

## **\*\*Compliance Report\*\***

### **### Summary of Key Issues**

The provided sentences have several issues, including:

1. Lack of completeness and clarity
2. Fragmented sentences
3. Imperative sentences lacking specific guidance
4. Punctuation errors
5. Wordy sentences
6. Lack of context and specificity

These issues can hinder the effectiveness of the document in conveying its intended message and purpose.

### **### Detailed Line-by-Line Analysis**

1. **\*\*"Federal Plain Language Guidelines, March 2011, Rev. 1, May 2011 4"\*\*\***

\* Issue: Lacks a verb and does not convey a complete thought.

\* Explanation: Rephrase as "The Federal Plain Language Guidelines were revised in May 2011, as indicated on page 4 of the document."

2. **\*\*"Organization is key."\*\*\***

\* Issue: Fragmented sentence lacking context.

\* Explanation: Rephrase as "Effective organization is key to creating clear and readable documents, as it enables readers to quickly understand the purpose and content of the document."

3. **\*\*"Start by stating the document's purpose and its bottom line."\*\*\***

\* Issue: Imperative sentence lacking clarity.

\* Explanation: Rephrase as "Clearly state the document's purpose and main point at the beginning."

4. **\*\*"Eliminate filler and unnecessary content."\*\*\***

\* Issue: Imperative sentence lacking specific guidance.

\* Explanation: Rephrase as "Remove any unnecessary words, phrases, or sentences that do not contribute to the document's purpose or clarity."

5. **\*\*"People read documents and visit websites to get answers."\*\*\***

\* Issue: General statement lacking specificity and context.

\* Explanation: Rephrase as "People read documents and visit websites to find specific information, such as instructions, guidelines, or explanations, and to understand how to complete a task or achieve a goal."

6. **\*\*"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."\*\*\***

\* Issue: Punctuation error and wordy sentence.

\* Explanation: Rephrase as "They want to know how to complete a task, understand the consequences of not taking action, and gain this knowledge quickly."

7. **\*\*"Think through the questions your audience is likely to ask and then organize your material in the order they'd ask them."\*\*\***

\* Issue: Wordy sentence.

\* Explanation: Rephrase as "Anticipate your audience's questions and organize your content accordingly, presenting information in a logical and intuitive order."

8. **\*\*"For regulations and other complex documents, create a comprehensive table of contents."\*\*\***

\* Issue: Wordy sentence.

\* Explanation: Rephrase as "Include a comprehensive table of contents in complex documents, such as regulations, to help readers navigate the content."

9. **\*\*"Your table of contents should be a reliable road map that users can follow to quickly find the**

information they need."\*\*

\* Issue: Wordy sentence.

\* Explanation: Rephrase as "The table of contents should serve as a clear and reliable guide, enabling users to quickly locate the information they need."

10. \*\*"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."\*\*

\* Issue: Complex sentence with multiple punctuation marks.

\* Explanation: Rephrase as "Chronological organization is best for process information. For example, the process might involve filling out an application, submitting it, and then waiting for the agency to review and make a decision on the application."

### ### Suggested Improvements

1. Revise sentences to ensure they are complete, clear, and concise.
2. Provide specific guidance and examples to support imperative sentences.
3. Use simple and consistent punctuation throughout the document.
4. Add context and specificity to general statements.
5. Use active voice and concise language to improve clarity and readability.

### ### Compliance Rating

Based on the analysis, I would give the document a compliance rating of 6 out of 10. While the document provides some useful guidance, it falls short in terms of clarity, concision, and specificity. With the suggested improvements, the document can be revised to better meet the needs of its audience and provide more effective guidance.