

Exercise Eleven: Evaluating Sample Text

Here some sample text to convert to plain language:

Effective June 1, 2017, in response to client feedback, hiring managers are no longer required to submit competition documentation to the BC Public Service Agency to confirm a hire.

Eliminating the requirement to submit competition documentation to complete a hire does not remove the requirement for hiring managers to retain competition documentation. Hiring managers are still responsible for documenting and retaining all competition files, as they currently do, for a minimum of two years.

Instructions:

1. Copy the text into Microsoft Word.
2. Use the spell checker to obtain a Flesch-Kincaid Grade Level for the page. We will aim to make this nine or below.
3. Use what you have learned in this course and the [Plain Language Checklist](#) to edit the text. Simplify, clarify, and improve the content.
4. Use [Hemingway App](#) to review the page content for additional tips.

Takeaways/answers on next page.

Exercise Eleven Takeaways

Sample Revised Text:

Hiring managers no longer need to submit competition documents to confirm a hire.

Hiring managers must still keep competition documentation for at least two years.

This change came into effect June 1, 2017 as a result of client feedback.

Notice the following:

- The new text passes all of the Hemingway App's tests and nothing is highlighted
- The readability score has dropped to 7
- The word count has dropped to 39 - nearly half of the original text!
- The effective date of the change has been moved to the end as that information is less important than the changed policy itself

Tips

There are limits to the usefulness of tools like the Hemingway App! Don't take its suggestions as authoritative without carefully considering the intent of your writing.