

Plain Language Writing for Federal Communicators Course

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

Group classes in Live Online and onsite training is 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>



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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