

## *Simplicity*

WILLIAM ZINSSER

*Born in New York City in 1922, William Zinsser was educated at Princeton University. After serving in the army in World War II, he worked at the New York Herald Tribune as an editor, writer, and critic. Zinsser's freelance writing regularly appears in some of our leading magazines, and during the 1970s he taught a popular course in nonfiction at Yale University. From 1979 to 1987 he was general editor of the Book-of-the-Month Club. Zinsser has written fifteen books including The City Dwellers, Pop Goes America, Spring Training, and three popular books on writing: On Writing Well, Writing with a Word Processor, and Writing to Learn. Currently, he is teaching at the New School in New York City.*

*The following selection is taken from On Writing Well, now in its fifth edition. This book grew out of Zinsser's many years of experience as a professional writer and teacher. In this essay Zinsser exposes what he believes is the writer's number one problem—"clutter." He sees Americans "strangling in unnecessary words, circular constructions, pompous frills and meaningless jargon." His solution is simple: writers must know what they want to say and must be thinking clearly as they start to compose. Then self-discipline and hard work are necessary to achieve clear, simple prose. No matter what your experience as a writer has been, you will find Zinsser's observations sound and his advice practical.*

**WRITING TO DISCOVER:** Some people like to view writing as "thinking on paper." They believe that by being able to see something written on a page they are better able to see "what they think." What for you is the relationship between writing and thinking?

Clutter is the disease of American writing. We are a society strangling in unnecessary words, circular constructions, pompous frills and meaningless jargon.

Who can understand the viscous language of everyday American commerce: the memo, the corporation report, the business letter, the notice from the bank explaining its latest "simplified" statement? What member of an insurance or medical plan can decipher the brochure explaining his costs and benefits? What father or mother can put together a child's toy from the instructions on the box? Our national tendency is to inflate and thereby sound important. The airline pilot who announces that he is presently anticipating experiencing considerable precipitation wouldn't think of saying it may rain. The sentence is too simple—there must be something wrong with it.

Background as journalist

Good in all cases?

- Yes
- fiction?

- Shouldn't fiction have Simplicity as well?

- is it part of the effect?

If want to get point across - must be effective and simple

If too simple - is there something wrong?

- tone
- audience?

~~The Adverb~~

Some info missing from short version

Don't need simple for every sentence

- monotonous sentences
- Variety of sentence types
- But is Zinser advocating that?

At this point, know what you want to say

Buzz word bingo

- explain it better
- bungled VPFs as well

Stick to prep\*

Writing for classmates

- assumptions

English

But the secret of good writing is to strip every sentence to its cleanest components. Every word that serves no function, every long word that could be a short word, every adverb that carries the same meaning that's already in the verb, every passive construction that leaves the reader unsure of who is doing what—these are the thousand and one adulterants that weaken the strength of a sentence. And they usually occur in proportion to education and rank.

During the 1960s the president of my university wrote a letter to mollify the alumni after a spell of campus unrest. "You are probably aware," he began, "that we have been experiencing very considerable potentially explosive expressions of dissatisfaction on issues only partially related." He meant the students had been hassling them about different things. I was far more upset by the president's English than by the students' potentially explosive expressions of dissatisfaction. I would have preferred the presidential approach taken by Franklin D. Roosevelt when he tried to convert into English his own government's memos, such as this blackout order of 1942:

Such preparations shall be made as will completely obscure all Federal buildings and non-Federal buildings occupied by the Federal government during an air raid for any period of time from visibility by reason of internal or external illumination.

"Tell them," Roosevelt said, "that in buildings where they have to keep the work-going to put something across the windows."

Simplify, simplify. Thoreau said it, as we are so often reminded, and no American writer more consistently practiced what he preached. Open *Walden* to any page and you will find a man saying in a plain and orderly way what is on his mind:

I went to the woods because I wished to live deliberately, to front only the essential facts of life, and see if I could not learn what it had to teach, and not, when I came to die, discover that I had not lived.

How can the rest of us achieve such enviable freedom from clutter? The answer is to clear our heads of clutter. Clear thinking becomes clear writing; one can't exist without the other. It's impossible for a muddy thinker to write good English. You may get away with it for a paragraph or two, but soon the reader will be lost, and there's no sin so grave, for the reader will not easily be lured back.

Who is this elusive creature, the reader? The reader is someone with an attention span of about 30 seconds—a person assailed by other forces competing for attention. At one time these forces weren't so numerous: newspapers, radio, spouse, home, children. Today they also include a "home entertainment center" (TV, VCR, tapes, CDs), pets, a fitness program, a yard and all the gadgets that have been bought to keep it spruce, and that most potent of competitors, sleep. The person snoozing in a chair with a

problem esp in B2B tech - "provide solutions"

B2B word blings

## Emphasis on reader

- what is your purpose
- how much detail to use
- Can the reader focus
- thinking clarity
- ~~not~~ thinking through what you want to say
  - could not get wording right
  - did not know what wanted to say
  - its a thinking problem

Do you know what you want to say

magazine or a book is a person who was being given too much unnecessary trouble by the writer.

It won't do to say that the reader is too dumb or too lazy to keep pace with the train of thought. If the reader is lost, it's usually because the writer hasn't been careful enough. The carelessness can take any number of forms. Perhaps a sentence is so excessively cluttered that the reader, hacking through the verbiage, simply doesn't know what it means. Perhaps a sentence has been so shoddily constructed that the reader could read it in several ways. Perhaps the writer has switched pronouns in mid-sentence, or has switched tenses, so the reader loses track of who is talking or when the action took place. Perhaps Sentence B is not a logical sequel to Sentence A—the writer, in whose head the connection is clear, hasn't bothered to provide the missing link. Perhaps the writer has used an important word incorrectly by not taking the trouble to look it up. The writer may think "sanguine" and "sanguinary" mean the same thing, but the difference is a bloody big one. The reader can only infer (speaking of big differences) what the writer is trying to imply.

Faced with such obstacles, readers are at first tenacious. They blame themselves—they obviously missed something, and they go back over the mystifying sentence, or over the whole paragraph, piecing it out like an ancient rune, making guesses and moving on. But they won't do this for long. The writer is making them work too hard, and they will look for one who is better at the craft.

Writers must therefore constantly ask: What am I trying to say? Surprisingly often they don't know. Then they must look at what they have written and ask: Have I said it? Is it clear to someone encountering the subject for the first time? If it's not, some fuzz has worked its way into the machinery. The clear writer is someone clearheaded enough to see this stuff for what it is: fuzz.

I don't mean that some people are born clearheaded and are therefore natural writers, whereas others are naturally fuzzy and will never write well. Thinking clearly is a conscious act that writers must force upon themselves, as if they were working on any other project that requires logic: adding up a laundry list or doing an algebra problem. Good writing doesn't come naturally, though most people obviously think it does. Professional writers are constantly being bearded by strangers who say they'd like to "try a little writing sometime"—meaning when they retire from their real profession, which is difficult, like insurance or real estate. Or they say, "I could write a book about that." I doubt it.

Writing is hard work. A clear sentence is not accident. Very few sentences come out right the first time, or even the third time. Remember this in moments of despair. If you find that writing is hard, it's because it is hard. It's one of the hardest things people do.

F

1. W  
n
2. I  
d  
u
3. I  
c  
p
4. C  
a  
r

I

1. I  
c
2. I  
s  
t
3. I  
c

1.

2.

9

10

12

13