Keeping it Simple

* Choose the simplest or fewest words possible.
* Avoid jargon.
* Use acronyms after spelling out the term on first reference.
* Be careful about overuse of acronyms.
* Use “can” vs. “is able to.”
* Use “help” vs. “assistance.”
* Use “ask” vs. “request.”
* Use “use” vs. “utilize.”
* Use “will” vs. “shall.”
* Don’t copy and paste regulation unless necessary.

**Bad:**

The Policy Committee has determined the need for policy guidance on the issue of security practices for the organization. This policy has been developed to communicate to all workforce members the organizational expectations as they pertain to all workforce members’ adherence to a common set of practices and procedures. This policy is subject to modification as required due to regulatory changes, budget constraints and operational changes in the organizational practices.

**Good:**

All employees will follow the security practices set forth in this policy. The policy may be updated at any time due to changes in the regulations or business operations.

**Bad:**

In an effort to enhance the health and well-being of members of XYZ’s workforce, and the public in general, it is essential that XYZ promote good health in all aspects of operations. This policy is designed to set forth and inform members of the workforce and the public of the locations controlled or operated by XYZ that are available for the use of tobacco and tobacco related products. Such products may be used in these areas and only in these areas. It is the responsibility of those members of the workforce and public who utilize such designated locations to ensure such designated locations remain free of litter and discarded tobacco and tobacco related products.

**Good:**

Smoking is allowed in designated areas only. Please discard all cigarette butts and in the provided receptacles.