

## A Tiny Chat Companion: Plain Language

Plain language makes sure your audience can understand what they read the first time they read it. People should be able to find what they need, understand what they find and then use what they find to meet their needs. To do this requires being thoughtful about the written and visual components of a document, sign, website, form, and so on. Resources are below.

- Federal government’s website has PowerPoints, training materials, prize winning revisions and a wealth of in-depth resources: <https://www.plainlanguage.gov/>.
- WriteClearly.org’s website has not been updated since 2012, but it has an excellent plain language library of forms for courts and legal aid programs, and a guide: The Essential Plain Language Collection: <http://www.writeclearly.org>.
- Transcend, a California-based plain language company that has done work for many court systems has a section of free resources and icons geared for courts at: <https://transcend.net/library/courts.html>.
- The Center for Plain Language is a non-profit organization dedicated to promoting and supporting plain language: <https://centerforplainlanguage.org/>.
- NWT Literacy Council is a Canadian organization interested in family, youth and adult literacy. The website has excellent free resources, including a plain language audit tool: <https://www.nwtliteracy.ca/literacy/plain-language>.
- US Citizenship and Immigration Services plain language training page: <https://www.uscis.gov/about-us/uscis-plain-language>.
- CCJ/COSCA Resolution 5 (2019) “ In Support of Implementation of Clear Communications and Streamlined Procedures in the Courts”: [https://www.ncsc.org/\\_data/assets/pdf\\_file/0027/23589/07312019-implementation-clear-communications-streamlined-procedures.pdf](https://www.ncsc.org/_data/assets/pdf_file/0027/23589/07312019-implementation-clear-communications-streamlined-procedures.pdf)