



# USING PLAIN ENGLISH TO CREATE EFFECTIVE WORKPLACE/BUSINESS DOCUMENTS

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My Favorite Assignment

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# OBJECTIVES OF THE ASSIGNMENT

- This is an assignment from my Introduction to Technical Writing course (ENGL 2333). The objectives are:
  - 1) To help students understand Plain English: the message written with the reader in mind, with the right tone of voice, and with the language being clear and concise
  - 2). To clarify students' misconception: the workplace writing needs to be complex in using language
  - 3). To help students practice using Plain English to write clearly and concisely in creating workplace documents



# WHAT IS PLAIN ENGLISH?

- According to the Palin English Campaign in Britain, it is the message written with the reader in mind, with the right tone of voice, and with the language being clear and concise.



# WHY USE PLAIN ENGLISH?

- It is faster to write.
- It is faster to read.
- You get your message across more often, more easily and in a more friendly way (with you readers in your mind).



# THE ASSIGNMENT ( TO BE CONTINUED)

- There are five parts in the assignment:

**PART I: Small Group Pre-exercise (about 10 minutes)**

- With a peer:
- the students will study each pair of sentences or paragraphs given
- the students will discuss which sentence/paragraph in each pair is clearer in meaning and why (*see the handout for Part I*)



# THE ASSIGNMENT ( TO BE CONTINUED)

## **PART II: Individual Reading and Writing on Plain English (about 15 minutes)**

1. Students read “How to write in Plain English” from the website of the Plain English Campaign (<http://www.plainenglish.co.uk/free-guides.html>).
2. Then, write a summary on the main features of Plain English.
3. Finally, as a continued part of the summary, write a reflection on what they have learned from the reading.



# THE ASSIGNMENT ( TO BE CONTINUED)

## **PART III: Small Group Editing Exercise (about 20 minutes)**

- *With the same peer,*
- *Students will revise the given groups of sentences by following the instruction for each.*
- *Students will remind of incorporating their understanding on the principles of Plain English just read into their revisions. (see the handout for Part III)*



# THE ASSIGNMENT ( TO BE CONTINUED)

## **PART IV: Individual Exercise (about 20 minutes)**

1. First, create a scenario that is complete, clear, and accurate for a workplace communication.
2. Then, choose a proper and effective genre for responding to the self -created scenario to communicate the message in the document.





## THE ASSIGNMENT ( THE END)

### **PART V: (about 5 minutes)**

1. Post the document created in **PART II** and **Part IV** to Discussion Board in course Blackboard.
2. Read each other's posts and write one peer response to one of your classmates' posts.



# QUESTIONS?

- Thank you!

