

Plain Language Clear And Simple

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Plain Language Clear And Simple

Plain language is clear language. It is simple and direct but not simplistic or patronizing. Using plain language doesn't mean everyone's writing must sound the same. There is no one 'right' way to express an idea.

Clear Writing and Plain Language | plainlanguage.gov

Plain language (also called plain writing or plain English) is communication your audience can understand the first time they read or hear it. The Plain Writing Act of 2010 defines plain language as: Writing that is clear, concise, well-organized, and follows other best practices appropriate to the subject or field and intended audience.

What is plain language? | plainlanguage.gov

Plain language is grammatically correct language that includes complete sentence structure and accurate word usage. Plain language is not unprofessional writing or a method of "dumbing down" or "talking down" to the reader. Writing that is clear and to the point helps improve communication and takes less time to read and understand.

Plain Language | National Institutes of Health (NIH)

Plain language, clear and simple / Prepared by NGL Consultants Ltd. Issued by the National Literacy Secretariat. Publication type : Monograph : Language [English] Other language editions : Format : Paper : Other formats : Electronic-[English] Note(s)

Plain language, clear and simple / Prepared by NGL ...

Plain Language: Clear and Simple gives you the tools to make your writing clear and effective. It covers such plain language principles as organizing information for your reader, writing clear sentences and paragraphs, thinking about your choice of words, and testing your document with your audience.

Plain Language: Clear and Simple download ebooks

The Plain Language Action and Information Network (PLAIN) is a community of federal employees dedicated to the idea that citizens deserve clear communications from government. PLAIN developed and continues to revise The Federal Plain Language Guidelines to provide updated advice on clear communication. Plain Language at NIH

Plain Language Materials & Resources | Health Literacy | CDC

Choose your words carefully. Words matter. They are the most basic building blocks of written and spoken communication. Don't complicate things by using jargon, technical terms, or abbreviations that people won't understand.

Choose your words carefully | plainlanguage.gov

Federal plain language guidelines. These are the official guidelines for the Plain Writing Act of 2010. We developed these guidelines to help you and your agency write clearly, so your users can: Find what they need; Understand what they find; Use what they find to meet their needs; Contents

Federal plain language guidelines | plainlanguage.gov

The Plain Language Action and Information Network (PLAIN) is a community of federal employees

dedicated to the idea that citizens deserve clear communications from government. We believe that using plain language saves federal agencies time and money and provides better service to the American public.

Plain Language

That most of them believe in, and are motivated by, the cause is made clear in the discussion on PLAIN's Plain Language list service(4). Many of the contributors to that list seem to work in the plain language field, and their discussions are often about pushing the cause, about winning converts, about spreading the word.

Plain Language: Beyond a Movement | plainlanguage.gov

Plain language is a strategy for making written and oral information easier to understand. It is one important tool for improving health literacy. Key elements of Plain Language include: Organizing information so that the most important points come first; Breaking complex information into understandable chunks; Using simple language and defining technical terms; and

Clear Communication | National Institutes of Health (NIH)

Plain language, clear and simple. : Ci53-3/3-1991E-PDF This handbook offers advice on plain-language writing. Intended for government authors, it is a useful resource for others interested in producing writing that is more accessible, more exact, and clearer to experts and nonexperts alike.

Plain language, clear and simple .: Ci53-3/3-1991E-PDF ...

Plain language is grammatically correct and universally understood language that includes complete sentence structure and accurate word usage. Plain language is not unprofessional writing or a method of "dumbing down" or "talking down" to the reader.

Plain Language - OPM.gov

The Plain Writing Act of 2010 was signed on October 13, 2010. The law requires that federal agencies use clear government communication that the public can understand and use. While the Act does not cover regulations, three separate Executive Orders emphasize the need for plain language: E.O. 12866, E.O. 12988, and E.O. 13563.

Law and requirements - Plain language

use simple language to explain the meaning of technical terms; and format documents with plenty of white space so they are easy to read. Ensure fact sheets are clear

Use plain language - WHO

Writing reflects peer language whenever appropriate to increase personal identification and improve readability. Words are familiar to the reader. New words are defined clearly. Sentences are simple, specific, direct, and written in the active voice. Each idea is clear and logically sequenced (from the reader's perspective).

Clear & Simple | National Institutes of Health (NIH)

Information about government policies, programs and services should be clear, objective and simple, and presented in a manner that is readily understandable. Messages should convey information relevant to public needs, use plain language and be expressed in a clear and consistent style. 1. The need to provide relevant information in a clear and simple way also applies to communications within and between departments.

13 Plain Language - The Canadian Style - TERMIUM Plus ...

Plain Language: Clear and Simple gives you the tools to make your writing clear and effective. It covers such plain language principles as organizing information for your reader, writing clear sentences and paragraphs, thinking about your choice of words, and testing your document with your audience.

