

Plain Language Course – Exercise File

A place to work on the exercises in the [Plain Language Course](#).

Suggested solutions can be found in this document and in the online course after each exercise.

Exercise One: How Well do you Understand?

Read the following text samples and try to figure out what they mean:

Sample Text 1:

All individuals who work with children or vulnerable adults, or have unsupervised access to children or vulnerable adults in the ordinary course of their employment, or in the practice of an occupation, or during the course of an education program and who are employed by or licensed by, or receive regular ongoing operating funds from the provincial government are covered under the Criminal Records Review Act.

Sample Text 2:

Under the Criminal Records Review Act, you must have a criminal record review conducted by the Criminal Records Review Program (CRRP) if you:

- Work with children or vulnerable adults, or
- Have unsupervised access to children or vulnerable adults during your employment, occupation or education, or
- Are licensed by or receiving funding from the provincial government

(Source: <http://www2.gov.bc.ca/gov/content/safety/crime-prevention/criminal-record-check/who-must-be-checked>)

Takeaways/answers on next page.

Exercise One Takeaways

If you gave up on reading the first paragraph and just moved on to the next one, you are not alone. Giving up is a common reaction when we come across text that is dense and hard to read.

Both text samples are about determining who needs to have a criminal record check performed.

Notes on Text Sample 1:

- Message is buried in a long and confusing run-on sentence
- Even if part of the sentence applies to you, it is hard to figure out what to do
- You might ignore the information altogether or contact a government representative for clarification.

Notes on Text Sample 2:

- A little shorter (55 vs. 66 words)
- Conveys the same information much more clearly
- Easy to scan, skip over the parts that don't apply
- Helps the reader focus on the parts that are relevant