

Why Use Plain Language?

Our readers are busy. They want to scan, not read. About 79% of users scan new pages they come across; only 16% read word-by-word.

Plain Language saves money, increases efficiency, and reduces the need for clarification.

(Morke, J., and Nielsen, J. (1997). *Concise, SCANNABLE, and Objective: How to Write for the Web*. <http://www.useit.com/papers/webwriting/writing.html>)

10 Steps to Plain Writing

1 Know your audience



- Think of why your audience needs to read the document.
- What does my audience already know?
- Write to everyone who is interested, not just technical experts.

3 Summarize main points



- Highlight main points with headers and lists.
- Provide links to more information when necessary.
- Writing an e-mail? Put conclusions in the first paragraph so readers are sure to notice them.

5 Use everyday phrases and words



- People relate better to information that talks directly to them.
- Meaningless words and phrases waste space and your reader's time.
- Eliminate unnecessary words - *An absolute success, completely finished, tentatively suggest.*

7 Use strong subjects and verbs



Verbs

- Write the action(s) you want the reader to take.
- Use active voice to make clear who is responsible. Passive voice confuses the reader.
- Keep the subject and verb close together to avoid confusion.

9 Use headings, lists, and tables



- Headings and lists help your audience find the material they want quickly.
- Use tables and illustrations that visually engage your audience.
- Make sure that all the items in a list start with the same part of speech.

2 Organize your thoughts



- Even experts prefer clearly written documents.
- What questions will your audience ask?
- Make sure your audience can find what they need.

4 Write short sentences and paragraphs



- Do not use unnecessary words just because they make you sound authoritative.
- Each paragraph should have *one* topic sentence and develop *one* idea.
- In documents, the average sentence length should be **20 words**; 15 on the Web.

6 Minimize "Census-speak"



- Acronyms are not unique. Don't assume your reader knows them all.
- Don't use more than two or three abbreviations in each written document.
- Avoid bureaucratic and legal language—*"promoting an informed and inclusive multicultural society."*

8 Define uncommon terms

dic·tion·ar·y

/'dɪkʃənəri / [dɪk-shuh-ner-ee] n.

- Acronyms and abbreviations distract the attention of your reader.
- Define uncommon terms and use them consistently.
- Define acronyms more than once. If necessary, provide a glossary.

10 Proofread



- Review with a pair of fresh eyes—wait two or more days to review or ask a peer to edit.

Use this

must
try
start
show, prove
rank
end, cancel
use
in
ask for

Not that

shall
attempt
commence
demonstrate
prioritize
terminate
utilize
set forth in
solicit

Plain Language at Census:
http://www.census.gov/aboutus/plain_writing.html

"If you can't explain something simply, you don't understand it well."
-Albert Einstein

Plain Language...

- is NOT imprecise.
- is NOT an attempt to dumb-down information.
- does NOT strip out necessary technical and legal information.
- is NOT only editorial "polishing" after you finish writing. It's a whole process.
- is NOT just using pronouns in a "question and answer" format.

For more examples, go to:
<http://go.usa.gov/G2o>

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