

Analysis of document, *Forms of Government* by Frank E. Holman, based on the seven points for achieving readability as outlined in Chapter 4 of *The Essentials of Technical Communication*.

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## 1. Importance of Paragraphing

### Example from the Document:

*"The ink was hardly dry upon the articles of German capitulation when leaders of the labor party in England precipitated a general election and raised the banner of state socialism. There is great ferment in France, and the issue there is basically socialism on the one hand and private enterprise and a free economy on the other."*

- **Issue:** The paragraph combines too many ideas without clear segmentation. It discusses England, France, and socialism without transition.
  - **Suggestion:** Break it into smaller paragraphs, each focusing on one idea.
  - **Revised Example:**
    1. *"Following Germany's capitulation, England's Labor Party initiated a general election advocating state socialism."*
    2. *"Meanwhile, in France, the political landscape was torn between socialism and private enterprise."*
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## 2. Effective Style and Tone

### Example from the Document:

*"Honesty in thought and expression requires that the issue be bluntly stated. Make no mistake about it-any form of totalitarianism means a planned economy and a welfare government administered by bureaucrats regimenting the lives of the citizenry."*

- **Issue:** The tone is confrontational and overly emphatic for an academic piece.
  - **Suggestion:** Opt for a formal and balanced tone.
  - **Revised Example:**
    - *"It is crucial to recognize that totalitarianism often entails a planned economy and bureaucratic governance, which can limit individual freedoms."*
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## 3. Building Effective Sentences

### Example from the Document:

*"The founders of the republic understood the effect of centralized and bureaucratic power upon the progress of a free society."*

- **Issue:** The sentence is clear but could be more concise.
- **Suggestion:** Simplify for directness.
- **Revised Example:**

- *"The republic's founders recognized the dangers of centralized power to freedom."*
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## 4. Avoiding Bombastic Language and Jargon

### Example from the Document:

*"The ink was hardly dry upon the articles of German capitulation when leaders of the labor party in England precipitated a general election and raised the banner of state socialism."*

- **Issue:** Phrases like "ink was hardly dry" and "raised the banner" are overly dramatic and unnecessary.
  - **Suggestion:** Use plain, factual language.
  - **Revised Example:**
    - *"After Germany's surrender, England's Labor Party called for an election promoting state socialism."*
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## 5. Minimizing "To Be" Verbs

### Example from the Document:

*"This was monarchy in its simplest form."*

- **Issue:** Overuse of "was" weakens the sentence.
  - **Suggestion:** Use active verbs for a stronger statement.
  - **Revised Example:**
    - *"Monarchy emerged in its simplest form."*
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## 6. Avoiding Passive Sentences

### Example from the Document:

*"The executive branch has in effect, through its dictatorial policy of executive decrees, usurped the powers of the legislative and judicial branches."*

- **Issue:** Passive voice makes the sentence less engaging.
  - **Suggestion:** Rewrite in active voice.
  - **Revised Example:**
    - *"Through executive decrees, the executive branch has usurped legislative and judicial powers."*
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## 7. Choosing the Right Words

**Example from the Document:**

*"The American people, of course, have the right to abandon constitutional and representative government if they wish, and to substitute therefor bureaucracy or state socialism or communism or any other ism."*

- **Issue:** Words like "therefor" and "ism" are outdated and vague.
- **Suggestion:** Use modern and precise language.
- **Revised Example:**
  - *"Americans have the right to replace constitutional government with bureaucracy, socialism, or communism if they choose."*