# **Writing with Simplicity**

## **Core Principles of Simple Writing**

Simplicity in writing is achieving maximum impact with minimum complexity. The goal is to deliver ***precise*** ***meaning*** with the ***fewest*** necessary ***words***.

### **What Makes Writing Simple?**

1. **Tight Writing**
   * No redundancy
   * Every word serves a purpose
   * Points expressed concisely
   * Maximum efficiency
2. **Minimum Complexity**
   * Clear, direct expression
   * Stripped of unnecessary formality
   * Easy comprehension
   * Natural flow

# **Part-1. Eliminating Fancy Language**

### **Fancy Language**

Fancy language makes writing heavy. When writers try to sound important, they often use:

* Big words when small ones work better
* Extra words that add no meaning
* Official-sounding phrases that confuse readers

You need to think of writing as speaking to a friend. You would say: "We need your documents by Friday." You wouldn't say: "It is incumbent upon you to furnish the requisite documentation by the conclusion of business operations on Friday."

### **How to Identify Fancy Language**

Look for these patterns:

1. Multiple words where one works
2. Official-sounding phrases
3. Complex words replacing simple ones
4. Long introductory phrases
5. Abstract nouns instead of verbs

## **Exercises**

Original: "The Ministry of Public Education wishes to bring to the attention of all educational institutions the implementation of methodological modifications in the pedagogical approach to English language instruction."

Better: "The Ministry of Public Education announces new methods for teaching English."

Original: "Tashkent State University of Economics hereby extends an invitation to participate in the forthcoming international symposium regarding economic development initiatives."

Better: "Tashkent State University of Economics invites you to our international conference on economic development."

### 

## **25 Practice Exercises - Fancy Language**

## **Level 1: Basic Simplification**

Transform these sentences into clear, simple ones. Example first:

Original: "We wish to bring to your attention the fact that your account requires additional funding." Better: "Your account needs more money."

1. "The National Bank of Uzbekistan wishes to inform its valued customers of modifications to operational hours."   
   The National Bank of Uzbekistan notifies about changes in working hours.
2. "It has come to our attention that certain students have failed to submit required documentation for enrollment purposes."

Some students have not submitted necessary documents for registration.

1. "The management of the shopping center hereby notifies all retail establishments regarding mandatory safety protocol implementation."  
   The management of the shopping center notifies all stores about safety rules.
2. "We are currently in the process of evaluating applications submitted for consideration for the position of English language instructor."  
   We are still assessing applications for English teacher candidates.
3. "The municipality of Tashkent extends an invitation to members of the public to participate in forthcoming urban development discussions."  
   The municipality of Tashkent invites citizens to talk about urban development.

## **Level 2: Professional Communications**

1. "In accordance with established protocol, all faculty members are required to submit semester-end evaluation documentation."  
     
   all faculty members have to submit semester-end evaluation documents.
2. "The organizing committee wishes to express gratitude for your participation in the International Cultural Festival."  
     
   The organizational team is grateful that you were a part of International Cultural Festival.
3. "Please be advised that the air conditioning system in the premises will undergo maintenance procedures."  
     
   Be aware that AC systems in the buildings will be repaired.
4. "The administration has made the determination to implement new security measures in all campus buildings."  
     
   The administration will introduce new security measures in all campuses.
5. "We regret to inform you that we are experiencing temporary technical difficulties with our payment processing system."  
     
   unfortunately, there are short-term technical problems with payment system.

## **Level 3: Technical and Administrative**

1. "The research department is currently engaged in the process of analyzing statistical data pertaining to agricultural production."  
     
   Now, the research department is analyzing agricultural production statistics.
2. "It is imperative that all personnel utilize the newly implemented electronic attendance monitoring system."  
     
   All staff should use new electronic system to control attendance.
3. "The quality assurance department has conducted an evaluation of manufacturing processes and methodologies."  
     
   The quality assurance department has made a review of operations and methods.
4. "We hereby request the pleasure of your company at the inaugural ceremony of our new technological center."  
     
   We invite you to participate in the opening ceremony of our new technological center
5. "The Finance Ministry has initiated the implementation of modified procedures for tax declaration submission."  
     
   The Finance Ministry has started to use new methods for submitting tax declaration.

## **Level 4: Complex Organizational Communications**

1. "In light of recent developments in the educational sector, modifications to the curriculum structure have been deemed necessary."

Changes to the schedule are needed due to new educational developments.

1. "The Department of Transportation wishes to bring to public attention the commencement of infrastructure enhancement initiatives."  
     
   The Department of Transportation starts taking steps for infrastructure development.
2. "We are pleased to announce the successful implementation of technological advancement measures in our service delivery systems."  
     
   Our service delivery systems were successfully improved.
3. "The committee has reached the determination that additional examination of proposed methodologies is required."  
     
   The committee has decided that suggested methods need further review.
4. "All stakeholders are hereby notified of modifications to previously established operational protocols."  
   All stakeholders know about changes in operational rules.

## **Level 5: Advanced Policy and Procedure**

1. "The university administration has undertaken a comprehensive review of existing policies regarding student accommodation arrangements."  
   The university administration reviewed rules about student housing facilities.
2. "In accordance with recently implemented regulatory requirements, all business entities must submit documentation of compliance."  
     
   All businesses must submit compliance documents.
3. "The management team has made the determination to proceed with organizational restructuring initiatives."  
     
   Managers moved forward with organizational restructuring steps.
4. "We hereby wish to bring to your attention the necessity of completing all required documentation prior to the specified deadline."

you need to complete necessary documents until the deadline.

1. "The diplomatic mission extends an invitation to participate in cultural exchange program initiatives."  
     
   the diplomatic mission invites to attend cultural exchange programs.

### **Sample Solutions with Explanations**

1. **Original**: "The National Bank of Uzbekistan wishes to inform its valued customers of modifications to operational hours." **Better**: "The National Bank of Uzbekistan has new working hours." **Why**: Removed unnecessary phrases ("wishes to inform," "valued"), simplified "modifications to operational" to "new working"
2. **Original**: "It has come to our attention that certain students have failed to submit required documentation for enrollment purposes." **Better**: "Some students haven't submitted their enrollment documents." **Why**: Removed opening phrase, simplified "failed to submit" to "haven't submitted," removed "required" and "purposes"

**1**. **Original:** "The National Bank of Uzbekistan wishes to inform its valued customers of modifications to operational hours." **Better:** The National Bank of Uzbekistan notifies about changes in working hours. **Why:** replaced “wishes to inform” to “notified”, removed “valued customers”, simplified “modifications to operational” to “changes in working”  
2. **Original:** "It has come to our attention that certain students have failed to submit required documentation for enrollment purposes.". **Better**: Some students have not submitted necessary documents for registration**. Why:** removed unnecessary formal phrases, “certain” to “some”, “failed to submit” to “have not submitted”, “required documentation” to “necessary documents”, removed “purposes” and changed “enrollment” to “registration”.   
3**. Original:** "The management of the shopping center hereby notifies all retail establishments regarding mandatory safety protocol implementation."  
**Better:** The management of the shopping center notifies all stores about safety rules.   
**why:** removed “hereby”, “retail establishments” to ‘stores’, removed “mandatory” and “implementation”, “safety protocol” to “safety rules”

1. **Original:** "We are currently in the process of evaluating applications submitted for consideration for the position of English language instructor."  
   **better:** We are still assessing applications for English teacher candidates.   
   **why:** currently in the process to still, evaluating to assessing, removed submitted for consideration for position, rephrased English language instructor to English teacher candidates.
2. **Original:** "The municipality of Tashkent extends an invitation to members of the public to participate in forthcoming urban development discussions."  
   **better:** The municipality of Tashkent invites citizens to talk about urban development.  
   **why:** extends an invitation – invites, members of the public – citizens, removed forthcoming, discussion – to talk about
3. **Original**: "In accordance with established protocol, all faculty members are required to submit semester-end evaluation documentation."  
     
   **better:** all faculty members have to submit semester-end evaluation documents.  
   **why:** removed opening phrase, required to – have to, documentation – documents.
4. **Original**: "The organizing committee wishes to express gratitude for your participation in the International Cultural Festival."  
     
   **better:** The organizational team is grateful that you were a part of International Cultural Festival.  
   **why:** organizing committee – organizational team, wishes to express gratitude – is grateful, participation – be a part.
5. **Original:** "Please be advised that the air conditioning system in the premises will undergo maintenance procedures."  
   **better:** Be aware that AC systems in the buildings will be repaired.   
   **why**: removing formal language, be advised – be aware, air conditioning system – AC systems, premises – buildings, undergo maintenance procedures – will be repaired.
6. **Original:** "The administration has made the determination to implement new security measures in all campus buildings."  
   **better:** The administration will introduce new security measures in all campuses.   
   **why:** made the determination to implement – introduced, removed buildings.
7. **Original**: "We regret to inform you that we are experiencing temporary technical difficulties with our payment processing system."  
   **better:** Unfortunately, there are short-term technical problems with payment system.   
   **why:** removed formal language, experiencing – there are, temporary- short-term, difficulties with our payment processing system – problems with payment system.
8. **Original:** "The research department is currently engaged in the process of analyzing statistical data pertaining to agricultural production."  
   **better:** Now, the research department is analyzing agricultural production statistics.   
   **why:** currently – now, removed engaged in the process, statistical data pertaining – statistics.
9. **Original:** "It is imperative that all personnel utilize the newly implemented electronic attendance monitoring system."  
   **better:** All staff should use new electronic system to control attendance.   
   **why:** it is imperative – should, personnel – staff, removed implemented, monitoring – control.
10. **Original**: "The quality assurance department has conducted an evaluation of manufacturing processes and methodologies."  
    **better:** The quality assurance department has made a review of operations and methods.   
    **why:** conducted an evaluation – made a review, manufacturing processes – operations, methodologies – methods.
11. **Original:** "We hereby request the pleasure of your company at the inaugural ceremony of our new technological center."   
    **better:** We invite you to participate in the opening ceremony of our new technological center  
    **why**: remove unnecessary formalities replaced by invite, inaugural – opening.
12. **Original: "**The Finance Ministry has initiated the implementation of modified procedures for tax declaration submission."  
    **better:** The Finance Ministry has started to use new methods for submitting tax declaration.   
    **why:** initiated the implementation – started to use, modified procedures – new methods, tax declaration submission – submitting tax declaration.
13. **Original:** "In light of recent developments in the educational sector, modifications to the curriculum structure have been deemed necessary."

**better:** Changes to the schedule are needed due to new educational developments.  
**why:** in light of – due to, deemed necessary – are needed, recent developments in educational sector – new educational developments, modification to the curriculum structure – changes to the schedule.

1. **Original:** "The Department of Transportation wishes to bring to public attention the commencement of infrastructure enhancement initiatives."  
     
   **better**: The Department of Transportation starts taking steps for infrastructure development.   
   **why:** wishes to bring to public attention the commencement – starts, infrastructure enhancement initiatives – infrastructure development.
2. **Original:** "We are pleased to announce the successful implementation of technological advancement measures in our service delivery systems."  
   **better:** Our service delivery systems were successfully improved.   
   **why:** removing formal language, successful implementation of technological advancement measures – were successfully improved.
3. **Original:** "The committee has reached the determination that additional examination of proposed methodologies is required."  
     
   **better:** The committee has decided that suggested methods need further review.   
   **why:** reached the determination – decided, additional examination – further review, proposed methodologies – suggested methods, required – needed.
4. **Original:** "All stakeholders are hereby notified of modifications to previously established operational protocols."  
   **better:** All stakeholders know about changes in operational rules.   
   **why:** hereby notified – know, modifications to previously established operational protocols – changes in operational rules.
5. **Original:** "The university administration has undertaken a comprehensive review of existing policies regarding student accommodation arrangements."  
   **better:** The university administration reviewed rules about student housing facilities.   
   **why**: has undertaken a comprehensive review – reviewed, existing policies – rules, accommodation arrangements – housing facilities.
6. **Original:** "In accordance with recently implemented regulatory requirements, all business entities must submit documentation of compliance."  
     
   **better:** All businesses must submit compliance documents.  
   **why:** removed opening phrase, documentation of compliance – compliance documents
7. **Original:** "The management team has made the determination to proceed with organizational restructuring initiatives."  
     
   **better:** Managers moved forward with organizational restructuring steps.  
   **why:** management team – managers, made the determination to proceed – move forward, initiatives – steps.
8. **Original:** "We hereby wish to bring to your attention the necessity of completing all required documentation prior to the specified deadline."

**better:** you need to complete necessary documents until the deadline.   
**why:** remove formal language, prior to – until, rephrase the necessity of completing all required documentation to complete necessary documents.

1. **Original**: "The diplomatic mission extends an invitation to participate in cultural exchange program initiatives."  
     
   **better:** the diplomatic mission invites to attend cultural exchange programs.   
   **why:** extends an invitation – invites, participate – attend, removed initiatives.