

## BETTER LETTERS (3)

In our first two articles you were asked to keep your letters simple and natural—**write as you would speak.**

There is no mystery about learning to write as you speak . . . saying what you have to say is a natural, simple way. The first step is to get rid of all the jargon, all the canned phraseology, that is so easy to take down off the mental hook when you are pressed for time—or at a loss for words to express yourself.

Last month we listed some typical business letter jargon. This month we give another list of some commonly-used, elongated words and superfluous phrases which, when incorporated into our letters only a few times a day, mount up to many thousands of unnecessary words every year. What a waste of time and energy for you and your reader! Alongside the words below are the shorter and more expressive words and phrases which say the same thing and sound more human. Master these and you'll immediately start writing better letters.

Instead of such cumbersome words as:—

Acknowledge use reply  
Acknowledgment use answer  
Advised use told  
Communicate use write  
Communication use letter  
Co-operate use help  
Expires use end  
Forwarded use sent  
Investigate use check  
Memorandum use memo  
Remittance use cheque  
Requested use asked  
Submitted use sent  
Undersigned use I  
Verification use proof

Instead of such needlessly long expressions as:—

According to our records use we find  
At the present time use now  
At an early date use soon  
Be in a position to use able to  
Complying with your request use as you requested  
Due to the fact use as or since  
Enclosed you will find use enclosed is

In accordance with use as  
In the amount of use for  
In order that use so  
In the event of use if  
In view of the fact use since  
Under date of use on  
In our opinion use we feel  
Kindly arrange to send use please send  
Pending receipt of use awaiting  
The following information use this information  
To the attention of the writer use to my attention  
Noted in our records use we've recorded  
We are not in a position to use we are unable to  
We do not appear to have received use we haven't received  
We have checked our records use we have checked  
We are in receipt of use we've received  
Your letter dated use your letter of

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### SULPHIDE STAFF SOCIETY

A very interesting and informative address entitled "The Activities of the B.H.P. Research Laboratories," was given to the Sulphide Staff Society at its October meeting by **Dr. Howard K. Warner**, Director of Research, B.H.P. Research Division.

Dr. Warner explained the reasons for its establishment and why the present site was chosen. Drawings showing the layout of the laboratories were used to illustrate the talk, which also included a resume of research work undertaken.

Present as a guest was **Mr. J. Jaeger**, Senior Research Officer, B.H.P. Research Laboratories, and we thank both these gentlemen for kindly placing their services and time at the Society's disposal.