



In Plain English Documentation Style

In Plain English Documentation Style

- Keep track of all your facts
- Respond to “Where did you get that?”
- Provide an auditable trail

In Plain English Documentation Style

How do you keep track of your facts?

In Plain English Documentation Style

- Chicago
- NY Times
- Government Printing Office
- Strunk & White
- Personal Style Guide
- In Plain English

In Plain English Documentation Style

- 16.5% Pension Contract Doc= A
- 5-Year Annuity Insurance Stmt Doc= B
- Highest 5-years pay Conversation
with H/R Mgr = C

In Plain English Documentation Style

Old Citation System

Elvis broke all records in 1995⁵ and Tom Jones received the award in 2005⁶. Mark Anthony tied for 9th in 2006⁷.

5. Report of the Commission on Sports Medicine.

6. Spiritual Healing and High Jumping Injuries occurring at one time.

7. Op. Cit.

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In Plain English Citation System©

[Horace consumed large amounts of water believing it was an act of defiance] Pliny [could not taste the enzyme in the water] [Plato and Bush discussed the exercise on the presidential yacht]

Comment [e1]: A.217.7.3
What was significant about this water?

Comment [e2]: Is this correct?

Comment [e3]: Error - Plato not a
contemporary of Bush.
How was Pliny related to Horace's act?

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-- Final Draft --

Horace consumed large amounts of the tainted water, believing it was an act of defiance. Pliny, who had already tasted the water, could not taste the enzyme in it.

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[Horace consumed large amounts of water believing it was an act of defiance] Pliny [could not
taste the enzyme in the water]

Comment [e1]: A.217.7.3
What was significant about this water?

Comment [e2]: Is this correct?

In Plain English Documentation Style

-- Citation --

A.217.7.3

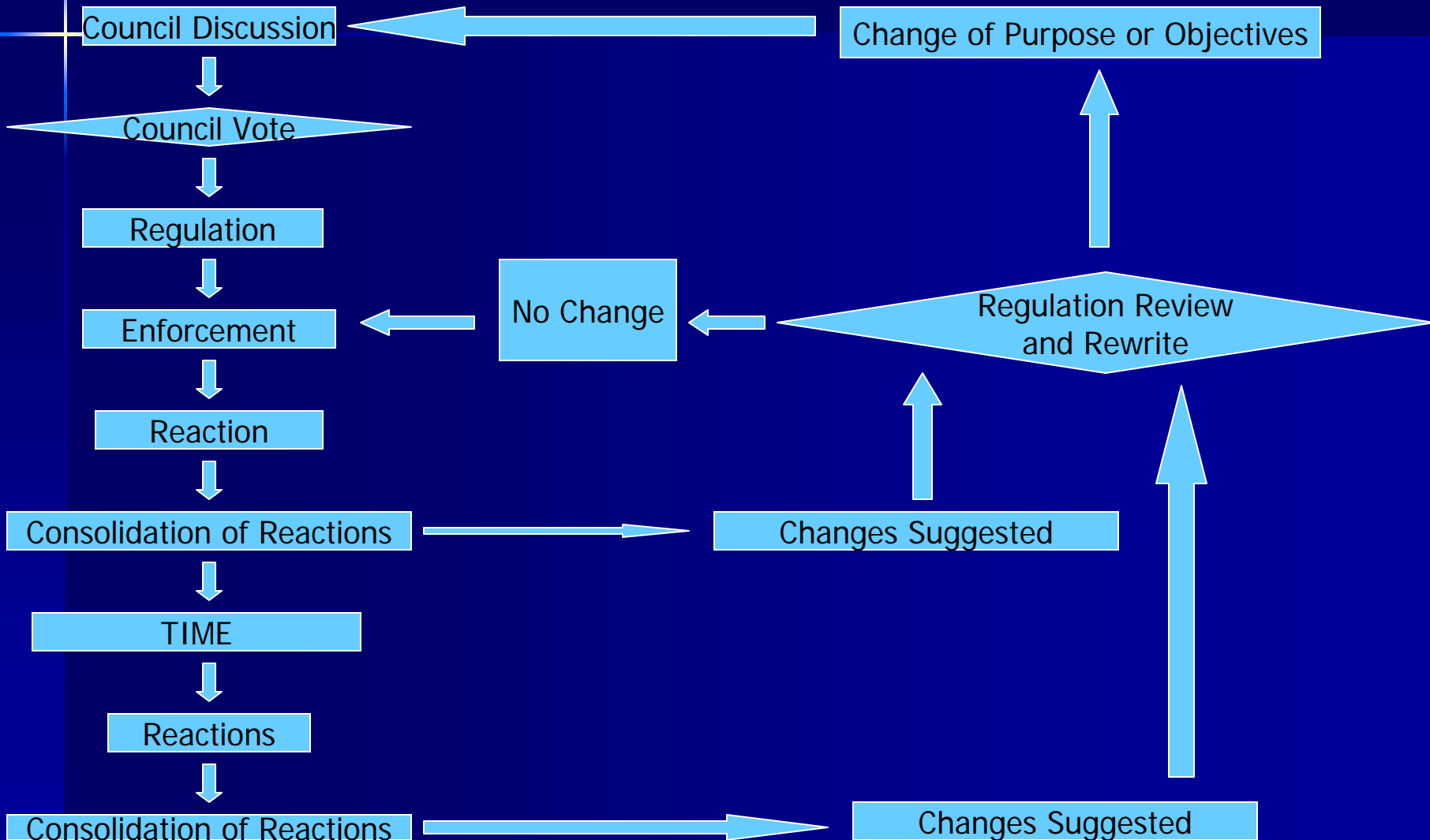
A = Document = Journal of Philosophers, 303 Edition,
May, 1304, Constantinople, Turkey

217 = Page

7 = Paragraph

3 = Line

How Rules, Regulations, Laws, Policies and Standards are Made and Rewritten



In Plain English Rule Rewriting Process

In Plain English Rule Rewriting Process

Old Address	Current Text	Purpose & Objectives	Purpose & Objectives or Reason for Change	New Text	New Address

In Plain English Rule Rewriting Process

-- In Plain English Rule Rewriting Process--

1. Document old text

In Plain English Rule Rewriting Process

-- In Plain English Rule Rewriting Process--

1. Document old text
2. Add old text to the **Form for Rewriting**

In Plain English Rule Rewriting Process

-- In Plain English Rule Rewriting Process--

1. Document old text
2. Add old text to the **Form for Rewriting**
3. *Read for currency*

In Plain English Rule Rewriting Process

-- In Plain English Rule Rewriting Process--

1. Document old text
2. Add old text to the **Form for Rewriting**
3. Read for currency
4. *Decide what to rewrite, keep or remove*

In Plain English Rule Rewriting Process

-- In Plain English Rule Rewriting Process--

1. Document old text
2. Add old text to the **Form for Rewriting**
3. Read for currency
4. Decide what to rewrite, keep or remove
5. Compare the purpose of each paragraph

In Plain English Rule Rewriting Process

-- In Plain English Rule Rewriting Process--

1. Document old text
2. Add old text to the **Form for Rewriting**
3. Read for currency
4. Decide what to rewrite, keep or remove
5. Compare the purpose of each paragraph
6. **Decide to accept as rewritten or refer for approval**

In Plain English Rule Rewriting Process

-- In Plain English Rule Rewriting Process--

1. Document old text
2. Add old text to the **Form for Rewriting**
3. Read for currency
4. Decide what to rewrite, keep or remove
5. Compare the purpose of each paragraph
6. Decide to accept as rewritten or refer for approval
7. **Communicate to officials**

In Plain English Rule Rewriting Process

-- In Plain English Rule Rewriting Process--

1. Document old text
2. Add old text to the **Form for Rewriting**
3. Read for currency
4. Decide what to rewrite, keep or remove
5. Compare the purpose of each paragraph
6. Decide to accept as rewritten or refer for approval
7. Communicate to officials
8. Incorporate changes to text

In Plain English Rule Rewriting Process

-- In Plain English Rule Rewriting Process--

1. Document old text
2. Add old text to the **Form for Rewriting**
3. Read for currency
4. Decide what to rewrite, keep or remove
5. Compare the purpose of each paragraph
6. Decide to accept as rewritten or refer for approval
7. Communicate to officials
8. Incorporate changes to text
9. **Test for usability**

In Plain English Rule Rewriting Process

-- In Plain English Rule Rewriting Process--

1. Document old text
2. Add old text to the **Form for Rewriting**
3. Read for currency
4. Decide what to rewrite, keep or remove
5. Compare the purpose of each paragraph
6. Decide to accept as rewritten or refer for approval
7. Communicate to officials
8. Incorporate changes to text
9. Test for usability
10. Communicate to all users

In Plain English Rule Rewriting Process

-- In Plain English Rule Rewriting Process--

1. Document old text
2. Add old text to the **Form for Rewriting**
3. Read for currency
4. Decide what to rewrite, keep or remove
5. Compare the purpose of each paragraph
6. Decide to accept as rewritten or refer for approval
7. Communicate to officials
8. Incorporate changes to text
9. Test for usability
10. Communicate to all users
11. Monitor Feedback

In Plain English Rule Rewriting Process

-- In Plain English Rule Rewriting Process--

1. Document old text
2. Add old text to the **Form for Rewriting**
3. Read for currency
4. Decide what to rewrite, keep or remove
5. Compare the purpose of each paragraph
6. Decide to accept as rewritten or refer for approval
7. Communicate to officials
8. Incorporate changes to text
9. Test for usability
10. Communicate to all users
11. Monitor Feedback
12. Report successes and problems to officials

In Plain English Rule Rewriting Process

-- In Plain English Rule Rewriting Process--

1. Document old text
2. Add old text to the **Form for Rewriting**
3. Read for currency
4. Decide what to rewrite, keep or remove
5. Compare the purpose of each paragraph
6. Decide to accept as rewritten or refer for approval
7. Communicate to officials
8. Incorporate changes to text
9. Test for usability
10. Communicate to all users
11. Monitor Feedback
12. Report successes and problems to officials

In Plain English

Rule Rewriting Process

-- Current Text--

Rule 1

- a. Barbers removing blood from wounds must first dip the infected area 3 times in hot water containing a poultice of bay leaves and liquor of corn.
- b. Application to barber training shall be made at the Custom House.

Rule 2

Food handler must wash his hands following handling of any pet or poison if done.

Rule 3

Fish not properly stored aboard a countertop can cause a food-borne illness therefore all fish must be rinsed with cold water and stored in a freezer at 34 degrees.

In Plain English

Rule Rewriting Process

-- New Draft --

Rule 1

[Removed – no longer enforced]

[See In Plain English's [How Rules are Made](#)]

Rule 2

Food handlers must wash their hands thoroughly in hot water for 3 minutes after touching any unclean or unsanitary surface.

Rule 3

Raw fish must be refrigerated and stored at 34° Fahrenheit at all times except during the cooking process.

In Plain English Documentation Style

Regulation Rewrite Format					
Old Address	Current Text	Purpose & Objectives	Purpose & Objectives or Reason for Change	New Text	New Address
S.51.21.11	Barbers removing blood from wounds must first dip the infected area 3 times in hot water containing a poultice of bay leaves and liquor of corn. Application to barber training shall be made at the Custom House.	Par. 1: mandates sanitary practice according to 1632 standards. Par 2: administrative instructions for filing training	Replaced by modern standards	[Removed – No longer enforced]	Removed from Manual of Sanitary Standards, 2007
F.18.3.6	Food handler must wash his hands following handling of any pet or poison if done.	Sanitary action after handling unclean articles	Updated sanitary action after handling of unclean articles Correction of gender specific language	Food handlers must wash their hands thoroughly in hot water for 3 minutes.	F.9.7.6

In Plain English Documentation Style

Regulation Rewrite Format					
Old Address	Current Text	Purpose & Objectives	Purpose & Objectives or Reason for Change	New Text	New Address
F.18.3.4	Fish not properly stored aboard a countertop can cause a food-borne illness therefore all fish must be rinsed with cold water and stored in a freezer at 34 degrees.	Instructions for fish cleaning and storage	Instructions for fish cleaning and storage	Raw fish must be cleaned according to the <u>State Standard 5.729A of the Healthy Fish Act</u> . Raw fish must be refrigerated and stored at 34° Fahrenheit at all times except during the cooking process.	F.18.3.4

Questions?

In Plain English Rule Rewriting Process

