

Index

A

- AAFRD, *See* Alberta Agriculture, Food and Rural Development (AAFRD), Plain Language Project
- Aboriginal Law
- Aboriginals in Australia, need for plain-language documents for and about, 240-241
 - generally, 231-233
 - Indian Residential Schools Resolution Canada (IRSRC) documents rewritten, 235-239
 - terminology, changes to, 233-235
- Adler, Mark
- *Clarity for Lawyers – Effective Legal Writing*, 316-317
 - generally, 16, 20
- Alberta Agriculture, Food and Rural Development (AAFRD), Plain Language Project, 259-261
- Alberta Law Reform Institute's Plain Language Initiative (ALRI), 124-125
- ALRI, *See* Alberta Law Reform Institute's Plain Language Initiative
- Asprey, Michele
- *Plain Language for Lawyers*, 10-11, 28-29, 52, 144, 274, 306-307
- Auditors, *See* Securities Commissions
- Australia
- Aboriginals, need for plain-language documents for and about, 240-241
 - Centre for Plain Legal Language, 60
 - court summons form, 98
 - government and MacQuarrie University, online LawTerm Finder, 200
 - plain language and legislation, 156-159, 275-276

B

- Berry, Dr. Duncan, Techniques for Evaluating Draft Legislation, (App. 5.2), 79-81
- Briefs and Factums
- guidelines for writing persuasive briefs, 109-111
 - importance of plain language in, studies showing, 105-109
 - model plain-language brief, 112-120
- British and Irish Legal Information Institute (BAILII) Lecture, 101-102
- Buffet, Warren, 187
- Bylaws, *See* Municipalities

C

- Calgary, Plain Language Policy, *See* Municipalities
- Canadian Association of Municipal Administrators (CAMA), *See* Municipalities
- Canadian Bankers Association's Commitment to Plain Language, 267
- Canadian Union of Public Employees (CUPE), *See* Municipalities
- Center for Plain Language (U.S.), 280
- Centre for Feminist Legal Studies, Faculty Of Law (U.B.C.), A Plain Language Guide for Women Who Have Experienced Abuse, 200
- Clarity
- checklist (App. 5.1), 76-78
 - generally, 277-278
- Cloze Procedure, 73-74
- Code Words, Medical, *See* Health Law
- Collective Agreements
- audience, 177

Collective Agreements, cont'd

- case history of public sector clause, 180-182
- examples of before and after clauses, 183-185
- nature of agreements, 175-176
- poor writing
 - reasons for, 178
 - results of, 179-180
- purpose of agreements, 176-177
- readability, 42, 177, 178-179

Communication Triad

- audience, 28
- example, 29-38
- message, 28-32, 33
- purpose, 32-33

Consumer Protection Act (South Africa), 20-22, 265

Contracts

- Canadian Bankers Association's commitment to plain language, 267
- common contracts, 263
- Magna Carta, history and contents, 263-264
- purpose of plain language in contracts, 268-269
- South Africa's *Consumer Protection Act, 2008*, 265
- status of plain language efforts for contracts, 269-270
- Texas, consumer credit contracts rewritten, 266
- *Writing Contracts in Plain English*, 265

Courts

- appropriateness of plain language in, 85-87
- Australia, court summons form, 98
- British and Irish Legal Information Institute (BAILII) lecture, 101-102
- Canada
 - Alberta Court of Queen's Bench Rules of Court, 2010, 99
 - B.C. Small Claims Court, 97
 - Federal Court Rules, 96
 - judgment writing course, 98

- plain language jury instructions, 97-98
- class action settlement, notice, 100-101
- court claim forms, 96
- court submissions, 95
- jury instructions, 94-95
- publications promoting plain language
 - *Forget the Windup and Make the Pitch*, 90-94
 - *Literacy and Access to Administrative Justice in Canada*, 89-90
 - *Literacy in the Courtroom: A Guide for Judges*, 87
 - *Problem-Solving in Canada's Courtrooms, A Guide to Therapeutic Justice*, 88-89
- United Kingdom
 - Civil Court Rules, 96
 - new language in civil courts, 97
- United States
 - Federal Rules of Civil Procedure, 2007, 98-99
 - Federal Rules of Evidence, 2011, 98-99

D

Definitions

- generally, 4-13
- plain English vs. plain language, 3-4
- plain legal language, 17-20

Dick, Robert

- *Legal Drafting in Plain Language*, 9-10, 122

Divorce Agreements, Audience-Sensitive, *See* Family LawDrug Labels, *See* Health Law**E**

Eagleson, Robert

- Australian legislation, changes in, 276

- *Case for Plain Language, The*, 8-9
- *Lawyers' Skills and the Success of Plain Language*, 8-9
- *Mabo, Wik and Native Title*, 240
- *Taking the Gobbledegook Out of Legal Writing*, 297
- *Writing in Plain English*, 98

English as a Global Language, 295-296

Essential Plain Language Collection for Legal Aid Agencies (U.S.), 201-201

Ethical Foundations

- authority for plain language, 44-45
- consumer needs, 40
- fraudulent writing, legal language as, 42-43
- history, 39-40
- literacy of reader, 40, 41

European Union

- legislation, guidelines for writing, 167
- Unfair Contracts Directive, 282

Evaluating Draft Legislation, Techniques (App. 5.2), 79-81

Evaluation, *See* Testing and Evaluation

F

Factums, *See* Briefs and Factums

Family Law

- audience-sensitive divorce agreements
 - child custody, support and property division agreement, 203-209
 - client information letter, 210-215
- divorce flowchart, 216-217
- glossary of legal terms, plain-language version, 218-219
- initiatives in plain language
 - Australian Government and MacQuarrie University, online LawTerm Finder, 200
 - British Columbia Family Law website, 201

- Centre for Feminist Legal Studies, Faculty of Law (U.B.C.), 200
- *Essential Plain Language Collection for Legal Aid Agencies*, (U.S.), 201-202
- Family Justice Working Group (Canada), 201
- *Gains from Clarity: A Research Report on the Effects of Plain-Language Documents*, The (Australia), 202
- Law Society of Upper Canada, Family Law website, 201
- National Action Committee on Access to Justice in Civil and Family Matters (Canada) Report, 200
- self-represented litigants, 200

Famous 5, *See* Gender, Persons Case

Felsenfeld, Carl and Alan Siegal

- *Writing Contracts in Plain English*, 265

Financial Writing, Problems and Solutions, *See* Securities Commissions

Fonts, Clarity and Size, 6, 10, 13, 37, 96, 101, 157, 162, 172-173, 204, 222, 252

Forget the Windup and Make the Pitch, *See* Courts

Forms, *See* Public Forms, Release Forms

Fraudulent Writing, Legal Language As, 42-43

G

Garner, Bryan A.

- *Dictionary of Modern Legal Usage*, A, 4, 12, 245, 246, 289
- generally, 54, 302, 306
- *Legal Writing in Plain English*, 149
- *Winning Brief, The*, 109

Gender

- Australia, Centre for Plain Legal Language summary, 60
- French, gender-neutral language in, 59-60
- guidelines for gender-neutral language usage, 54-56
- House of Lords, name not changed, 58
- Martin, Clara Brett, 57
- perpetuation of masculine model, 51-52
- Persons Case (1929), 57
- political correctness, 47
- sexist language
 - church, 50
 - corporations, 50
 - investment industry, 49-50
 - legislation, 49
 - national anthem, 50-51
 - newspapers, 49
 - papal law, 49
- South Africa, Constitution of, 58
- “they” as singular, 53-54
- Westminster, language in legislation passed by, 58

Good Law Initiative (U.K.), 274-275

H

Health Law

- dictionaries of medical terms, 225-227
- example of need for plain language, 227-228
- fonts, 222
- initiatives in plain language
 - consent forms, 223-224
 - drug labelling, 222-223
 - insurance, health (U.S.), 225
 - legislation, guides to, 224-225
- reasons for plain-language documents, 221-222
- terms, “code words” and the need for vigilance, 229-230

Hong Kong, Drafting Legislation in, 276-277

I

Iacobucci, Justice Frank, Opinion of Legal Profession, 43

IC Clear Consortium, 14, 278-279

Income Tax Act, 2007 (New Zealand), 165

Income Tax Assessment Act 1997 (Australia), 165

Indian Residential Schools Resolution Canada (IRSRC), *See* Aboriginal Law

Interdisciplinary Nature of Plain Language, 13-16

International Initiatives For Plain-Language Legislation

- Australia, 157-159, 165
- European Union, 167-168
- New Zealand, 163-165
- Sweden, 168
- United Kingdom, 159-163, 165-167
- United States, 156

International Plain-Language Organizations

- Clarity, 277-278
- International Plain Language Working Group (IPLWG), 278
- Plain Language Association InterNational (PLAIN), 278

International Plain Language Working Group (IPLWG), 278

J

Judges, Plain Language for, *See* Courts

Jury Instructions, *See* Courts

K

Kimble, Joseph

- generally, 98, 99
- *Lifting the Fog of Legalese: Essays on Plain Language*, 86
- *Plain English: A Charter for Clear Writing*, 4

- *Writing for Dollars, Writing to Please*, 5-8, 19, 63, 75-76, 85-86, 105, 154, 279, 282, 308-310

L

Laskin, Justice John I.

- *Forget the Windup and Make the Pitch*, 90-94

Lawterm Finder, Australia, 200

Legal Writing and Research

Instructors

- challenges according to Julie Clement (App. 19.2) 301-303
- thoughts on plain language generally (App. 19.1), 297-300

Legislation

- Canadian initiatives for plain-language legislation, 168-169, 282-285
- checklist of features for plain-language legislation, 172-173
- costs of unintelligible writing, 173-174
- definitions, placement and style of, 170-172
- drafting generally, 151-153
- glossary of terms for plain-language legislation, 286-289
- international initiatives for plain-language legislation
 - Australia, 157-159, 165
 - European Union, 167-168
 - New Zealand, 163-165
 - Sweden, 168
 - United Kingdom, 159-163, 165-167
 - United States, 156
- reasons for plain-language revision, 153-156
- “required by statute”, 169-170
- “shall”, removal of term, 289-290

Literacy in the Courtroom: A Guide for Judges, *See Courts*

Literacy and Access to Administrative Justice in Canada, *See Courts*

M

Magna Carta, History and Contents, 263-264

Martin, Clara Brett, 57

Medical Consent Forms, *See Health Law*

Medical Terms, Plain-Language Dictionaries, *See Health Law*

Mellinkoff, David

- generally, 122, 306
- *Language of the Law, The*, 4-5, 9
- *Mellinkoff’s Dictionary of American Legal Usage*, 4-5, 14, 125, 131

Minneapolis, Plain Language Charter, *See Municipalities*

Municipalities

- bylaw reform, 146-147
- example of plain-language bylaw
 - appearance, 139
 - clauses avoided, 143-144
 - definitions, 140-141
 - examples and explanatory notes, 145
 - headings and subheadings, 145-146
 - preambles and enacting words, 139-140
 - question, answering the, 142-143
 - readings of bylaw clause, 144
 - text improvements, 141-142
 - titles, 139
 - tone, 143
 - visual aids, 144
- plain-language initiatives
 - Calgary, plain language policy, 150
 - Canadian Association of Municipal Administrators (CAMA) and Canadian Union of Public Employees (CUPE), 147
 - Minneapolis, Plain Language Charter, 149
 - Toronto, 148
- public notice rewritten, 272-273

N

National Action Committee on Access to Justice in Civil and Family Matters (Canada) Report, 200

New Zealand

- *Income Tax Act, 2007*, 165
- Tax Drafting Conference Proceedings, plain-language drafting, 163-164
- visual techniques, 165

P

Per Stirpes Clauses, 126-130

Plain Language Association International (PLAIN), 45, 270, 278, 279

Plain Language Project (B.C.), *See* Wills

Plain Writing Act of 2010 (U.S.), 156, 280-281

Plain Writing Publications, 279

Problem-Solving in Canada's Courtrooms, *A Guide to Therapeutic Justice, See* Courts

Public Forms

- Alberta Agriculture, Food and Rural Development (AAFRD) forms project, 259-261
- audience, 250, 252
- common problems, 250-252
- definition, 249
- design principles, 252-256
- example bank form, before and after plain language, 257-258
- fonts and readable text, 252, 256
- testing, 256-257

Q

Quebec, Plain Language in (App. 1), 22-25

R

Readability Formula Testing, *See Also* Testing and Evaluation

- advantages, 72-73
- disadvantages, 71-72
- examples, 69-70
- generally, 68

Release Forms

- example of original and rewritten form
 - original form and discussion, 244-245
 - rewritten form and discussion, 245-248

"Required By Statute", *See* Legislation

S

Securities Commissions

- best practices, examples, 197-198
- financial writing, problems
 - annual reports, 187
 - financial literacy, 188
 - financial reports, 187
- financial writing solutions
 - Canadian examples, 189-198
 - plain language, 188
 - U.K. initiative of Financial Reporting Council, 188
 - U.S. Securities and Exchange Commission plain-language suggestions for joint-proxy statements and prospectuses, 188-189

Self-Represented Litigants, *See* Family Law

Sexist Language, *See* Gender

South Africa

- *Constitution*, 58
- *Consumer Protection Act*, 20-22, 265

Standards, Uniformity of, 292-293

Sullivan, Ruth

- generally, 158

- *Promise of Plain Language Drafting, The*, 12-13, 154, 155

Sweden, Plain Language in Government, 168

T

Tax Law Rewrite Project (U.K.), 274

Teaching Plain Language

- generally, 291-292
- resistance, 293-295

Testing and Evaluation

- CLARITY checklist (App. 5.1), 76-78
- Cloze procedure, 73-74
- comprehension test results, comparison, 73-75
- designing the test, 64-65
- evaluating draft legislation, techniques (App. 5.2), 79-81
- international test results, 75-76
- pretesting, 68
- public forms, 256-257
- questionnaires, 67
- readability formula testing, 68-73
- types of testing, 64, 65
- why it matters, 63-64, 75

Timeshare Act (U.K.), 51-52, 159-164

U

Unions, *See* Collective Agreements

United Kingdom

- Civil Court Rules, 96
- Good Law Initiative, 274-275
- Financial Reporting Council proposal for clearer financial reports, 188
- plain language in statutes, 159-163, 274-275
- Tax Law Rewrite Project, 274
- Unfair Terms in Consumer Contracts Regulation, 1999, 282

United Nations, 282

United States

- Center for Plain Language, 280
- *Essential Plain Language Collection for Legal Aid Agencies*, 201-202
- Federal Rules of Civil Procedure, 2007, 98-99, 279
- Federal Rules of Criminal Procedure, 279
- Federal Rules of Evidence, 2011, 98-99, 279
- health insurance, plain language summaries, 225
- plain-language initiatives, 281-282
- *Plain Writing Act* of 2010, 156, 280-281
- Securities and Exchange Commission plain-language suggestions for joint-proxy statements and prospectuses, 188-189
- Texas, consumer credit contracts rewritten, 266

W

Wills

- audience, 122-123
- ending of will, 131
- example of plain-language will, 132-134
- glossary of terms, inclusion of, 134
- nature of wills, 121-122
- per stirpes clauses, 126-130
- plain-language wills projects
 - Alberta Law Reform Institute's Plain Language Initiative (ALRI), 124-125
 - Continuing Legal Education (CLE) Society of B.C.'s Plain Language Project, 123-130
 - per stirpes clauses, 126-130
- purpose, 122-123

Wydick, Richard

- *Plain English for Lawyers*, 9

Index

A

- Aboriginal Law Documents, Before and After, 303-309
- Adler, Mark
 - Better Drafting of a Will article, 172-174
- Ancient Language, 53-54
- Arbitration Clause, Model, 233
- Audit Reports, Model Documents
 - model glossary, 276
 - model segments, 263-275
 - plain-language features, 277
- Awkward, Unnatural Language, 121

B

- BCSC Plain-Language Style Guide, Examples, 4-7
- Boxed Text Design Problems, 217
- Briefs and Factums, Guidelines on Organizing, 153-158
- Bylaws, Municipal
 - contents page, 203
 - openings, 202
 - plain-language sample, 189-200

C

- Capitalization Rules, 55-58
- CLARITY Guidelines
 - examples and exercises
 - Conciseness, 8-13
 - Lean and Lively Language, 13-23
 - Active Voice, 24-27
 - Regular and Reasonable Language, 28-31
 - Image-evoking and Specific Language and Design, 32-41
 - Tight Organization, 42-48
 - You and Your Audience, 48-49
 - guidelines, 1-3

- integrating guidelines, 50-51
- Class Action Notice
 - original as published, 316-318
 - suggestions and commentary, 319-321
- Colon Rules, 59-61
- Comma Rules, 62-64
- Commonly Confused Words, 65-68
- Confidentiality Agreement, Before and After, 355-358
- Confusing Vocabulary, 121
- Consent Form, 293-295
- Construction Contracts
 - model international contract, 336
 - plain-language example, 337-345
- Contracts
 - confidentiality agreement, 355-358
 - construction contract, 337-345
 - credit card agreement, 353
 - farmout agreement segment, 359
 - farmout proposal letter, 360-363
 - feeder agreement, 365-366
 - *force majeure* clause in a lease, 351
 - international construction contract clause, 336
 - Nunavut Land Claims Agreement, A Plain Language Guide to the, 325-335
 - publishing contract
 - after, 349-350
 - before, 346
 - changes suggested, 347-348
 - release and waiver, 352
- Courts, Model Documents, Before and After
 - commentary from rewritten US Federal Rules of Civil Procedure, 144-147

Courts, Model Documents, Before and After, cont'd

- court order to produce clinical records, 140-143
- decision, model in plain-language, 135-139
- decision, plain-language characteristics, 148
- jury instructions, 149

Credit Card Agreement, Before and After, 353

D

Dangling Participles, How to Eliminate, 69-71

Dashes and Parentheses Rules, 72-74

F

Family Law, Model Documents

- separation agreement, 281-282
- Transcend documents
 - court order for divorcing spouses, before and after, 286-289, 290
 - Don't Put Your Kids in the Middle, 284
 - How to Change a Parenting Plan, 285

Farmout Agreement Segment, 359

Farmout Proposal Letter, 360-363

Feeder Agreement, 365-366

Flow Chart for Legislation, Example, 232

Force Majeure Clause, 351

Formal Language, 121

G

Gender-Neutral Language, 75-76

Grammar, Rules of

- capitalization, 55-58
- dangling participles, 69-71
- misplace modifiers, 81-82
- numbers
 - legislation, in, 85

- words or figures, 83-84, 86-87
- parallelism, 90-93
- possessives, 94-97
- pronouns, 98-101
- sentence fragments, 108-111
- standard English test, 114-116
- subjects and verbs agreement test, 117-118
- subjects and verbs placement test, 119-120

Grievance Mediation Forms, Model Documents

- agreement to mediate form, 256
- mediator appointment agreement, 257-259
- memorandum of understanding, 254-255

H

Health Law, Model Documents

- consent form
 - original, 293
 - rewrite suggestions, 294-295
- hospital patient form – Canada
 - original, 299
 - rewrite suggestions, 299
 - rewritten, 300
- hospital patient form – U.S.A.
 - original, 296
 - rewrite suggestions, 297
 - rewritten, 298

Hyphen Rules, 77-79

I

In Respect of, Use of Phrase, 103-104

International Construction Contract Clause, 336

J

Jargon, Verbifying Nouns, 122

Jury Instructions, Model Documents, 149

K

Kimble, Joseph

- commentary from rewritten U.S. Federal Rules of Civil Procedure, 144-147
- How to Write an Impeachment Order, 14-16

L

Language Use, Rules of

- ancient language, 53-54
- commonly confused words, 65-68
- gender-neutral language, 75-76
- opening sentences/segments, 88-89
- sentence fragments, 108-111
- shall, use of, 112-113
- twinning of synonyms, 80, 121
- typical problems in legal writing, 121-122
- verbose verbs, 123-125
- with respect to, in respect of, respecting, 103-104

Lease Clauses, Municipal, 201

Legislation, Model Documents

- *Finance Act 1992* (U.K.), 222-231
- *Financial Consumers Act* (Alberta), model arbitration clause, 233
- flow chart example, 232
- *Income Tax Assessment Act 1997* (Australia), selected sections, 234-249

MMediation Forms, *see* Grievance
Mediation Forms

Misplaced Modifiers, 81-82

Model Arbitration Clause, 233

Municipal Law, Model Documents

- boxed text design problems, 217
- bylaw
 - contents page, 203
 - openings, 202
 - plain-language sample, 189-200
 - procedures bylaw, 213-215

- lease clauses, 201
- public notices, 204-212
- streets guidelines, 216-217

N

Nouns Verbified, 122

Numbers Rules, 83-87

Nunavut Land Claims Agreement, a
Plain Language Guide to the, 325-335**O**

Opening Sentences/Segments, 88-89

P

Parallelism Rules, 90-93

Parentheses Rules, 72-74

Possessives Rules, 94-97

Pronouns and their References, Rules
for, 98-100

Public Forms, Model Documents

- class action notice, 316-321
- form for travelling seniors, exercise, 315
- Notice of Annual Meeting, 313-314

Publishing Contract

- after, 349-350
- before, 346
- changes suggested, 347-348

Punctuation

- colons, 59-61
- commas, 62-64
- dashes, 72-74
- hyphens, 77-79
- parentheses, 72-74
- possessives, 94-97
- semicolons, 105-107
- standard English test, 114-116
- test, 101-102

R

Release and Waiver, Model Form, 352

Respect – With Respect to, in Respect of, Respecting, Use of Phrases, 103-104

Rules of Civil Procedure, Model Documents

- Joseph Kimble’s commentary on rewritten U.S. Federal Rules, 144-147

S

Segments/Opening Sentences, 88-89

Semicolons Rules, 105-107

Sentence Fragments Rules, 108-111

Separation Agreement, Model Document, 281-282

Shall, Use of, 112-113

Skimming and Scanning, How to Make Them Work, 370

Standard English Test, 114-116

Subjects and Verbs

- agreement, 117-118
- placement, 119-120

Substitutes for Non-Plain-Language Words and Phrases, 21-22

Synonyms, Twinning of, 80, 121

T

Tests

- capitalization test, 57
- colons test, 60
- commas test, 63
- dangling participles test, 70
- dashes and parentheses test, 73
- gender-neutral language test, 75
- hyphens test, 78
- misplace modifiers test, 81
- numbers test, 86
- opening sentences/segments test, 88
- parallelism test, 91
- possessives test, 96
- pronouns and their references test, 99
- punctuation test, 101
- semicolons test, 106
- sentence fragments test, 110

- shall test, 112
- standard English test, 114
- subjects and verbs agreement test, 117
- subjects and verbs placement test, 119
- verbose verbs test, 123
- with respect to, in respect of and respecting test, 103

Transcend Documents, *see* Family Law, Model Documents

Twinning of Synonyms, 80, 121

U

U.S. Federal Rules of Civil Procedure, Commentary on, 144-147

V

Verbs

- agreement with subject, 117-118
- placement, 119-120
- verbose, 123-124

Visual Layout, 125-128

W

Web and Print Writing and Design

- differences between print and web, 369-370
- skimming and scanning online, how to make them work, 370

Wills, Model Documents

- Better Drafting of a Will article, 172-174
- Henry Tudor’s will, sample, 162-171
- original precedent, 176-180
- plain language will, 181-186

With Respect to, Use of Phrase, 103-104

Word Usage, *see also* Language Use, Rules of

- awkward, overly formal, confusing and incorrect, 121
- substitutes for non-plain-language words and phrases, 21-22
- synonyms, twinning of, 80, 121