

# Guidelines to write a Plain English document.



By: Plain English India.

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## Why Plain English document:

We need to read and understand a document so that we have a clear picture of the task to be done. Whether it may be a Regulation or a bank document. Most of us are neither lawyers nor accountants nor linguists. Now the need of the hour is writing a document in Plain English.

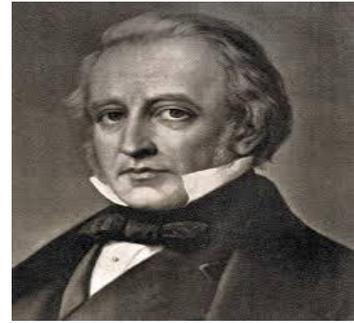
The benefits of Plain English have no boundaries. Plain English can be used in every part of our transactions or works.

If a Company introduces Plain English in its documents, its customers can:

- find what they want
- understand what they find and
- use what they understood as per their requirement.

Companies those communicate successfully with their customers form strong relationship with them, a relationship which include trustworthiness and mutual understanding. This in turn helps a company to grow.

As we depend more on internet, Plain English versions will be easier to read and understand compared to legalese or a sentence with jargon.



Thomas Babington Macaulay

Indian Penal Code was drafted by First law commission in India under the Chairmanship of **Thomas Babington Macaulay** and came into force in the year 1862. From here till the recent, The National Institute of Technology, Science Education and Research Amendment Act, 2014 or The Andhra Pradesh Reorganisation Act, 2014, we could not get rid of the *pompous* and *ambiguous* legal language which contains *verbiage*.

*Pompous* means usage of words like 'prior to' instead of simple word like 'before'.

*Ambiguity* in legal language is of two types. One is by structure of the sentence which confuses the persons. Secondly the sentence sometimes does not communicate clear cut information or instruction.

*Verbiage* means using of excess words which makes the sentence difficult to understand.

These guidelines for Plain English are like bottom of the Pizza which is known as CRUST. Crust is the base of a Pizza and you can make any variety of pizza with different toppings like Chicken, Spinach, Vegetables and so on.

Let us see how it is done.

## Know and wrote for your customers:

Writing a Plain English document is not plain (simple). When we are writing a Plain English document we have to know our readers level of understanding. We cannot write in LKG toddler level when we are writing for 10<sup>th</sup> class student or a bank customer or an executive. When we are writing for LKG toddler we need to write at his level only. Moving into the shoes of our customer may be a bit difficult but in whole it will help us to move close to our customer.

This means Plain English is not fixed.

Knowing about our customers help us:

- to understand the customer's present level of knowledge regarding the subject,
- how to give them information at their level.

For this we may ask the below questions to ourselves:

- Who is our customer?
- What they already know about the subject?
- What I want to inform them?
- How I can inform them plainly and completely without ambiguity?

## Reorganising the document:

A good organization of the document will definitely help readers to understand what we want to inform.

- 1) We need to give important information first. Also we need to give large picture of the document in the beginning of the document. This will be followed by detailed information.
- 2) Using of headings and sub-headings. These headings tell the reader what will be covered in that section or sub-section.
- 3) Address one person not a group. We can use 'you', instead of 'he or she', or 'his or her'. This may take us nearer to reader.

# 4

## Words:

Words are building blocks for communication, both spoken and written.

While writing we need not use jargon or legalese or technical words where plain word alternatives are available.

This information in a RTGS/NEFT bank document says you need keep sufficient money in your account before proceeding for money transfer through the bank.

**The customer shall ensure availability of funds in his account properly applicable to the payment order before execution of the payment order by the bank. Where , however the bank executes the payment order without properly applicable funds being available in the customer's account, the customer shall be bound pay the amount debited to his account for which an RTGS/NEFT was executed by the bank pursuant to his payment order together with the charges including interest payable to the bank.**



We can rewrite this information using plain words:

**You will make sure that you have sufficient money in your account before execution of the payment instruction by us. If we execute the payment instruction without sufficient money in your account, as per a RTGS/ NEFT raised by you then you have to pay the amount received in your account including interest and bank charges.**

I think still confusing and hope this will be better:

**You will make sure that you have sufficient money in your account before execution of the payment instruction by us. If we execute the payment instruction without sufficient money in your account, then you must pay the amount paid by us as per the RTGS/ NEFT payment instruction raised by you, including interest and bank charges.**



*I didn't understand why the Bank cannot have a foolproof system 'to execute the payment order only if I have sufficient money in my account.'*



This does not mean we always use plain words. We may need to use technical and official words wherever necessary and where we do not have plain word alternatives like “*reconnaissance, mineral concessions*”.

Let us avoid jargon, legalese or technical terms where we have simple daily use alternatives.

We need to use same words and terms throughout our document to avoid confusion.

If we use ‘give’ let us not use ‘provide’.

Be simple. Be plain. Be clear.

## Use of personal pronouns:

Using of personal pronouns will improve the quality of our writing. Let us see how?

- They allow us to speak to our customer directly with an appealing manner.
- They help us to avoid abstractions and use every day plain language which the reader understands easily.
- When we use 'you' we are out of confusion of using, whether 'he or she'.

We can write this sentence,

**Copy of her/his marks list duly attested is to be submitted by her/him to this office prior to 15<sup>th</sup> July 2014.**

like this:

**You need to submit the attested copy of your marks list to us before 15<sup>th</sup> July 2014.**

## Look for hidden verbs:

We can find hidden verbs in the form of noun in a sentence which needs another verb to complete the sentence. This means using of extra words.

Let us see this example:

**You shall make an application along with a passport size photograph of yourself.**

This can be written like this:

**You need to apply with your passport size photo.**

This sentence is shorter with right verb and less words.

We need to look for the nouns ending with *tion, sion, ment* and *ance* which will give us a hidden verb.

## Use of 'must' instead of 'shall':

Use of word 'must' is the plain way of telling our customers that they have to do as written in the document. 'Shall' is obsolete in the other side of the Planet. Did we ever hear it in our normal daily speech?

Let us see this regulation of a Company:

**These regulations *shall* apply to employees whose conditions of service the company is competent to regulate.**

Let us see how we can write this by using 'must':

**These regulations *must* apply to you if you are the employee of the Company whose service conditions are under our control.**

## Prefer active voice:

Active voice removes confusion regarding responsibility. Also active voice takes us nearer to the person who is receiving the information.

Let us see these examples:

**Tomorrow before noon this letter is to be posted. (P.V)**

**You please post this letter tomorrow before noon. (A.V)**

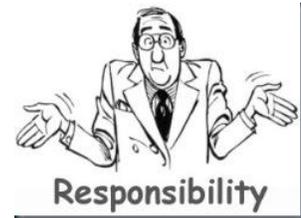
**In case of non compliance of terms and conditions of the work order, the Bank Guarantee will be with held. (P.V)**

**We will withhold your Bank Guarantee if you do not comply with the terms and conditions of our work order. (A.V)**

*Verbs are most important part of the sentence which informs the reader regarding the action or work to be done.*

In active voice we get verbs early for which the reader will be searching (what is to be done?). In passive voice the verbs come in later part of the sentence, which means we have to remember a lot more previous information before understanding what is to be done.

We may use passive voice if we want to evade the responsibility.



- **Sorry to inform you that your file has been lost.**
- **Your file is under process.**

Also we can use passive voice when the doer is not so important and the attention is to be given to the receiver.

- **Mr. Raju (Class XII) of our School got selected to represent the State's Foot Ball team by the State selection Committee.**

## Short sentences are easy to understand:

Short sentence does not overload the reader as well as gives clear information. We can write one information or one part of the information in one sentence .This will help the reader to understand the whole information in the document bit by bit easily.

Usually 15-20 words in a sentence are good to receive then analyze and finally understand. We may write more words where ever necessary but not everywhere. More short sentences may make our writing boring. At the same time let us try not to exceed 40 words in a sentence otherwise our reader may become weary.

This 94 words sentence tells you that you are eligible for getting endorsement for driving other class of vehicles if you have a valid driving licence.

**Any person holding a driving licence to drive any class or description of motor vehicles, who is not for the time being disqualified for holding or obtaining a driving licence to drive any other class or description of motor vehicles, may apply to the licensing authority having jurisdiction in the area in which he resides or carries on his business in such form and accompanied by such documents and with such fees as may be prescribed by the Central Government for the addition of such other class or description of motor vehicles to the licence**

Here we don't know what the main subject of the sentence is, until we go through 82 words.

Let us see how we can write this in Plain English.

**If you are holding a valid driving licence and not disqualified for holding and obtaining a driving licence to drive any other class or description of motor vehicles, then you can apply for an 'addition' for driving another class or description of motor vehicles. You need to apply to the licensing authority of the area where you reside or where you work.**

**You need to apply in the form with supporting documents, and fees as specified by the Central Government. (80words, 3 sentences)**

**(See Rule 17 and Rule 32 of CMV Rules, 1989)**

Valid driving licence mean not disqualified for time being. Again we can cut some verbiage.

**If you are holding a valid driving licence, then you can apply for an 'addition' for driving another class or description of motor vehicles. You need to apply to the licensing authority of the area where you reside or where you work.**

**You need to apply in the form with supporting documents, and fees as specified by the Central Government.**

**(60words, 3 sentences)**

**(See Rule 17 and Rule 32 of CMV Rules, 1989)**

# 10

## Avoid negative sentences:

In general we speak positive sentences in our daily life. If we read a negative sentence we need to first think the positive side of the information and then go to the negative side.

Mom will tell her child to **score 90% and above**.

She never says **“don’t score less than 90%”**.

Of course this demand from mom may increase the heart beat of her child.

Sweetheart will say to her hubby **“come home soon”**.

She doesn’t say **“don’t come late”**.

**Persons other than the age group of 60+ are not allowed.**

Can be written as:

**You are allowed if you are 60+.**

(You can see the length of the sentence became short.)

This is Clause -6.1 in RTGS/NEFT application form of State Bank of India:

**The bank shall execute a payment order issued by the customer duly authenticated by him as verified by the security procedure unless:**

- a) **The funds available in the account of the customer are not adequate or properly applicable to comply with the payment order and the customer has not made any other arrangement to meet the payment obligation.**
- b) **The payment order is in complete or it is not issued in the agreed form.**
- c) **The payment order is attached with notice of any special circumstances.**
- d) **The bank has reason to believe that the payment order is issued to carry out an unlawful transaction.**
- e) **The payment order cannot be executed under the RBI RTGS/ NEFT System.**

Now let us how we can write this in positive sentences and in Plain English:

- 1) **We will execute a payment instruction issued by you and verified by security procedure only if:**
  - a) **you have adequate funds(money) in your account and you did not made any other arrangement to meet the payment obligation,**
  - b) **the payment instruction is complete and applied in the RTGS/NEFT application form ,**
  - c) **the payment instruction is not attached with notice of special circumstances,(extra conditions)**
  - d) **we believe that the payment instruction is not issued to carry out an 'unlawful transaction',**
  - e) **the payment instruction is to be executed under RBI RTGS/NEFT System.**

*See our updates section for full details regarding SBI's RTGS/NEFT application.*

Next is, negative to negative which means positive.

**You are not allowed inside the School if you are not properly dressed and come lately.**

Can be written like this:

**You are allowed inside the School, only if you wear uniform and in time.**

Negative sentence is sometimes useful in giving Safety instructions like this:

**Don't clear the shut down unless you have completed the shutdown procedure.**

## Use vertical lists:

Vertical lists help us to inform our customer complex information in easy understandable bits.

Let us see this one paragraph with one sentence and 148 words. This sentence says the registering authority may refuse the registration of a vehicle or renewal of registration certificate.

**The registering authority may, by order, refuse to register any motor vehicle, or renew the certificate of registration in respect of a motor vehicle ( other than a transport vehicle), if in either case, the registering authority has reason to believe that it is a stolen motor vehicle or the vehicle is mechanically defective or fails to comply with the requirements of this Act or of the rules made there under, or if the applicant fails to furnish particulars of any previous registration of the vehicle or furnishes inaccurate particulars in the application for registration of the vehicle or, as the case may be, for renewal of the certificate of registration thereof and the registering authority shall furnish the applicant whose vehicle is refused registration, or whose application for renewal of the certificate of registration is refused, a copy of such order, together with the reasons for such refusal.**  
(One sentence, 148 words)

**[REFUSED]**

Let us see how we can write this in Plain English with vertical lists.

(With bullets)

**The registering authority may refuse to register any motor vehicle or renew the certificate of registration of motor vehicle (excluding a transport vehicle)**

- **if the registering authority believes that, the motor vehicle is stolen, or the vehicle is mechanically defective, or the vehicle does not comply the requirements of this act and rules, or**
- **if the applicant fails to furnish particulars of previous registration, or**
- **if the applicant furnishes inaccurate particulars in the application for the registration or renewal.**

**Then the registering authority must give a copy of the refusal order and reasons for the same to the applicant whose application is refused.**

Vertical lists also help us to put things in chronological order.

(With numbers)

Let us see this School information regarding admission.

## **Procedure for admissions:**

**Application forms are available at the office of our School. Application forms shall be filled with black or blue ink pen only. You shall pay the fees in the State Bank of India branch before 20<sup>th</sup> May. Duly filled application form shall be submitted to the School office before 25<sup>th</sup> May. Admission number and Section details of the child shall be provided after submitting the duly filled application. Books are available at Everest book depot, Kailash book stores. School uniform is available at Amit readymade centre, Rainbow cloth stores and Prince & Princess dresses. The child shall report to School from 1<sup>st</sup> June sharp by 7.50.A.M.**

Let us see how we can write this in Plain English with vertical lists.

(With Numbers)

## How to join your child in to our School?

- 1) Collect application form from our office.
- 2) Fill the application form with black or blue ink pen only.
- 3) Pay your fees in State Bank of India branch before 20<sup>th</sup> May.
- 4) Submit filled up application form to our office before 25<sup>th</sup> May.
- 5) Take admission number and Section details of your child.
- 6) You can purchase books from :
  - I) Everest book depot.
  - II) Kailash book stores.
- 7) You can purchase School uniform from:
  - I) Amit readymade centre.
  - II) Rainbow cloth stores.
  - III) Prince& Princess dresses.
- 8) Send your child to School from 1<sup>st</sup> June, by 7.50.A.M.

*Welcome to the bright future of your child.*

Kindergarten! ... here I come!



## Short paragraphs:

A short paragraph helps our customer to easily read and understand its content. If we use headings for each paragraph, it will further make easier to understand. At the same time more short paragraphs may make our writing boring.

We can also write single sentence paragraph sometimes.

We can use 3 to 8 lines and words up to 150 for convenient reading by our customer.

Paragraphs with more than 250 words and 8 sentences may make the reading weary besides difficulty of keeping all the information in temporary memory.

Let us see the below information which speaks regarding 'Seniority' in an Organization.



## Seniority:

Seniority shall be determined by the order in which appointments are made to any category of posts; provided that where more than one person is selected simultaneously for the same category of posts by a selection committee, the seniority of such persons, *inter se*, shall be as recommended by the selection committee, and in the absence of such recommendation, be determined by seniority in age of the candidates. Provided further that the seniority of a person whose services are obtained on deputation, and who is subsequently absorbed in the service of the Company shall be determined with reference to the date of his joining the Company on deputation in that post. Seniority of employees recruited as trainees shall count from the date of their appointment as trainees and in cases where two or more trainees are appointed on the same date to the grade or where the training in respect of some of the candidates is extended for a period of not more than one month on account of late joining of the course their seniority will be determined in accordance with their ranking in the merit list at the time of selection as trainees.

We can rewrite this into small paragraphs and with sub headings:

## **Seniority:**

Your Seniority for any category of post will be decided as per the appointment order.

### **Seniority in case of more than one person:**

If more than one person is selected along with you for the same post then your Seniority will be as per the recommendation of the selection committee.

Otherwise your Seniority will be decided as per the age.

### **Seniority if you are on deputation and then absorbed:**

If you are on deputation and subsequently absorbed in to the service of the company then your service will be considered from date you have joined our Company on deputation.

### **Seniority if you are joined as trainee.**

If you are joined as trainee for any post then your Seniority will be considered from the date of you joined as trainee.

Also your Seniority will be as per the ranking in the merit list at the time of your selection as trainee, if more than one person joined along with you for the same post on the same date and your training period is 'extended for less than one month' as you have joined lately.

# 13

## Tables help us to catch the main point easily:

Tables help our customer to catch the actual point easily which is hidden in a dense text. Tables generally use fewer words and inform clearly.

This section of M.V. Act speaks regarding age restrictions for driving a motor vehicle.

**(1) No person under the age of eighteen years shall drive a motor vehicle in any public place: Provided that [a motor cycle with engine capacity not exceeding 50 cc] may by driven in a public place by a person after attaining the age of sixteen year. (46 words)**

Let us see how we can write this with the help of a table.

**(1) Age limit for driving a motor vehicle in a public place:**

<b>Engine Capacity</b>	<b>Age Limit</b>
<b>Less than 50 cc</b>	<b>16 years or more.</b>
<b>More than 50 cc</b>	<b>18 Years or more.</b>

## Illustrations may be used as alternatives for text:

We can use illustrations as alternatives for texts or addition to text. This will boost the customer's interest in reading the document.

Let us see this invitation for lunch after conclusion of a meeting shown at the end of a Power point presentation.

**Yesterday MEAI committee in Bacheli discussed of inviting all its members and members of Bailadila chapter for a sumptuous luncheon after the meeting today. The committee also has discussed regarding menu for today's luncheon so that the menu could be finalized yesterday itself and there will be no ambiguity during preparation of luncheon today.**

**Now all the members are requested to proceed to Guest house for enjoying the sumptuous lunch.**

Guess how we can say this a bit easily:

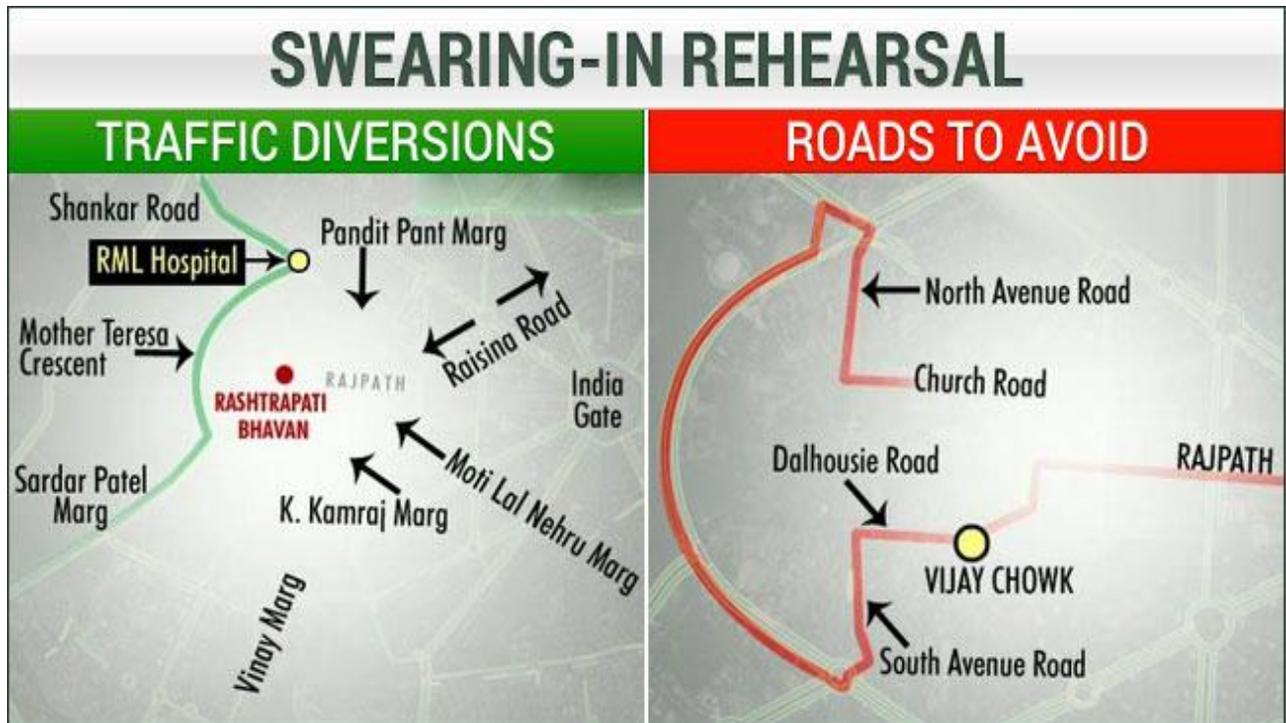
Consider this:

## **WELCOME TO GUEST HOUSE FOR**



## **Delhi Traffic Advisory:**

The Delhi Traffic Police has issued an advisory asking motorists and general public to avoid major roads in and around Rashtrapati Bhavan today as rehearsals for the swearing-in ceremony of Prime Minister-elect Narendra Modi will be held there.



The traffic police have decided to close down Rajpath (from Vijay Chowk to Rashtrapati Bhavan), Vijay Chowk and its North and South Fountain area, South Avenue Marg, North Avenue Marg, Dalhousie Road and Church Road on May 26 between 4 pm to 8 pm.

Apart from closing down those roads, there would be diversions on other routes around Rashtrapati Bhavan to facilitate the movement of VVIPs/VIPs.

The roads where diversions would be in place are Raisina Road (beyond roundabout of Rail Bhavan towards Parliament House), Pandit Pant Marg (beyond roundabout of Talkatora towards Parliament House) and K Kamraj Marg (beyond roundabout of Kamraj Marg towards Rashtrapati Bhavan)

## How to design our document for easy reading:

We need to design our document for easy reading and easy understanding of our customers.

The basic design aspects are:

- Headings for different levels of information.
- Typography.
- Layout.

## Headings for different levels of information:

Headings indicate to the customer, that part of the document is at which level. (Main section or sub-section)

Generally this includes:

- the document title
- section headings
- sub-section headings
- text

We used in this document the following:

# The document title

[Palatino Linotype, 48 pt (Point Size)]

**Section number:** [MS Mincho- 72 pt]

1

Section headings: [Palatino Linotype, 20 pt]

**Sub-Section headings:** [Palatino Linotype, 18 pt and 16 pt]

Text: [Palatino Linotype, 14 pt and 12 pt bold]

*We can use some more headings to indicate an important subject in a paragraph, also to indicate examples.*

# Typography:

## Typeface:

If we consider our document as 'we' then the typeface is 'our face' which includes our mouth. That means the typeface shows our expressions and also speaks our language.

In general type faces are of two varieties.

- Serif.
- sans Serif.

'**Serif**' is the little extra stroke found at the end of main vertical and horizontal strokes of some letterforms. Some are subtle and others may be quite pronounced and obvious.

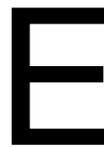
Typeface without serifs is called '**Sans Serif**', '**sans**' means '**without**' in French.

Serif

A large, black, serif capital letter 'E' from the Times New Roman typeface. It features a classic design with a vertical stem and three horizontal bars, each ending in a small, decorative serif stroke.

Times New Roman

sans Serif

A large, black, sans-serif capital letter 'E' from the Arial typeface. It has a clean, modern appearance with a vertical stem and three horizontal bars, but lacks the decorative serifs seen in the Times New Roman version.

Arial

Selection of good 'typeface' will definitely improve readability of our document and also its design.

Times New Roman and Arial are common system fonts which we use.

Let us see some examples:

Getting It Right

Arial

Getting It Right

Calibri

Getting it right

Courier

Getting It Right

Garamond

Getting It Right

Georgia

Getting It Right

Times New Roman

Getting It Right

Century Schoolbook

Getting It Right

Palatino Linotype

Getting It Right

**Bodoni MT Black**

Getting It Right

Blackadder ITC

We can see all typefaces are not of same size with same pt size that is 14 pt here.

*Also we can see some typefaces are soothing, some are upright, some are serious, some are confusing, some are weak and some are heavy.*

We used 'Palatino Linotype' with 14 pt size, in these Guidelines which we found better for readability.

We used same typeface for both headings and general text in this document.

We may use different typefaces for headings and general text.

Better not to use excess varieties of typefaces in one document which may distract our customer attention from main subject.

We may use ***bold italics*** and **bold** of the same type faces to attract customer's attention.

## **Type measurement:**

Typefaces measurement unit is in 'points'. For example we used 14pt size in our document.

We understood from the previous sub section that typeface size of different typefaces is not same for same pt size.

We may find it difficult to read too small pt typeface text.

The roads where diversions would be in place are Raisina Road (beyond roundabout of Rail Bhavan towards Parliament House), Pandit Pant Marg (beyond roundabout of Talkatora towards Parliament House) and K Kamraj Marg (beyond roundabout of Kamraj Marg towards Rashtrapati Bhavan).

Reading of too big pt typeface text is also hard.

The roads where diversions would be in place are Raisina Road (beyond roundabout of Rail Bhavan towards Parliament House), Pandit Pant Marg (beyond roundabout of Talkatora towards Parliament House) and K Kamraj Marg (beyond roundabout of Kamraj Marg towards Rashtrapati Bhavan).

*9-12 point size texts are used in printed material. We may use 12 – 14 pt size in websites for better readability.*

## Highlighting the text:

We see in some of the documents blocks of texts in uppercase letters. This is an attempt to catch the reader's attention. But capital letters make the text difficult to read. A text with capital letter words makes the reading difficult because the letters are of equal height and mostly equal width.

To highlight any information without disturbing the readability we may use different size of our text or bold or italic or any other method we may feel will be effective. Whatever method we use to highlight information, we need to use it constantly in our entire document so our customer can recognize how we emphasized the important information.

Let us see the below example:

THIS DOCUMENT SHOWS HOW YOU CAN USE WELL-ESTABLISHED TECHNIQUES FOR WRITING IN PLAIN ENGLISH TO CREATE CLEARER AND MORE INFORMATIVE DOCUMENTS. WE ARE PUBLISHING THIS DOCUMENT ONLY FOR YOUR GENERAL INFORMATION. OF COURSE, WHEN DRAFTING OR TRANSLATING A LEGAL OR TECHNICAL DOCUMENT, YOU MUST MAKE SURE IT MEETS ALL LEGAL OR TECHNICAL REQUIREMENTS.

Now let us see different ways of highlighting this text:

*This document shows how you can use well-established techniques for writing in plain English to create clearer and more informative documents. We are publishing this document only for your general information. Of course, when drafting or translating a legal or technical document, you must make sure it meets all legal or technical requirements.*

**This document shows how you can use well-established techniques for writing in plain English to create clearer and more informative documents. We are publishing this document only for your general information. Of course, when drafting or translating a legal or technical document, you must make sure it meets all legal or technical requirements.**

*This document shows how you can use well-established techniques for writing in plain English to create clearer and more informative documents. We are publishing this document only for your general information. Of course, when drafting or translating a legal or technical document, you must make sure it meets all legal or technical requirements.*

## **Layout:**

### **Use White Space Effectively:**

Generous use of white space on the page helps improve readability, also lightens overall look of our document.

The use of white space between sections or sub sections helps customers to move to the next level of information comfortably.

### **Use left aligned and ragged right text:**

Left justified and ragged right text is easiest text to read. That means the text is aligned on the left side with a free or ragged right edge.

Fully justified text means both left and right edges are justified or even. In fully justified text the spacing between words fluctuates between line to line causing eye to stop and readjust to the variable spacing in different lines. This makes reading difficult.

Watch any professionally printed work or web information. We find mostly left aligned and right ragged texts.

## Beginning of the end and your suggestions:

These are general guide lines for writing a Plain English document. We need not use all of them in a document translation or writing a new document. The purpose is to write a document which the readers understand in the easiest way completely, in the first reading.

*This document shows how you can use well-established techniques for writing in Plain English to create clearer and more informative documents. We are publishing this document only for your general information. Of course, when drafting or translating a legal or technical document, you must make sure it meets all legal or technical requirements.*

Every document ends with a conclusion. We are ending this document with a beginning.

We hope this document will bring a beginning of a change in the writing, reading and understanding of *legal, technical and financial documents* in India.

We hope these guidelines help us in translating a legal, technical and financial document in Plain English document or in creating a new Plain English document.

The main sources for these Guide lines are '**A Plain English hand book of US, Securities and Exchange Commission**' and '**Federal Plain Language Guide lines**' of [www.plainlanguage.gov](http://www.plainlanguage.gov)

As we started this section with beginning, we hope a lot more is to be done in our country and we welcome your suggestions for betterment of this Plain English campaign in India.

Also your suggestions are welcome in making of this website better and also in betterment of these Guidelines.



*in Plain English.*

*We are now ready to start writing a document*

*That is speaking of writing.*

