

Resources and Practice Activities

More information on Plain English Guidelines

- Federal Plain Language Guidelines:
- <http://www.plainlanguage.gov/howto/guidelines/FederalPLGuidelines/FederalPLGuidelines.pdf>
- Comprehensive manual, aimed at writers in government, the US Federal Plain Language Guidelines: <http://www.plainlanguage.gov/>
- Center for Plain Language: <http://centerforplainlanguage.org/>
- PlainLanguage.gov: <http://www.plainlanguage.gov/>

Before and After Government Examples

http://www.plainlanguage.gov/examples/before_after/index.cfm

Text to Speech Programs

- NaturalReader: <http://www.naturalreaders.com/>
- iSpeech: www.ispeech.org
- Yakitome: www.yakitome.com
- Vozme: vozme.com

Checklists

- National Adult Literacy Agency, A Plain English Checklist for Documents: <https://www.nala.ie/resources/plain-english-checklist-documents>
- Plain English Power, Standard and Checklists for Writing Plain Language <http://www.plainenglish.org.nz/rachels-checklist.php>
- Plain Language, Document Checklist for Plain Language: <http://www.plainlanguage.gov/howto/quickreference/checklist.cfm>
- Simply Put, Checklists: <http://www.simplyput.ie/useful-downloads>

Readability Test Indices and Calculators

Readability Formulas: <http://www.readabilityformulas.com/free-readability-formula-tests.php><http://www.online-u>

Online-Utility.org: http://www.online-utility.org/english/readability_test_and_improve.jsp

Readability Sample from Video 02_02_Use “Test” Indices to Check Clarity

Medical News article “Leading academics underscore the importance of diet and nutrition for mental Health”

<http://www.news-medical.net/news/20150130/Leading-academics-underscore-the-importance-of-diet-and-nutrition-for-mental-Health.aspx>

Practice Activity

Practice revising the following sentences (Answers on Page XX):

1. Before we paint the room, we need to carry out a review of the accepted corporate colors so we can gain an understanding of what we need to order.
2. If you cannot make the payment of the past due \$500, you must make an application in writing for an extension to make your payment.
3. We must ascertain the correct calculation of cost figures for the new addition.
4. The revision to get correct addresses is important for the committee in the assessment of duplication of mailings.
5. The current focus of the automotive industry is accident prevention.
6. It was her thorough research that finally persuaded me.
7. There are likely to be many employees raising questions about this managerial approach.
8. It is inevitable that production costs will increase in the future.
9. When the process of remodeling a home that had wood that had rotted and beams that had cracked, the carpenters will have to remove all debris from the house they repaired before they begin their next construction project.
10. Participants who have our insurance can deduct up to \$500 as a medical expense for the cost of the massage treatment at a facility that we approve.
11. It will behoove us to henceforth submit all requests for vacation at least or at a minimum of two weeks prior to the requested time off.
12. The staff has initiated discussions revolving around the recently implemented attendance policy.
13. Pertaining to the employee handbook, all employees are herewith required to read it and present a submission in writing to the undersigned that employee is in agreement with and fully agrees to be in compliance with all the policies.
14. Each and every employee will be required to give an accounting of the amount of time spent on the writing and the revision of all company policies that have been updated.
15. I would like to make a suggestion that an examination be performed on the activities of all branch offices.

Suggested Revisions for Practice Activity:

1. We need to review accepted corporate colors before we order paint for the room.
2. Apply in writing to extend your payment date for the \$500 past due.
3. Verify how the cost figures for the new addition were calculated.
4. Correct addresses are necessary to prevent duplicate mailings.
5. The automotive industry is focusing on preventing accidents.
6. Her thorough research finally persuaded me.
7. Employees may question this management style.
8. Production costs will increase.
9. The home remodeling project will be complete when the carpenters remove all construction debris.
10. You may deduct up to \$500 for approved massage treatments.
11. Please submit all vacation requests two weeks in advance.
12. Staff is discussing the new attendance policy.
13. All employees are required to agree in writing to comply with all employee handbook policies.
14. All employees need to track the time spent on revising company policies.
15. I suggest that all branch office activities be examined.