

On Plain Language Resources

More resources about plain language are becoming available on the Internet. Reports, how to manuals, and study results are available and easy to access. Putting them all in one place is a daunting task, but we thought we'd start a list and add to it over time. This not only makes your job easier but gives credit to the multitude of resources gradually coming to light.

How-to Manuals

A Plain English Handbook: How to create clear SEC disclosure documents

By the Office of Investor Education and Assistance, U.S. Securities and Exchange Commission, Washington, D.C., August 1998.

The preface is written by Warren E. Buffett, a champion of plain language in financial information. Download a copy at <http://www.sec.gov/pdf/handbook.pdf>.

Plain Speaking: A Guide to Clear Communications for Health and Social Service Workers in Halton

By Janet Duval and the North Halton Literacy Guild, 1999.

Download a copy at <http://www.nald.ca/clr/plnspeak/cover.htm>.

Plain Language: A Handbook for Writers in the U.S. Federal Government

By Richard Lauchman

Download a copy at www.lauchmangroup.com/PDFfiles/PLHandbook.PDF

Studies and White Papers

Is Plain Language Better? Comparative Readability Study of Plain Language Court Forms, By Maria Mindlin

Download at http://www.transcend.net/pdf/Comp_Read.pdf

Analyzing the Various Approaches of Plain Language Laws. CDC Technical Report No. 29. Download at

http://www.eric.ed.gov:80/ERICWebPortal/custom/portlets/recordDetails/detailmini.jsp?_nfpb=true&_ERICExtSearch_SearchValue_0=ED265565&ERICExtSearch_SearchType_0=no&accno=ED265565

Websites

Plain Language International

<http://www.plainlanguagenetwork.org/Resources/>

Health Literacy Resources: Using Plain Language

The Treadwell Library, the health sciences library for the Massachusetts General Hospital.

Access at http://www.massgeneral.org/library/default.asp?page=plain_language

The Plain Train

<http://plainlanguagenetwork.org/plaintrain/digest.html>