Federal Guidelines for Plain Language

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"Write as you talk"

Offices that have adopted this document:

- Structures Office

- Specifications Office

- Roadway Office

- Environmental Management Office

What is "Plain Language" – Seven musts:

1. Instead of using "shall", use:

- "must" for an obligation,
- "must not" for a prohibition,
- "may" for a discretionary action, and
- "should" for a recommendation.

What is "Plain Language" – Seven musts:

2. Active Voice   3. Present Tense 4. Avoid Commas

5. Short sentences   6. Omit unnecessary words

7. Place "only" or "always" next to word modified

Old: Throughout this design process, quality control will be exercised by those responsible for the engineering design and plans preparation activities by having a plan-do-check routine for each <u>and every</u> significant task or operation**.**

New: Exercise quality control throughout the design process by conducting a plan-do-check routine for each significant task**.**

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Implementation of "Plain Language" –

- Structures Manual complete

- Standard Specifications in progress

- PPM in progress

- PD&E Manual next release will be complete

- Drainage Manual not started

- Pavement Design Manual complete

- Florida Greenbook has not adopted PL

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Questions?