

# Strunk Chapter 2

Compiled by Steve Gibbs

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# **12. Chose a suitable design and hold to it**

- **Stream of consciousness**
- **Carefully mapped sequence of paragraphs**
- **Position paper with support - persuasive**
- **Definition**
- **Descriptive**
- **Narrative - story telling**
- **Analytic**
- **Cause & effect**
- **Comparison & contrast**

# **13. Make the paragraph the unit of composition: one paragraph = one topic**

- **Address one main idea per paragraph**
- **A simple story or statement can often be written in one paragraph**
- **When multiple paragraphs are used, there must be logical sequence, clear transition, progression of thought; sentences need to build on each other**
- **Change paragraphs to introduce new topics or to move your story to its next level**
- **Begin with words, sentences that either show transition or introduce the topic ahead**
- **In dialogue each new speaker gets a new paragraph**
- **In animated narrative paragraphs often break frequently to increase the pace**
- **In formal essays paragraphs must be fully developed and in proper sequence**

# 14. Use the active voice

- **Brevity is the by-product of vigor**
- **Active = subject acts**
- **Passive = subject receives the action**
- **Active = The man bit the dog.**
- **Passive = The dog was bitten by the man.**
- **Active = Many people attended the party.**
- **Passive = There were many people at the party.**
- **Active = An explosion rocked the building.**
- **Passive = The building was rocked by an explosion.**
- **Active = He left happy.**
- **Passive = Happiness caused him to leave.**

# 15. Put statements in positive form

- Say what it is, not what it is not.
- Ex:
- He was not on time.
- He was not hungry.
- The girl was not there.
- The tires are not inflated.
- This is not a good day for a quiz.
- I am not wearing orange pants.
- That joke is not funny.
- My cousin Vinny is not too bright.
- It's not raining outside.
- I'm not going out of the house tonight.
- You're not responsible for your friend's actions
- I am not going to be unhappy.
- There was not a cloud in the sky.
- You are not ugly.
- You are not going to not sit there and do nothing until I come back.
- You are not tying knots.
- Avoid auxiliary conditional verbs like could, would, should, may, might, can unless you are expressing serious doubt or uncertainty.

# **16. Use definite, specific, concrete language**

- **“Prefer the specific to the general, the definite to the vague, the concrete to the abstract.”**

# 17. Omit needless words

- **Pictures do not have extra lines.**
- **Machines do not have extra parts.**
- **Sentences and paragraphs must not have extra words.**
- **It doesn't mean to always be brief, but that every word tell.**

# 18. Avoid a succession of loose sentences

- **Avoid a long string of sentences with multiple clauses and conjunctions.**
- **Ex: The students at the school and the teachers who work there are going to the gym and attending an assembly, and they're going to listen to a guest speaker and engage in some motivational activities.**
- **Better: Benicia High people heard a motivational speaker in a gym assembly. They engaged in follow-up activities.**

# **19. Express co-ordinate ideas in similar form**

- **Use parallel structure.**
- **Ex: If you do your work, you'll earn good grades. If you earn good grades, you'll get into a good college. If you excel in college, you'll find a good job. If you find a good job, you'll have prosperity. If you have prosperity, you'll have a good life.**

# 20. Keep related words together

- He encountered a large bear out in the forest that was angry.
  - She could stand on one foot without falling off her surfboard for two minutes.
  - Rick stood there in the rain at the bus stop all night long crying.
  - If you eat potato seeds they will kill you out of season.
  - The mud slide swept through the Johnson's ranch last Tuesday and left the furniture of the unfortunate family buried under ten feet of sludge.
  -
- He encountered a large, angry bear out in the forest.
  - She could stand on one foot for two minutes without falling off her surfboard.
  - Rick stood there crying in the rain at the bus stop all night long.
  - If you eat potato seeds out of season they will kill you.
  - The mud slide swept through the Johnson's ranch last Tuesday and buried the unfortunate family's furniture under ten feet of sludge.

# 21. In summaries, keep to one tense

In summaries, keep to one tense. When analyzing a work of literature keep to one tense, preferably the present tense. Because the action in a novel occurs constantly simply by reading it, the present tense is most accurate.

- When Brutus *is* speaking to Caesar before he *killed* him, Caesar *was* acting friendly and *is* not suspicious of Brutus's actions.
- When Brutus *is* speaking to Caesar before *killing* him, Caesar *is* acting friendly and *is* not suspicious of Brutus's actions.

## 22. Place the emphatic words of a sentence at the end

- If you stare directly at the solar eclipse you will go blind next Tuesday.
- If you lift the clutch too soon the car will stall when climbing a steep hill.
- Boaters must wear life jackets to be safe when they are out on a lake.
- If you play your best you will win the championship at the big game with Acalanes tonight.
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- If you stare directly into Tuesday's solar eclipse you will go blind.
- When climbing a steep hill, if you lift the clutch too soon the car will stall.
- Boaters must wear life jackets when out on a lake to be safe.
- If you play your best against Acalanes tonight you will win the championship.