

Lecture 3

Style

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Version of July 1, 2025



Basic Decisions

Varieties of English

- ▶ Usually you will write in either **American** or **British English**.
- ▶ The choice is often yours, but stick to one style.
If multiple authors are involved, the “editor” (or, rarely, an actual copy editor) should enforce a **consistent style**.
- ▶ Differences concern spelling, vocabulary, grammar, punctuation, and idioms.

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The two varieties should be mixed only when, e.g., a Briton writes about the *behaviour of the color attribute*.

Selected Differences between Varieties of English

	Mainly American	Mainly British
-dg(e)ment ending	<i>judgment</i>	<i>judgement</i>
-er/-re ending	<i>center</i>	<i>centre</i>
-ize/-ise ending	<i>realize</i>	<i>realise</i>
-o(u)r ending	<i>behavior</i>	<i>behaviour</i>
-ed/-t ending	<i>learned</i>	<i>learnt</i>
-ward(s) ending (adverbs)	<i>toward</i>	<i>towards</i>
Intraword hyphens	<i>nonempty</i>	<i>non-empty</i>
Interword hyphens	<i>first-class citizen</i>	<i>first class citizen</i>
Vocabulary	<i>chips</i>	<i>crisps</i>
Subject-verb agreement	<i>the committee agrees</i>	<i>the committee agree</i>
Quotes	<i>"sweet spot."</i>	<i>'sweet spot'.</i>
Dashes	<i>Ada—the language</i>	<i>Ada – the language</i>
Enumerations	<i>1, 2, and 3</i>	<i>1, 2 and 3</i>
Dates	<i>January 1, 1990,</i>	<i>1 January 1990</i>
Idioms	<i>skeleton in the closet</i>	<i>skeleton in the cupboard</i>

Registers

- ▶ Scientific and technical English belong to the **formal register**.
- ▶ “Formal” is situated between “informal” and “solemn”—more formal than chat messages, but less formal than legal documents.
- ▶ Avoid colloquialisms as well as stilted language.

Selected Differences between Informal and Formal English

Informal

boils down to
by the way
can't
code up
comes with
distro
from scratch
have to
on the fly
pays off
prints (to the console)
ships with
snippet
the sixties
write code

Formal

amounts to
incidentally
cannot
program
includes
distribution
from the ground up
need to or *must*
dynamically
is useful
outputs
includes
extract or *fragment*
the 1960s
develop code

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Technical documentation tends to avoid these pronouns.

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There is also the **inclusive ‘we’**, which encompasses the reader—e.g.:

We can now prove the main theorem.

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In technical documentation, there is often a choice between *you* and *we*.

We is more formal. *One* is even more formal and usually best avoided. Compare:

You can also provide the string data as an array of chars.

We can also provide the string data as an array of chars.

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Gender neutrality can be achieved using **singular** or **plural ‘they’**.

Principles

Consistency

Your text should read **as if** it had been written by a single author, even if it was not. It should be difficult to tell who wrote what.

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To quote Halmos:

Consistency, by the way, is a major virtue and its opposite is a cardinal sin in exposition. Consistency is important in language, in notation, in references, in typography—it is important everywhere, and its absence can cause anything from mild irritation to severe misinformation.

Neutrality

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When writing technical documentation, a certain level of **objectivity** is expected. It is perfectly acceptable to cover all the best aspects and to gloss over the weaknesses or deficiencies. But it is not acceptable to deceive regarding failings or to exaggerate capabilities. Purchasing decisions can be influenced by technical documentation, and misrepresentation can lead to court cases.

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Even the most difficult concepts can be explained in **clear, accessible English**. To do this, you must begin by thinking about the reader. What is their educational level? What specialist knowledge of the field are they assumed to have? What is their motivation for reading the document? Beware of the **curse of knowledge**.

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Clarity also requires that you use words **precisely**, with their **literal meanings**. Developing a graphical user interface in Java is not *painful* (unless your hands actually hurt) but perhaps *tedious* or *unpleasant*. And you certainly did not choose Java because you are *allergic* to C++.

Strunk urges you to **omit needless words**:¹

Vigorous writing is concise. A sentence should contain no unnecessary words, a paragraph no unnecessary sentences, for the same reason that a drawing should have no unnecessary lines and a machine no unnecessary parts. This requires not that the writer make all his sentences short, or that he avoid all detail and treat his subjects only in outline, but that every word tell.

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Conciseness saves the reader's time. It also helps when working to a page limit.

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Examples of Verbosity and Remedies

Verbose

in order to

is applicable

provide assistance to

owing to the fact that

This is a subject that

because of the fact that

as far as she is concerned

in an approximate manner

for all intents and purposes

It is important to note that

For example, let us consider

The next point I want to emphasize is that

The usefulness of this technique resides in the fact that

Concise

to

applies

help

since or *because*

This subject

because

in her opinion

approximately

essentially

Importantly,

Consider

Next,

This technique is useful because

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To find out more, **buy her book**.

Strategies

Clichés generally do not belong in formal writing—e.g.:

last but not least

at the end of the day

take with a grain of salt

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Some clichés are tempting in titles—e.g.:

To Be or Not to Be Parallel
A Tale of Two Rust Compilers
Database Performance: The Good, the Bad, and the Ugly

Resist the temptation. Also be sparing with **jokes**.

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Sexism can be subtle. Generally avoid *Max Mustermann* unless you also have *Erika Musterfrau*. Do not refer to women by first name only. Thus write *Rózsa Péter* or *R. Péter* or *Péter*, not *Rózsa*.

Illustrations and Examples

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Running examples—examples that are recalled multiple times through a document—can be useful. You can choose them early on, once you have sketched your table of contents. The examples ought to be interesting.

Analogies

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Analogies can aid understanding but can be tricky to get right—e.g.:

Finding the right element in an array is like finding a needle in a haystack.

Examples of Analogies

We may compare a man in the process of computing a real number to a machine which is only capable of a finite number of conditions q_1, q_2, \dots, q_R which will be called “m-configurations”. The machine is supplied with a “tape” (the analogue of paper) running through it, and divided into sections (called “squares”) each capable of bearing a “symbol”.¹

¹Alan M. Turing, “On computable numbers, with an application to the Entscheidungsproblem,” *Proceedings of the London Mathematical Society* s2-42(1), pp. 230–265, 1937.

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SETHEO contains a powerful preprocessing module. Its incorporation is motivated by analogy to the action of a human reasoner, say a mathematician, who, before applying a specific proof method, first tries to analyse and reduce the respective problem according to more global aspects.²

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Opening Hooks

In your introduction, try to **engage the reader**, for example using a pun, a quotation, a question, an anecdote, or a provocative statement.

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The first two paragraphs of Knuth's celebrated toilet-paper paper:

The toilet paper dispensers in a certain building are designed to hold two rolls of tissues, and a person can use either roll.

*There are two kinds of people who use the rest rooms in the building: big-choosers and little-choosers. A big-chooser always takes a piece of toilet paper from the roll that is currently larger; a little-chooser always does the opposite. However, when the two rolls are the same size, or when only one roll is nonempty, everybody chooses the nearest nonempty roll. When both rolls are empty, everybody has a problem.*¹

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Positive sentences tend to read better than their negative counterparts.

When processing the negative sentence *Do not press the red button*, the brain performs two operations:

1. It conjures the positive sentence *Press the red button*.
2. It negates it.

Yet the unnegated sentence *Press the red button* hangs in the air.

Better say, *Only press the green button*.

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Sometimes, we can use the contrapositive to eliminate negations. Compare:

If you do not register the listener, mouseClicked() will not be called.

If you want mouseClicked() to be called, you must register the listener.

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Examples:

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It would be a mistake to vary—e.g.:

What can be asserted without evidence can also be dismissed without proof.

Example of Symmetry

For beginning programmers, tiny, artificial, and unrealistically expensive examples can be instructive models for how more realistic systems should—and should not—be structured. For more experienced programmers, such examples can serve as touchstones that provide handy, memorable points of reference—and that can guide them toward more maintainable, more performant solutions.

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Pitfalls

Academese

This is jargon-heavy, pompous, needlessly complex academic writing—e.g.,
The individual member of the social community often receives his information via visual, symbolic channels. (In other words, *People read.*)¹

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Asymmetric coordination

Beware of unbalanced coordinations—e.g., *both in C# and Java.*
Write either *both in C# and in Java* or *in both C# and Java.*

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Awkwardness

Various clumsy constructions should be avoided, such as sentences starting with a symbol or number, accidental word repetitions, and consecutive symbols—e.g., *If $x < y$, $y > x$.* (Change to *If $x < y$, then $y > x$.*)

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Bad taste

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Broken logic

Some phrases are incompatible, as in *e.g.*, *JFrame*, *JDialog*, *etc.*. The leading *e.g.* (“for example”) suggests an incomplete list, but *etc.* (“and the others”) completes the list.

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Exaggeration

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Is it really impossible?

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Excessive backward referencing

Phrases such as *as mentioned above* should not be overused. Often, they are an indication that the text is poorly structured.

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Unless the text is a reference manual, when reading Section 2.1, the reader will not suddenly jump to Section 4.7. So why provide a forward reference?

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Excessive metadiscourse

Metadiscourse refers to the text itself, not to the actual topic—e.g.,
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As my work does not rely on these functions, I do not present the algorithms here. However, they can be found in Kim [40].

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Foreign influence

If English is not your native language, it is easy to make certain mistakes.

False friends are an issue—e.g., $n!$ is called *factorial* in English, not *faculty* (cf. *Fakultät* in German). Even comma rules differ across languages.

Negativity

Negativity can often be recast into positivity. Compare:

Thus an equation such as $g(x) = f(x, y)$ would not be allowed.

Thus an equation such as $g(x) = f(x, y)$ would be forbidden.

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Nominalization (also called “zombie nouns”)

Nominalizations are “abstract nouns formed from verbs or adjectives through the addition of a suffix such as *-ance*, *-ence*, *-ity*, *-ness*, *-ion*, *-ment*, or *-ism*” (Sword). Compare:

The introduction of the well-formedness condition leads to a proliferation of occurrences of wf in the program.

If we need objects to be well formed, calls to wf will be required all over the program.

Passivity

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Yet often the active voice is clearer and therefore preferable. Compare:

Several computational experiments using the new procedure were conducted.

We conducted several computational experiments using the new procedure.

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Self-reference

The reader will feel more at home if you avoid needless references to yourself.

In technical documentation, avoid screenshots that reveal your user name.

“An author in his book must be like God in the universe, present everywhere and visible nowhere” (Gustave Flaubert).

Tics

“Everyone has pet phrases and constructions that grow wearisome with reuse. I once read through a thirty-page paper in which the expression ‘the case that’ occurred more than a hundred times (I counted)” (van Leunen).
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Understatement (also called “hyperqualification”)

This is the opposite of exaggeration—e.g.,

Partial orders are relatively simple mathematical objects. (Omit *relatively*.)