

## Instructions for the in-Class Activities on Using Plain English

*ABC 82<sup>th</sup> Annual International Conference 2017, Dublin, Ireland*

### *My Favorite Assignment*

*Yingqin Liu, Ph.D., Cameron University, USA*

*Email: [yliu@cameron.edu](mailto:yliu@cameron.edu)*

**Part I: Pre-exercise (about 10 minutes)** (adopted from *Technical communication today* 2<sup>nd</sup> ed. by Richard D. Johnson-Sheehan)

**Instruction:** *With a peer, please read each pair of sentences or paragraphs below and discuss which sentence in each pair is clearer in meaning and why. (see **the handout for Part I**)*

**Part II: Individual Reading on Plain English (about 15 minutes)**

**Instruction:**

1. *Open a word document with your name and date.*
2. *Read “How to write in Plain English” (PDF) **carefully and thoroughly.***
3. *Then, write a short reflection of about 200 words **focusing on***

- *a brief summary about Plain English,*
- *some important aspects you may not well-informed before **and***
- *how you think what you’ve read on plain English will help you write effective technical documents in the future.*

**Part III: Editing Exercise (about 20 minutes)** (adopted from *Technical communication* 10<sup>th</sup> ed. by Mike Markel )

**Instruction:** *With the same peer, please revise the given sentences below by following the instruction for each. Please incorporate your understanding on the principles of Plain English just read into your revisions. (see **the handout for Part III**)*

**Part IV: Individual Exercise (about 20 minutes)**

**Instruction:** *Now, based on your understanding of and practice on Plain English, create a document as your practice of using Plain English. Here:*

- *Be sure you **will create a workplace scenario, in which you need to use plain English** to communicate your idea/message effectively.*
- *So, **please***
  - *first write down your created/ imagined context or scenario, and*
  - *then respond to it by using a proper genre that requires you to use Plain English to communicate your message.*

**Part V: Peer Response (about 5 minutes)**

*Instruction: When you finish the scenario document,*

- *post both your summary and reflection and your practicing short paragraph as **one document** to the Discussion Board;*
- *read your classmates' reflections and write a constructive response to one of them.*