Editorial Graphics and Publishing Services

Practice Plain Language

Using clear, precise words in our documents (plain language) saves time and promotes quick understanding of the information we share with our community and stakeholders.

Plain language is based on a reader-centered approach to writing. You should know who your readers are and write directly to them, on their level. Using plain language to get your message across has the following benefits:

- Saves time and confusion.

- Helps people respond by the deadline.

- Helps people respond with the specific information you need.

- Helps people follow instructions.

- Reduces time spent addressing errors.

- Creates a legacy of meaningful and well-organized materials for those who follow in your position.

On October 13, 2010, President Obama signed into law the *Plain Writing Act of 2010* to promote clear government communication that the public can understand and use. Plain writing is described as "concise, simple, meaningful, and well-organized. It avoids jargon, redundancy, ambiguity, and obscurity."

Examples of redundant words (in red)

Actual facts

Brief summary

Former graduate

Revert back

Still remains

Sudden impulse

Sum total

See more examples of common redundancies - http://grammar.about.com/od/words/a/redundancies.htm