion is rate-determining.

Revd.: Speed of diffusion determines the rate.

Avoid Unfamiliar Abbreviations

- CVR
- OTP
- ABM
- ATR
- FIG
- STC
- SEZ

Poly
Insti
Enthu
Audie
Prof
Prop
Langski
Repri

Readability

- Reader's familiarity with words
- Lengthy sentence construction
- Complex sentences
- Breathless paragraphs

Fog index

- **Number of sentences**
- **Total number of words**
- **Average sentence length (no. of words / no. of sentences)**
- **Number of difficult words**

Percentage of difficult words = (Total no. of difficult words/ total words) x 100

Fog Index =(Percentage of DW+Average SL)x 0.4 (Robert Gunning)

If below 12 it is readable.

Sentence and Paragraph Length

- Compound sentences irritate the readers.
- Readers are unable to absorb comfortability.
- Simple sentences having variety can ease readers.

The problem of order, and thus of the nature of integration of stable system of interaction, that is, of social structure, thus focuses on the integration of the motivation of the actors with the normative culture standards which integrates the action system, in our context interpersonally.

Revd.: People often share standards and expect one another to stick to them. In so far as they do, their society may be orderly.

Compound Sentences

The degree of dependence of this pattern on bed structure and/or on production of wetted paths through the packing by randomly moving particles of the initial liquid is of interest, as in any specified packing arrangement, complete bed overload by high liquid flow-rate(pre-flooding) might be expected to result in alteration of a flow pattern, dependent on which paths through the packing were wetted, while changes in bed structure might result from re-packing or ‘stirring’ the bed.

Revd.: We thought it would be interesting to know to what extent this flow pattern depends on bed structure and to what extent it depends on the random movement of the initial liquid particles making wetted paths through the packing. In any given packaging arrangement, re-packing or ‘stirring’ might be expected to change the structure of the bed; complete overloading of the bed with a high liquid flow-rate(pre-flooding) might be expected to alter a flow pattern, depending on which paths through the pattern wetted.

Use of Transitions

- Additional details: moreover, furthermore, beside, finally
- Causal relationship: therefore, because, accordingly, thus, consequently
- Contrast: yet, on the other hand, nonetheless
- Condition: If, in case, provided
- Time sequence: formerly. Later, after, meanwhile
- Repetition: in other words, that is, in addition

Summing up

- A man who uses a great many words to express his meaning is like a bad marksman who instead of aiming a single stone at an object takes up a handful and throws at it in hopes he may hit.

- Samuel Johnson