

Contents

	<i>page</i>
Preface	v
1. Prologue	1
<i>Do you know, say and convey what you mean?</i> <i>Using the right words is all-important</i>	
2. A preliminary digression	6
<i>The scope of this book does not extend to Legal English, 'Experi to Expert', Departmental Shorthand, or the Spoken Word</i>	
3. The elements	10
<i>Think for others rather than for yourself</i> <i>How to draft a letter</i> <i>Three fundamental precepts: Be simple, be short, be human</i>	
4. Correctness	24
<i>A fourth precept: Be correct</i> <i>Discipline in official writing</i> <i>Efforts to preserve pure English: vain resistance to new words and new meanings</i> <i>The duty of the official</i> <i>Incorrect words and phrases</i> <i>Grammar and idiom, their nature and importance</i>	
5. The choice of words: introductory	38
<i>Ready and precise meaning</i> <i>Causes of the converse: examples and remedies</i> <i>Use few, familiar and precise words</i>	
6. The choice of words: avoiding the superfluous word	49
<i>Some types of verbosity</i> <i>Padding</i>	

7. The choice of words: choosing the familiar word	70
<i>Types of failure</i>	
<i>Jargon and legal language</i>	
<i>Foreign words and phrases</i>	
<i>Metaphors and other showy words</i>	
<i>Modish writing and vogue words</i>	
8. The choice of words: choosing the precise word	78
<i>Lure of the abstract word</i>	
<i>The headline phrase</i>	
<i>Clichés and overworked words</i>	
9. The handling of words: troubles in arrangement	91
<i>Put closely related words near to each other</i>	
10. The handling of words: troubles with conjunctions and prepositions	98
<i>Right and wrong uses of 'and' and other conjunctions</i>	
<i>Whether to treat certain words as conjunctions or prepositions</i>	
11. The handling of words: troubles with pronouns	111
<i>Pronouns and the words they refer to</i>	
<i>Whether to use 'I' or 'me'</i>	
<i>'They' for 'he or she'</i>	
<i>Right and wrong uses of 'what', 'which', 'who' and 'that'</i>	
<i>When to use 'who', 'whom' and 'whose'</i>	
12. The handling of words: troubles with verbs	127
<i>Number with verbs</i>	
<i>Troubles with 'ing' endings</i>	
<i>Uses of the subjunctive</i>	
<i>Misuse of the passive</i>	
<i>Omission and duplication of the verb</i>	
<i>Uses of 'shall' and 'will'</i>	
<i>The split infinitive</i>	

13. The handling of words: troubles with negatives and other matters	146
<i>Double negatives</i>	
<i>Troubles with 'nor'</i>	
<i>Misuse of 'and' or 'but' with negatives</i>	
<i>Ambiguity with 'not'</i>	
<i>Qualification of absolutes</i>	
<i>Repetition</i>	
14. Punctuation	152
<i>Write so as to be clear with a minimum of stops, and use stops for clarity</i>	
<i>Right and wrong use of the various stops, etc.: Apostrophe, Capitals,</i>	
<i>Colon, Comma, Dash, Full stop, Hyphen, Inverted commas,</i>	
<i>Paragraphs, Parentheses, Question marks, Semicolon, Sentences</i>	
15. Some recent trends	176
<i>The trend towards informality</i>	
<i>The objections to sexist language</i>	
<i>The influence of science and technology</i>	
<i>The influence of other varieties of English: American English and</i>	
<i>Euro-English</i>	
16. Some selected passages	187
<i>Seven specimens</i>	
-	
17. A checklist: words and phrases to be used with care	198
18. Epilogue	270
<i>It is especially important that official writing should be good</i>	
<i>The language is not in decay</i>	
References	274
For further reading	275
Index	277