COURSE SYLLABUS

Plain Language Writing for Federal Communicators Course (Self-Paced)

Learn practical strategies for planning, drafting, and editing federal communications that are clear, effective, and compliant with plain language standards.

> Group classes (Live Online) and onsite training are available for this course. For more information, email onsite@graduateschool.edu or visit: https://www.graduateschool.edu/courses/plain-language-writing-for-federal-communicators-course-self-paced



support@graduateschool.edu •
(888) 744-4723

Course Outline

Module 1: Why Plain Language Matters in Federal Work

- Plain Writing Act and guidance landscape
- What "plain" really means
- Reflection: A document that failed its reader

Module 2: Planning Before Writing

- Reader, purpose, and the one action you need
- Structuring information for scanning, not reading
- Activity: Reader-and-purpose brief

Module 3: Writing the First Draft

- Active voice, short sentences, everyday words
- Headings, lists, and tables that earn their space
- Activity: Rewrite a notice paragraph

Module 4: Editing for Clarity and Brevity

- The plain language editing pass
- Translating legal and technical content
- Activity: Edit a real federal document excerpt

Module 5: Capstone — Your Plain Language Toolkit

- Capstone Activity: Build a personal editing checklist
- Closing: Habits that keep your writing plain