

Be Simple, Specific In Writing Your Readable Report In School

By LESLIE J. NASON, Ed. D. Your outline is the skeleton of your written report.

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In the last chapter we talked about how to build the skeleton and hinge it together. Now let's talk about how to put the flesh on the bones.

If you have performed all the other steps faithfully and well, this should be one of the easiest of all.

It is simply a matter of adding details, of expanding on the ideas which you have outlined.

When you undertake this expansion project, it is best to forget about "style" and write as naturally and simply as you can. Write as swiftly as you can but with the idea of making your first copy a finished product.

Remember as you write that words are tools to be used for conveying ideas. If they do not convey your meaning, you have failed in the use of your tools. The greatest writers write sentences and words that are easily understood. They do not try to be "literary."

It is good to have a large vocabulary so you can understand everything you read, but when you write, do not try to show off your big words.

A high school graduate of today recognizes about 50,000 words but actually uses about 10,000. A college graduate recognizes about 70,000 but actually uses about 15,000. John Milton used only 11,000 and Homer 9,000.

The Right Word

Here are some suggestions that will help you select the words that will do the best job for you:

1. Choose the familiar word rather than the unfamiliar.
2. Use concrete terms rather than their vague cousins. When you mean "black," say "black," not "dark." When you mean "tip," say "tip," not "flower." Don't say rodent if you mean rat, elderly if you mean 86, money if you mean \$5, weapon if you mean carbine, or officer if you mean brigadier general.
3. This rule is not intended to be rigid, for naturally there are many instances in which the abstract term is used because there is no specific reference. But by and large it is a sound rule of writing to prefer the concrete to the abstract.



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After you have written your first copy of your paper, put it aside overnight.

Now read it again. As you read, check it for soundness of thought. You may discover, after letting it rest overnight, that certain points need to be made clearer. Others may make more sense if shifted to different positions in the paper. Still others may seem invalid or unnecessary. Make the corrections.

- Those steps, in summary, are:
1. Understand your topic.
 2. List the possible sources of material.
 3. Gather a substantial amount of useful material.
 4. Outline your paper.
 5. Expand the outline, trying to produce a finished paper.
 6. Use clear, simple words and sentences.
 7. Put the paper away overnight, then read it again for soundness of thought.
 8. Read a second time to correct grammar, spelling, and punctuation.
 9. Try to get a preliminary criticism from your teacher.
 10. Make final changes.
 11. Produce a neat final copy. (Tomorrow: Solving problems.)



STEPHEN BAYLESS

Painter Will Show His Work

Stephen Bayless, who paints in oils and water colors and draws in the modern manner, will display his work at the Klamath Art Gallery in Maple Park for the next two Sundays from 2 to 5 p.m.

His visit will be sponsored by the Klamath Art Association. Bayless studied at Arizona State College, University of Oregon and Washington State University.

He is working toward obtaining his doctorate degree in education at the latter.

Bayless has had several one-man shows.

Two Jailed On Felony

Two Klamath Falls men were arrested and jailed Wednesday on felony informations filed by the district attorney's office.

Spencer Edward Jacobson, 4433 Greensprings Drive, a 52-year-old carpenter, was charged with sodomy involving immoral acts with a 6-year-old girl. He was arraigned in district court Wednesday and asked for time to consult an attorney. Jacobson was given a five-year sentence in 1948 for contributing to the delinquency of a minor. He was jailed in lieu of \$2,500 bail.

Charles Junior Gaymon, 35, was arrested in the Broad Street area and charged with knowingly uttering and publishing a forged bank check. He is accused of passing a forged \$30 check to the Unique Market on Dec. 5.

Both men were apprehended by Deputy Sheriff Del Summers.

Woman Innocent Of Theft Count

A Klamath Falls woman accused of stealing a 76-cent tube of hair cream was acquitted Wednesday afternoon in district court by Judge Hal F. Coe.

Frances Harriet Watt was acquitted after Judge Coe granted a motion for acquittal by defense attorney David E. Card. The judge agreed that the state had offered insufficient testimony to show that Mrs. Watt had not paid for the hair cream.

Richard J. Hicks, owner of the Market Basket Store, Ninth and Pine streets, was the complaining witness against Mrs. Watt.

REDS RELEASE PRIEST

BERLIN (UP)—The Rev. Robert Frater, last of four Roman Catholic priests sentenced in 1958, has been released by Communist East Germany, a West Berlin Catholic spokesman said Wednesday. Father Frater, 46, had been imprisoned with three other Jesuit priests on charges of currency violations and espionage.

Rep. Flitcraft Proposes Party Position Change

Political parties would be permitted to name the vice chairmen of both state and county central committees "co-chairmen" under provisions of an amendment to existing laws which was introduced in the House of Representatives Wednesday by Rep. George Flitcraft, R-Klamath Falls.

Flitcraft said he had introduced the bill at the request of Republican State Chairman Peter Gunnar, Salem.

Flitcraft said the intent of the bill is to give further recognition to the women workers in the political parties.

As the law now stands the state and county central committees must elect a chairman, vice chairman, secretary and treasurer. Vice chairmen must be "of the opposite sex."

While the various county chairmen perform great service, it is becoming increasingly evident that without the support, assistance and encouragement of a dedicated woman vice chairman, no chairman will be able to do the tireless job as required," Flitcraft said.

A change in the title of the vice chairman to co-chairman was first recommended by Gunnar in a speech at Roseburg in April, 1960. Gunnar said, "The women do more than their fair share of the work and there is no good reason why they should not be given this recognition."

HERALD AND NEWS, Klamath Falls, Oregon Thursday, February 9, 1961 PAGE 9-A

Will Declare Surplus Area

SALEM (AP)—Gov. Mark O. Hatfield said Wednesday that the U.S. Department of Labor will declare Portland, Roseburg and Coos Bay as labor surplus areas.

That will give those areas an advantage in getting federal contracts.

The governor added it also will help Willamette Iron and Steel Co. get a \$3,300,000 ship repair contract.

Labor surplus areas, he said, are given a 10 per cent advantage in bidding on federal jobs.

Funds Sought

SALEM (AP)—A \$500,000 appropriation to modernize the School of Pharmacy Building at Oregon State College was sought Wednesday in a bill introduced by Rep. William J. Gallagher, R-Portland.

The bill is sponsored by the Oregon State Pharmaceutical Association.

Gallagher said the present building is in bad shape.

Boosts Funds

SALEM (AP)—The Senate completed legislative action Tuesday on a \$38,200 appropriation for the Oregon Museum of Science and Industry in Portland. The amount is \$22,000 more than recommended by Gov. Mark O. Hatfield.

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