

# Plain Language Workshop

Washington, D.C.

Wednesday 14<sup>th</sup> of June 2017

## Exercise 1: Recognizing Passive Verbs

*Circle the passive verb in each of the lines below.*

	A	B	C	D
1	was written	will write	has written	is writing
2	shall deliver	may deliver	is delivering	is delivered
3	has sent	were sent	will send	are sending
4	should revoke	will be revoking	have revoked	to be revoked
5	were mailing	have been mailed	having mailed	will mail
6	may be requesting	are requested	have requested	will request

## Exercise 2: Simplifying Sentences

***Make these sentences easy to understand for anyone by shortening and simplifying.***

1. High-quality learning environments for individuals of the ages 1 to 17 years are a necessary precondition for facilitation and enhancement of the ongoing learning process.

**Children need good schools to learn properly.**

2. It is important that the recipient of this letter shall read the notes, advice and information detailed opposite then complete the form overleaf (all sections) prior to its immediate return to the Council by way of the envelope provided.

**Please read the instructions before filling out this form. When you have filled it out, please mail it back to us in the provided envelope.**

3. The approach facilitates the work of program implementers that work with smallholder farmers to think more broadly about the farm system within its agroecosystem by asking farmers to take a deeper observation and understanding of their farms and their surrounding landscapes to better design, optimize the use of, and enhance available resources (e.g. soils, water sources, crops, animals, trees and structures such as homestead or animal pen) over the long term and in response to environmental shocks and stresses.

**This approach will help program staff who work with smallholder farmers to observe and understand each farm as part of a larger agroecosystem. By designing the farm based on this understanding, farmers will be able to make better use of available resources such as soils, water sources, crops and animals. At the same time, the farm becomes more resilient to environmental shocks in the long term.**

4. Arisen from a growing need for today's organizations to better equip themselves for the fast changing global environment they operate in, Communities of Practice (CoPs) have become the



primary mechanism for moving knowledge and learning across traditional organizational boundaries and are increasingly recognized as an important mechanism to reduce time to solve problems, improve quality of decision-making, deepen organizational expertise and increase organizational learning.

Communities of Practice are becoming an important way for organizations to be equipped for a fast-changing global environment. They help organizations solve problems fast, make better decisions and learn and share knowledge across traditional boundaries.

5. A performance system will allow for the development of new and innovative training techniques and methodologies and allow companies added flexibility in tailoring their training to the specific job duties of their employees.

A performance system will allow companies to develop innovative and job-specific training techniques for their employees.



## Exercise 3: Making Lists

***Use lists to simplify the material below. Don't rewrite the sentences! Just put a colon where you need to, insert item numbers, and make one or two minor word changes.***

1. Failure to file an answer within the 30-day period may be treated as a consent to the award requested, unless the Department or other agency: **1)** requests an extension of time for filing; or, **2)** files a statement of intent to negotiate under paragraph (b) of this section.
2. The applicant and the operator must provide a statement in the permit application as to whether it is a: **a)** corporation, **b)** partnership, **c)** sole proprietorship, or **d)** other business entity. **and the Taxpayer identification numbers must also be provided.**
3. If you determine the value of your oil under this subpart, you must retain all data relevant to the determination of royalty value. You must be able to show: **1)** how you calculated the value you reported (including all adjustments for location, quality, and transportation) and, **2)** how you complied with the requirements of this subpart.
4. The Superintendent or Area Director will provide you a written notice **that will:** specifying the action that we will take under this part; explaining the reason(s) for the action; ~~The notice will~~ be delivered to you by certified mail or in person; **and,** ~~The notice will~~ include your appeal rights under § 70.10.