

Plain English editing services

Transforming officialese

Our expert editors have transformed hundreds of dreary documents into clear content.

 We might need to audit your business's records to confirm the financial results for the period.

The Company may require an audit of the Business comprising an examination of such business records and financial records as necessary to ascertain financial results for the period in question.

 Where several agencies are responsible for managing transport, they will need to establish ways to coordinate risk management. The approach should be consistent throughout the transport system.

In circumstances where the institutional arrangements determine that transport systems are managed across a number of entities, arrangements and mechanisms must be established to develop a coordinated approach to the management of all transport system risks including a consistent approach on a whole-of-system basis.

 I am writing about finalising your son's enrolment. Unfortunately, I have not yet received enough documents from you to process the application.

The purpose of this letter is to assist in the finalisation of your request for your son's enrolment. Unfortunately, at this point in time, I am not in receipt of sufficient documentation to be supplied by you for the purpose of processing this application.

 If the pedestrian link is not ready when the commercial towers open, people will not be able to walk to the shopping area.

The pedestrian link may not be fully operational at the time of opening of the commercial towers, which may result in significant pedestrian travel issues for the retail precinct.

What is plain English?

A communication is in plain language if its wording, structure and design are so clear that the intended readers can easily find what they need, understand what they find and use that information.

How does it work?

Our editors use an array of tools and techniques to:

- highlight the most important information
- boost navigation
- suit your tone to your readers
- remove jargon and clutter.

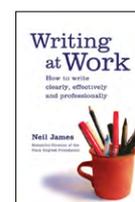
Our tools are recognised by editors across Australia and plain language practitioners around the world.

Want to know more?

Contact us to discuss your editing needs.

Our public 1-day writing skills workshop, **Plain English Essentials**, teaches busy professionals the core concepts.

Writing at Work helps you to write more effectively, whether in planning, structuring, or choosing the right tone. Get it from allenandunwin.com.



Go to plainenglishfoundation.com for tips, tools and quizzes.

We can help you get to the point. Contact us to find out how.