



## THE STYLE

G. Shravan Kumar<sup>1</sup> and M. Vijaya Sai Reddy<sup>2</sup>

<sup>1</sup>Acharya N.G. Ranga Agricultural University, Hyderabad

<sup>2</sup>ARS, Ananthapuramu (ANGRAU)

### ABSTRACT

A report is the verbal structure, and style is the way we select and arrange the elements of structure. So to attain a style that works it is difficult to specify the elements that constitute the 'style' of a piece of writing. Yet several writers have made an attempt to define 'Style'. Jonathan Swift thought that style is "proper words in proper places". Lord Chesterfield said that style is the "dress of thoughts". The ability to communicate effectively is one of the greatest assets anyone can acquire but the most common and perhaps the greatest communication problem today is that many people are unaware that they lack communicative ability. We have to prepare the first draft without caring much for the mechanics of writing, after the draft has to be revised duly deleting words, sentences which doesn't any meaning and we have to approach the problem with scientist's objectivity, detachment and passion for truth. This will help make your writing crisp and sharp. If we notice how carefully a musician examines the instrument that he is going to play. A *sitar* player tunes the strings and a *tabla* player tightens or loosens the strings before starting to perform. An artist knows the quality of his performance will partly depend upon his instrument. If he detects even a minor defect in an instrument he discards it and chooses another. Similarly, the author has to exercise the meticulous care in choosing the tools of writing namely, words. No two words in a language convey exactly the same meaning. For example, 'pretty', 'charming' and 'delightful' are not synonyms they have only a common area of meaning. Sometimes a wrong choice of words may lead to embarrassment, confusion and misunderstanding.

**Precision :** The write has to prefer specific to general words: The use of specific words makes writing clearer and immediately creates an image in the mind of the reader.

General	Specific
Component	Part
Conflagration	Fire
Terminate	End
Aggregate	Total

**Conciseness :** Modifiers of nouns and verbs tend to be vague and subjective. Use verbs instead of phrases having-'tion words' formed from verbs.

Phrases (Modifier)	Verbs
Make an investigation	Investigate
Prepare a formulation	Formulate

**Plainness :** Prefer plain and familiar to long and unfamiliar.

Long and unfamiliar	Short and familiar
Expedite	Hurry up
Optimum	Best
Residence	House
Commence	Start
Endeavour	Try
Envisage	Foresee

President Roosevelt replaced "Terminate" the

illumination" by "Turn out the lights". It is a classic example of pomposity.

A cliché is a faded word or a phrase, which has lost its effectiveness because of overuse. When it is first coined it is fresh and vigorous and conveys the meaning vividly. With the passage of time it losses sharpness and ceases to exercise the desired impact.

The technical terminology or characteristic idiom of a special language or group' – jargon. Every group of specialists has developed a highly specialized terms, yet these are the very words that cause readers a lot of difficulty. Communication of technical matter in non-technical language is not easy but the ability to do so can be acquired with practice. Only an in experienced writer would think that the jargon is the mark of intellectual superiority. If he does not check the habit of using jargon, he would meet the fate of other jargonists. Every profession has its jargon and it would be difficult to communicate to fellow professional without its use.

**Avoid using foreign words and phrases :** Foreign words and phrases also like jargon are often used to impress and mystify the reader or to parade one's

scholarship. Some eriters believe that their use would make the writing dignified. Thus instead of see above', they use vide supra' but to keep your writing simple, use plain English for foreign words and phrases. Abbreviations like e.g.i.e., viz., a.m., p.m., need not be avoided.

**Avoid Redundancy** : Redundancy is the part of message that be eliminated without loss of information. It may be either the use of unnecessary word or needless repetition of an idea. It has been well said that a sentence should have no unnecessary words, just as a drawing should have no unnecessary lines, and a machine no unnecessary parts. Here are some of the superfluous words that are underlined.

1. Basic fundamental
2. Resume again
3. Absolutely essential
4. Completely eliminated
5. Throughout the entire month
6. Repeated again
7. Fast speed-readers
8. Refer back

**Change of passive voice into active voice improves the sentence :**

	Passive voice	Active voice
1.	The decision was made by the supervisor to call in the workers for overtime	The supervisor decided to call in the workers for overtime
2.	The satellites of Mars were discovered Hall	Hall discovered the satellites of Mars

Whenever possible use active voice instead of passive. It is wrong to believe that in professional writing the use of passive voice should be preferred.

The author has to use past tense except when referring to established facts. After all, the paper will be submitted after all of the work is completed. Organize the ideas, making one major point with each paragraph. If four points listed four paragraphs are needed.

Background information only as needed in order support a position. The reader does not want to read everything about a subject.

As always, the author has to pay attention to spelling, clarity and appropriateness of sentences and phrases. Materials and Methods there is no specific page limit, but a key concept is to keep this section as concise as possibly as we can. People will want to read this material selectively. The reader may only be interested in one formula or part of a procedure. Materials and methods may be reported under separate subheadings within this section or can be incorporated together. General intent this should be the easiest section to write, but many students misunderstand the purpose.