

# WHAT IS PLAIN LANGUAGE?

**A communication is in plain language if its wording, structure, and design are so clear that the intended readers can easily find what they need, understand what they find, and use that information.**



# Plain Language

**Cheryl Stephens**



## **Plain Language:**

**Plain Language** Erwin Ray Steinberg, 1991      *Plain Language in Plain English* Cheryl Stephens, 2010 This book shows you how to write for customers and clients in language that is easy to understand. It is a thorough companion to the writing process with comprehensive guidance and advice on understanding your readers, planning and creating your text, and presenting your words in a good design. The contributor list reads like a who's who of plain language experts. *Plain Language in Plain English* is a valuable resource for governments, businesses, service providers, and professionals in any field to improve their communication. From organizational guidelines, literacy awareness, and reader expectations to effective speaking strategies for presentations, *Plain Language in Plain English* is a comprehensive tool to have in your communication toolbox.

**Plain Language** Stefano Rastelli, 2024-11-29 *Plain Language: A Psycholinguistic Approach* employs principles from the field of psycholinguistics to explore factors that make a sentence or text easy or difficult to process by the cognitive mechanisms that support language processing and describes how levels of difficulty might function within bureaucratic power structures. Drawing from experimental data on readability, the author employs a metaphor of three ghost readers in the mind that exist and interact with each other: the syntactic reader, the one searching for the structure; the statistical reader, the one driven by previous experiences; and finally the pragmatic reader, the one searching for meaning. The penultimate chapter concerns a novel psycholinguistic experiment showing that complexly written texts may prevent adult citizens with average literacy skills from accessing important information related to their health work and right to representation, thereby drawing a line between the psycholinguistics of language comprehension and the maintenance of existing power structures. Written in plain language itself, this book is designed to be easily understandable from an undergraduate level and makes for fascinating reading for all students and researchers in linguistics and psycholinguistics, as well as supplementary reading for students of sociolinguistics and related modules. Students, researchers, and interested general readers will develop an understanding that knowing how the mind reads and understands language can help stakeholders to ensure equal access to information and democratic processes.      *Plain Language, Please* Janet C. Arrowood, 2016-07-22 Writing in plain language is not something they teach in your school. But it is an art and a science, and you can learn how to do it and apply it. How to write for results. This book provides a step-by-step example-filled guide to the critical aspects of writing in plain English: plain language, the type of writing people understand and to which they respond favorably. Not many people refuse to read a newspaper because it is too easy, but lots of people avoid technical publications and barbecue grill instructions because they are too hard or unintelligible. Good writers are made, not born. The examples and information in this book will guide you along the process of becoming one of those good writers, and you may even find yourself looking forward to your next writing project.      *Easy Language - Plain Language - Easy Language Plus* Christiane Maaß, 2020-09-11 This book shows how accessible communication and especially easy-to-understand languages should be designed in order to become instruments of inclusion. It examines two well

established easy to understand varieties Easy Language and Plain Language and shows that they have complementary profiles with respect to four central qualities comprehensibility perceptibility acceptability and stigmatisation potential The book introduces Easy and Plain Language and provides an outline of their linguistic sociological and legal profiles What is the current legal framework of Easy and Plain Language What do the texts look like Who are the users Which other groups are involved in the production and use of Easy and Plain Language offers Which qualities are a hazard to acceptability and thus enhance their stigmatisation potential The book also proposes another easy to understand variety Easy Language Plus This variety balances the four qualities and is modelled in the present book Plain Language and Ethical Action Russell

Willerton,2015-05-22 Plain Language and Ethical Action examines and evaluates principles and practices of plain language that technical content producers can apply to meet their audiences needs in an ethical way Applying the BUROC framework Bureaucratic Unfamiliar Rights Oriented and Critical to identify situations in which audiences will benefit from plain language this work offers in depth profiles show how six organizations produce effective plain language content The profiles show plain language projects done by organizations ranging from grassroots volunteers on a shoe string budget to small nonprofits to consultants completing significant federal contracts End of chapter questions and exercises provide tools for students and practitioners to reflect on and apply insights from the book Reflecting global commitments to plain language this volume includes a case study of a European group based in Sweden along with results from interviews with plain language experts around the world including Canada England South Africa Portugal Australia and New Zealand This work is intended for use in courses in information design technical and professional communication health communication and other areas producing plain language communication It is also a crucial resource for practitioners developing plain language technical content and content strategists in a variety of fields including health literacy technical communication and information design **Plain Language in Government Writing** Judith Gillespie Myers,2008-04-01 A Plain English Guide

to Government Writing Whether you re in the public or private sector good writing skills are critical to your success in the workplace Plain Language in Government Writing A Step by Step Guide shows you how to apply federal plain language guidelines to every type of writing from emails memos and letters to agency communications technical procedures and budget justification statements Through numerous exercises as well as examples from a variety of federal and state agencies this practical guide walks you step by step through every phase of the writing process providing tips for improved clarity conciseness and completeness This valuable reference will help you Write for diverse audiences in reader friendly plain language Overcome writer s block Gain confidence in your ability to write and get results Make your writing visually appealing Prepare for briefings and presentations Recognize successful writing and identify what makes it effective A Plain English Guide to Government Writing will enable you to express yourself more clearly and concisely produce documents more efficiently and work more effectively with others throughout the writing process **The Government Manager's**

**Guide to Plain Language** Judith G. Myers PhD, Judith G. Myers, 2013-07 The ability to write well correlates highly with the ability to think well to analyze information weigh alternatives and make decisions Government managers must make instructions and policies clear to employees give effective presentations and communicate effectively with the public In addition government managers must model clear effective writing for their staffs A comprehensive chapter on using social media effectively and appropriately is included **Plain Language : Clear and Simple : Trainer's Guide** Canada, Canada. Multiculturalism and Citizenship Canada, Canada. National Literacy Secretariat, Minister of Supply and Services Canada, 1994 Plain Language Clear and Simple Trainer's Guide is an invaluable resource for people who lead training programs in a plain language approach to communication A plain language approach involves understanding the needs of the readers and then writing revising and testing documents to make sure the documents meet those needs The nine modules in this guide meant for a two day course help participants build skills in these areas There are eight types of material in this guide text examples exercises tips for trainers overhead transparency masters a checklist handouts and references This training guide is meant to complement the publication Plain Language Clear and Simple After the course participants can use Plain Language Clear and Simple as an effective reference tool that provides a summary of the key concepts developed in this training guide Plain Language Clear and Simple is a Government of Canada publication first published in 1991 The accompanying Plain Language Clear and Simple Trainer's Guide followed in 1994 Despite their age they are still among the best resources for writers and editors who want to communicate efficiently Because the department that first produced these guides no longer exists plain language advocates are making them available on a cost recovery basis as allowed by Crown Copyright and Licensing A French version of this guide Pour un style clair et simple is also available Find a free PDF of this guide on the Clear Communication Wiki at <http://clearcommunication.wikia.com/wiki/Training> **The Routledge Handbook of Intralingual Translation** Linda Pilrière, Özlem Berk Albachten, 2024-02-27 The Routledge Handbook of Intralingual Translation provides the first comprehensive overview of intralingual translation or the rewording or rewriting of a text This Handbook aims to examine intralingual translation from every possible angle The introduction gives an overview of the theoretical political and ideological issues involved and is followed by the first section which investigates intralingual translation from a diachronic perspective covering the modernization of classical texts Subsequent sections consider different dialects and registers and intralingual translation from one language mode to another explore concepts such as self translating transediting and the role of copyeditors and investigate the increasing interest in the role of intralingual translation and second language learning Final sections examine recent developments in intralingual translation such as the subtitling of speech for the hard of hearing simultaneous Easy Language interpreting and respeaking in parliamentary debates By providing an in depth study on intralingual translation the Handbook sheds light on other important areas of translation that are often bypassed including publishing practices authorship and ideological constraints Authored by a range of established and new voices in

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