Three hundred and forty-eight quarters ago, it was actualized by our paternal ancestors (PA) on one of the main geoethnic topographies (reckoned as seven in number, less common methods of enumeration notwithstanding), a novel political structure, subverting the dominant paradigms of the age, including a culture and shared set of values, one of the foremost of which is the concept including, but not limited to, freedom from control, interference, obligation, restriction, and hampering conditions, according to choice and unilaterally and unambiguously committed to the initiative that all people of the male gender are created like or alike in value.

Now a great bilateral conflict between political factions or regions within a larger region, also referred to as a nation-state, of the aforementioned geo-ethnic topography is being engaged in, and the political structure (PS) referred to above is being tested and will be impacted, along with the concept that any PS that was created as such, and that resulted in such a paradigm shift, can perdure. A contested space within that conflict over political ideals (PI) is where we meet. As a final means of commemoration, a national designated zone of interment and/or entombment, for those who, with their consent and of their own free will and absent any inducement or coercion, were exanimated here to preserve the new political paradigm is the reason for the aforementioned designation. This will be done as it is a response in accordance with the necessity to do so, as sanctioned by Congress and codified in the U.S. Code and the Federal Register.

However, this geographic location (GL) cannot be duly designated or otherwise held in the esteem usually associated with religious or cultic practice, nor can it be dedicated in a conceptual manner. It has been established as an area that is symbolic of our core values by the struggles and fighting, in a literal sense, of the no longer extant and living men who have discharged their martial duties to the state. It will not be recorded in our meeting minutes nor archived in our globally accessible shared drive the verbatim utterances expressed at this GL, but the actions of the no longer extant and living men referred to above will be remembered and recognized as appropriate by our stakeholders and our user community. Finishing the unfinished actions promulgated by those who fought is the action item to be undertaken by those who yet remain in an animated ontological state. At the end of the day, it is incumbent on us to initiate plans for the timely completion of the high-priority current FY projects that remain:

- Increased devotion to the cause for which the depopulated/no longer extant discharged their martial duties;
- Resolution that the depopulated/no longer extant have not been subject to depopulation without advancing our mission and vision;
- Licensure to act in accordance with one’s own volition to the greatest extent possible shall be established in this political entity under the direction of what some members of various faith communities would refer to as a deity; and
- Conceptual agreement that a political entity based on a representation that is comprised of those governed and that operates on their behalf will persist on the celestial entity that is the third such in proximity to the sun and referred to in common speech as the planet earth.
FEDERAL LAW AND ITS REQUIREMENTS

PLAIN LANGUAGE AND THE IMPACT OF LANGUAGE CHOICES
THE FEDERAL LAW AND ITS REQUIREMENTS AND THE IMPACT OF LANGUAGE CHOICES

- Introduction
- History of Federal Plain Language
- Federal Requirements and Definition
- Using Plain Language = Making Language Choices
- Closing Remarks and Questions
INTRODUCTION
MIRIAM E VINCENT – GULC ‘97

➢ OFR 1996; 1999 – 2001; 2010 - present
➢ SSA’s OHA/ODAR 2001 – 2010
➢ PLAIN webmaster 2004 – present
➢ PLAIN trainer 2010 – present
➢ Revision of OFR’s Document Drafting Handbook 1996
➢ Redesign of plainlanguage.gov 2005 and 2018
➢ CDC Train-the-trainer; NARA plain language training; SSA plain language training
➢ Attorney-Adviser
➢ PLAIN Executive Committee member
➢ Co-author Clarity Journal article
➢ Presenter/moderator Clarity and PLAIN International conferences 2005 – 2013
➢ Fmr Board Member, PLAIN International
HISTORY OF FEDERAL PLAIN LANGUAGE

- FDR and Gobbledygook – memo from Maury Maverick, Chairman and General Manager of Smaller War Plants Corporation in March 24, 1944

- Clinton-Gore Administration – NPR, PEN, and the no-Gobbledygook awards
  - E.O. 12866
  - E.O. 12988
  - Presidential Memorandum of June 1, 1998

- Obama Administration
  - Plain Writing Act of 2010
  - E.O. 13563
  - M-11-15
During WWII, FDR saw the following regulation:

- Such preparations shall be made as will completely obscure all Federal and non-Federal buildings occupied by the Federal Government during an air raid for any period of time from visibility by reason of internal or external illumination. Such obscuration may be obtained either by black-out construction or by termination of the illumination.

- In buildings where they have to keep the work going, put something over the windows, and in buildings where they can let the work stop for a while, turn out the lights.
EVERYBODY IN NADLER WAR PLANTS CORPORATION
March 24, 1944

FROM: Norman Reoverich, Chairman & Gen. Manager

TO: Lengthy newsletters and Gobbledygook Language.

Be short and use Plain English.

This order should be as short as circumstances will allow. The usual officer who wired "互利敌可 - 邓年家" told the whole story.

Put the real subject matter - the points - and even new conclusions, in the opening paragraphs and first whole story on one page. Period! If a lengthy explanation, statistical matter, or such is necessary, use attachments.

Stay off gobbledygook language. It only confuses people up. For the here's some, be smart and say what you're talking about. Here's some "pointing-up" problems. "Functional" contracts such "area work" districts, regional or Washington "levels". There are no "levels" - local government is as high as Washington Government. So must producers, effective, dynamic. Anyone using the words "motivation" or "implementation" will be shot.
CURRENT FEDERAL PLAIN LANGUAGE

- Clinton-Gore Administration – NPR, PEN, and the no-Gobbledygook awards
  - E.O. 12988 Civil Justice Reform (1996)

- Obama Administration
  - Public Law 111 – 274 Plain Writing Act of 2010
  - E.O. 13563 Improving Regulation and Regulatory Review
  - M-11-15 Final Guidance on Implementing the Plain Writing Act of 2010
**FEDERAL LEGAL REQUIREMENTS**

- **E.O. 12866** requires that regulations must be “simple and easy to understand, with the goal of minimizing uncertainty and litigation...” (Sec. 1, Par. (b)(12))

- **E.O. 12988** requires that each regulation specify its effect “in clear language” (Sec. 3 Par. (b)(2))

- **Plain Writing Act of 2010**, requires that federal agencies use clear communication that the public can understand.

- **E.O. 13563** requires that regulations be accessible, consistent, written in plain language, and easy to understand.
Communication that your audience or readers can understand the **first time** they hear or read it.
Clear language means users:

- Find what they need
- Understand what they find
- Use what they find to meet their needs
WHY USE PLAIN LANGUAGE?

To make your message stand out
EVEN EXPERTS LIKE IT SIMPLE

• So you’re writing for brain surgeons?
  
  • Sure, they can understand the medical jargon and complex sentences when they aren’t busy…
  
  • But how about in the middle of SURGERY?

• Studies found attorneys take 2x as long to translate legalese. No wonder they charge clients by the hour.
Dept. of Licensing (drivers’ licenses) rewrote a notice telling people their license had been suspended.

Hotline busy signals declined 95%, and each day 850 more people reached the hotline, instead of getting a busy signal.

3 FTEs were transferred to help customers in other ways.
WHAT ARE THE MAIN ELEMENTS OF PLAIN LANGUAGE?

• Logical organization
  • Understand your message
  • Know your audience
  • Start with your main (most important) point
  • Headings*

• Word choice
  • The active voice
  • Common, everyday words
  • Short sentences
  • “You” and other pronouns
  • Consistency

• Presentation
  • Lists and tables
  • Easy-to-read design features
UNDERSTAND WHY YOU’RE WRITING

- What am I writing?
- Who am I writing for?
- What is my purpose?
- Why do I want them to read this?
- What do they need?
- What do they already know?
There is no escaping the fact that it is considered very important to note that a number of various available applicable studies ipso facto have generally identified the fact that additional appropriate nocturnal employment could usually keep juvenile adolescents off thoroughfares during the night hours, including but not limited to the time prior to midnight on weeknights and/or 2 a.m. on weekends.
More night jobs would keep kids off the streets.

9 words

“The most valuable of all talents is never using two words when one will do.”

~Thomas Jefferson
When writing sentences, remember to:

- Cut out redundancies;
- Reduce clauses to phrases and phrases to words;
- Leave out unnecessary words;
- Eliminate clichés and euphemisms;
- Use concrete rather than vague language – say what you mean;
- Pay attention to word order.
In just about every jurisdiction, courts have held that “shall” can mean not just “must” and “may,” but also “will” and “is.” The [U.S. Supreme] Court has [in various decisions]:

• Held that a legislative amendment from “shall” to “may” had no substantive effect

• Held that “shall” means “must” for existing rights, but that it need not be construed as mandatory when a new right is created

• Acknowledged that, “legal writers sometimes misuse ‘shall’ to mean ‘should,’ ‘will,’ or even ‘may.’”
Instead of:

- Pursuant to 8 CFR part 3, an appeal shall lie from a decision of an immigration judge to the Board of Immigration Appeals, except that no appeal shall lie from an order of removal entered in absentia. 37 words

Use:

- You may appeal a decision of an immigration judge to the Board of Immigration Appeals, unless the judge ordered your removal when you were not physically present at the hearing. (See 8 CFR part 3.) 30 words (35 words)
EXAMPLE

• Before

Utilize the power on/off interface, located on the forward-face of the Advanced Digital Data Storage System (ADDSS) when installed in the standard configuration (see Appendix A), to impact the operational status of the ADDSS System.

• After

Press the power button to start the computer.
GOOD READS

тинные рекомендации по чтению

LEGAL WRITING IN PLAIN ENGLISH
Bryan A. Garner

Plain English for Lawyers
Richard C. Wydick

Letting Go of the Words
Janice (Ginny) Redish

Stephen King
On Writing

HELP! For Writers
Roy Peter Clark

The Glamour of Grammar
Roy Peter Clark

How to Write Short
Roy Peter Clark

The Elements of Style
Fourth Edition
E.B. White

Conclusion: 24
PLAIN RESOURCES

• ListServ (https://digital.gov/communities/plain-language/)
• PLAIN monthly meetings—2nd Wednesday of each month, 2 to 3 p.m. (currently all virtual)
• Website (www.plainlanguage.gov)
  • Training (www.plainlanguage.gov/training/create-your-own-class/)
  • Federal Plain Language Guidelines (www.plainlanguage.gov/guidelines/)
• Email (info@plainlanguage.gov)
Miriam Vincent
Staff Attorney, Legal Affairs and Policy Division
Office of the Federal Register
National Archives and Records Administration
NARA miriam.vincent@nara.gov | mobile: 202.695.9791
GPO mvincent@gpo.gov | mobile: 202.276.3219
Voicemail: 202.741.6024
ACTIVE VOICE VIDEO

https://www.youtube.com/watch?v=IYR5Ib0IcO4