

Exe 5: Plain Language ANSWER KEY

Go through your revised sentences, checking your work against the versions in the ANSWER KEY. Provide checkmarks (✓) against sentences you believe make good use of plain language; place question marks (?) against those you're unsure about or that you feel still need work.

At the end of the exercise, provide an overall assessment of your own work, supplying one of the following comments, as appropriate:

1. Yay—I'm definitely putting plain language into practice!
2. Pretty good—I can see I'm making progress applying some of the plain language principles!
3. Making progress—I'm starting to get the right idea, but need more practice applying the principles!

OUTCOME: By engaging in this review activity, you're gaining practice in recognizing and identifying plain language features, thus helping to consolidate learning. The more angles from which you approach a learning task, the more likely it is the learning will get embedded.

Revised Sentences

1. It is advised that the meter reading should be recorded hourly by your technician. (14 words/ aim for ~6 words)
 - Technicians should record meter readings hourly. (6 words)
 - OR**
 - Technicians: Record meter readings hourly. (5)
 - OR**
 - Record meter readings hourly. (4)
2. The Report is going to be done by the new firm. (11/ ~7)
The new firm will complete the Report. (7)
3. Care should be taken when handling dynamite (8/ ~3)
Handle dynamite carefully (3)

4. The meeting is going to be chaired by the person who is the Chief Director of Jet Propulsion Laboratories. (19/ 9)

The Director of Jet Propulsion Laboratories will chair the meeting. (10)

5. There was a collision of two particles at Hillside and Shelbourne. (12/ 7)

Two particles collided at Hillside and Shelbourne. (7)

6. This question will be considered by us in the very near future. (13/6 wds)

We will consider this question soon. (6)

6. The regulation of the flow rate is done by pumps and flow meters (14/ 7)

Pumps and meters regulate flow rate. (6)

7. We had a discussion of the issue in question. (10/4)

We discussed the issue.

8. The implementation of the new software will be done by our team. (13/7)

Our team will implement the new software

9. After the problems are corrected by yourself, summarize what actions had to be taken. (15/ 9)

- **After solving the problems, please summarize the steps you took (10).**

OR

- **Summarize what you did to solve the problems. (8)**

10. A full assessment of the University's computing infrastructure must occur before further expenditures are undertaken.

- **The University should assess its computing infrastructure before making further investments. (12)**

OR

- **We recommend you assess the University's computing infrastructure before spending more money. (13)**

11. Our procedure for disposal is in conformity with federal standards. (10/ 6)

- **We meet federal disposal standards. (6)**

OR

- **Our disposal procedures meet federal standards. (8)**

12. Please conduct an analysis and make an evaluation of our new information storage system.
(12/7)

Please analyze and evaluate our data new storage system. (9)

13. There is an accumulation of salts caused by the usage of chemical fertilizer products that can lead to negative repercussions on the growth of plants. (26/ 14)

Chemical fertilizers cause salts to accumulate that can impair plant growth.(12)

14. A knowledge of proper web style is the duty of all the writers of the content of websites.
(19/10)

All content providers should understand proper web style. (8)

15. The training gives you the opportunity to increase your skills and abilities in using Excel.
(16/10)

- **The training gives you a chance to improve your Excel skills. (12)**

OR

- **The training improves your skills in Excel. (8)**

16. The calculation of new figures for the updated software design must be undertaken by us in preparation for the Budgeting Committee. (24/12)

We need to calculate new figures on the design of the updated software to prepare for the Budgeting Committee (19)

OR

Calculating new figures for the design of the updated software will help us prepare for the Budgeting Committee (18)

17. The production of accurate statistics is important for the Committee in their assessment of our Project Management policy. (19/12)

The Committee needs accurate statistics to assess our Project Management policy (11)

18. There is an important flaw in the design of our new software that must be remedied. (18/ 10)

We must remedy the flaw in our new software (9)

19. The response of the normal ear to sounds is in the audio-frequency between 20-20,000 Hz.

- **A normal ear responds to sounds in the audio-frequency of 20-20,000 Hz. (13)**

OR

- **A normal ear responds to frequencies of 20-20,000 Hz. (9)**

20. At this point in time, I basically do not have access to that specific information. (16/ 5)

- **I do not currently have that information (7)**

OR

- **I cannot currently access that information (6)**

21. It is our recommended opinion that a new computer should be purchased. (13/ 7)

We recommend purchasing a new computer (6)

22. There are a number of companies that are now trying to upgrade the communications skills of their engineers. (19/ 12)

Some companies are working to upgrade their engineers' communication skills (10)

23. An analysis of the data will be made once all the results are in. (15/ 10)

We will analyze the data once the results are in (10)

23. We are currently in the situation of completing our investigation of all aspects of the software approval process.

- **We are completing our investigation into the software approval process. (11)**

OR

- **We have almost finished investigating the software approval process. (9)**

24. In spite of the fact that the approval of the project was delayed, we are of the opinion that we can finish the coding by the 1st of March. (30/ 16)

- **Despite delays in approving the project, we can finish the coding by March 1st. (15)**

OR

- **We can finish coding by March 1st. despite delays in approving the project. (14)**

25. It is to be anticipated that in the not too distant future there will be changes of a dramatic magnitude occurring in the employment environment. (26/10)

- **The workplace will change dramatically in the short term. (11)**

OR

- **We predict that the workplace is set to transform. (10)**

Revise the following to get rid of lengthy noun stacks (shown in *italics*). You may end up adding a few more words, because you want to add prepositions (linking words such as **of, at, in, for**, etc.) to make the sentences sound more like conversational “plain English,” thus making them more understandable.

1. Install a *hazardous materials dispersion monitoring system*.

Install a monitoring system for dispersing hazardous materials

2. *Combustion-chamber exit gas temperatures* are approximately 2400 degrees.

Gases exiting a combustion chamber reach approximately 2400 degrees.

Finally, aim to reduce the following phrases to a single word:

- | | |
|--------------------------|-------------------------------|
| 1. At this point in time | Now |
| 2. In close proximity to | Near |
| 3. Due to the fact that | Because |
| 4. Subsequent to | After; following; then |
| 5. In some cases | Occasionally |
| 6. A large number of | Many |