

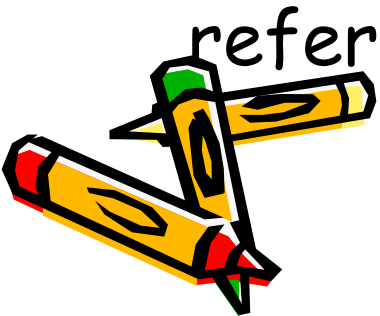
# STYLE IN NOTES AND DRAFTS



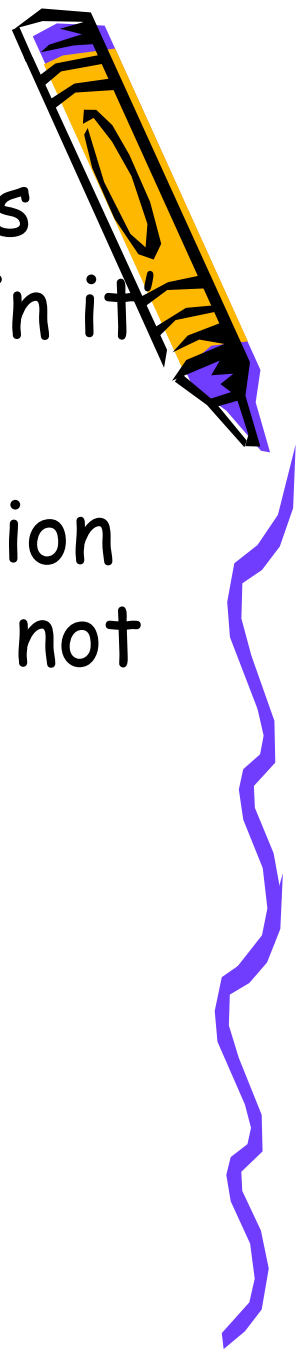
- Govt. will be treated as a plural noun and Board as a singular.
- Communication intended to the High Court should be addressed only to the Registrar, H.C. of A.P. not to the Chief Justice.
- While avoiding the slang, one should aim at an easy natural style as near as possible in spoken English.



- Proximo, Ultimo are not to be used. The name of the months must invariably be used instead.
- The same must not be used. Instead of "it" or some other simple word be used.
- The expression "the undersigned" should not be used. It is very ugly and usually or often inaccurate, as the person who signs is often as a matter of fact not the person to whom the expression the undersigned is intended to refer

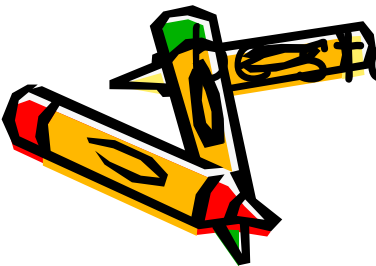
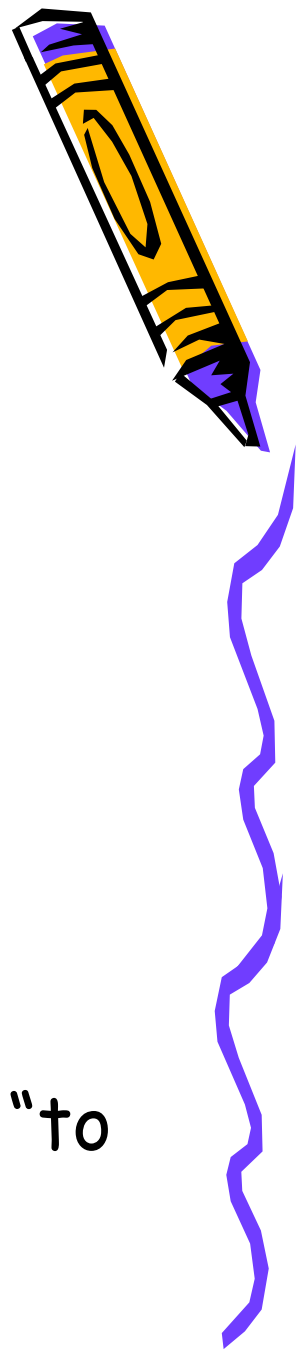


- Use such needlessly formal words as "therein" and "thereon" instead of 'in it' or 'on it'
- Information is singular. If information is called for on many points, it does not become information.



# Simple vs Long Phrases

- "make the assessment" to "assess"
- "purchase" to "buy"
- "commence" to "begin"
- "omitted" or "failed" to "did not make"
- "enquiries" for "enquire"
- "building purpose" for "buildings"
- "for being" instead of "to be"
- "for doing" instead of "to do"
- "returned for being stamped" instead of "to stamped"



# Short vs Long Sentences

- Short sentences should be preferred to long ones.
- "Director's attention is invited to the letter. He is requested---." is better than "The Director's attention is invited to the letter and he is requested".
- The word "necessary" is usually superfluous. In such cases, phrases as "the necessary entries", "the necessary corrections", "the necessary instructions" be used.



- "In case in which" is a phrase. Instead of it "when", "where" or "If" can be used.
- The phrase "do the needful" should never be used. You should always say definitely what is to be done or say, "do what is necessary".
- The word "avail" is very awkward one, as it is reflexive and also takes "of" after it. It is better to avoid it. Ex: "the leave was availed of" etc. Instead you can say "book the leave".



- Similarly "available" is also a bad word. It should be definitely stated instead of it is not available.
- Split infinitives should be avoided. Better to write as "kindly to state" instead of "to kindly state".
- "The Officer will, in the circumstances now stated, be requested". This can be improved. Instead you can say "in the circumstances now stated, the officer will be requested to.."





- Do not write "marginally noted" which could only mean having marginal notes. Write "noted in margin"
- NOT ALWAYS SHORT - IT SHOULD BE CLEAR
- A phrase like the "figures for 1949, 1950 and 1951 were 256, 257 and 348 respectively" which is confusing, better to write "the figure for 1949 was 256 and 1950 was 257 and that for 1951 was 348"



- "Former" and "Later" should also be avoided as they are constant source of confusion.
- "with reference to" better to use "in reply to"
- "till" is commonly misused. ex: No reply was received till January 1<sup>st</sup> . Better to use "upto"
- The phrases "at all", "care to", "inspite of" sometimes sounds needlessly discourteous and unidiomtic. It is rude to write "In spite of three reminders the MPDO has not at all cared to reply". Instead "The MPDO has not replied"



- The words "comprise", "compose" and "consists" are often confused with each other. The correct forms are "the land comprises three plots", "the land consists of three plots", "the land composed of three plots".
- "I proceeded to camp" is incorrect. "I went to camp" is correct.
- Use 'live' or 'dwell' and not 'reside'

