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Subpart L — Lead-Based Paint Activities

(Training programs)

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Subpart Q — State And Indian Tribal Programs

(States and Tribes)

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Sources
- Murawski, Thomas A., *Writing Readable Regulations*, 1999, Carolina Academic Press Durham, NC, p. 4.
- Redish, Janice C., *How to Write Regulations and Other Legal Documents in Clear English*, 1991, American Institutes for Research, Washington, DC, p. 17.

II. Organize

Organization is key. Start by stating the document's purpose and its bottom line. Eliminate filler and unnecessary content. Put the most important information at the beginning and include background information (when necessary) toward the end.

a. Organize to meet your readers' needs

People read documents and visit websites to get answers. They want to know how to do something or what happens if they don't do something and they want to gain this knowledge quickly-. Organize your document to respond to these concerns.

Think through the questions your audience is likely to ask and then organize your material in the order they'd ask them. For regulations and other complex documents, create a comprehensive table of contents. Your table of contents should be a reliable road map that users can follow to quickly find the information they need.

Chronological organization

Regulations frequently address processes. Chronological organization is best for process information: you fill out an application to get a benefit; you submit the application; the agency reviews the application; the agency makes a decision on the application. Present the steps chronologically, in the order your user and your agency will follow them. The table of contents below is organized in a logical sequence for a grant program.

Organized chronologically
Part 791–Gifted and Talented Students
Subpart A: How the Grant Program Works
Sec.
791.1 What is the Gifted and Talented Students Education Program?
791.2 Am I eligible for a grant?
791.3 What activities are appropriate for grant funding?
Subpart B: How to Apply for an Award
791.10 Where do I write to obtain a grant application?
791.11 What materials do I need to submit to be considered for a grant?
791.12 Where do I send my application?