

AI for Plain English

Digital Knowledge Sharing

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J8

QA - Review Checklist

	Constraint	Rule	Test	Desktop Result	Mobile Result	Comments
Content (basic)						
Page content checkpoints						
Text	Language	Spelling	MUST Conform to British English standards (Oxford Dictionary, if reference needed)	Spell check in MS Word	Pass	
Text	Language	Grammar	MUST Conform to British English standards (Oxford Guide to Grammar, if reference needed)	Grammar check in MS Word	Pass	
Text	Language	Readability (plain Eng)	Should Be understandable at first reading by someone with Grade 6 education (age 13-14)	MS Word / HemmingwayApp	N/A	
Text	Language	Style	TBA Conform to language rules defined in EPA Style Guide (TBA)	Visual comparison to Style Guide	N/A	
Presentation	Layout and visual design		MUST Adhere to design patterns and conventions for the website	Visual inspection	Pass	
Presentation	Text formatting		MUST NOT Use formatting sparingly (bold, italics). Never change text colour or font or size. Never underline text that is not a link, i.e. <u>underline</u>. Never change alignment, i.e. left-aligned, right ragged.	Visual inspection	Pass	
HTML	Code		MUST Tidy code and delete all code soup, e.g. , , ., <p></p> (empty tags), etc. (Never cut-n-paste from MS word, emails, PDFs, etc.)	Visual inspection / www.html-cleaner.com	Pass	
HTML	Code		MUST Conform to semantic structure, e.g. h1, h2, h3, p, ol, ul, etc.	Visual inspection	Pass	
Links	All		MUST NOT No broken links internal or external	Visual inspection	Pass	
Links	Internal		MUST Use internal link functionality in CMS.	Visual inspection	Pass	
Links	External		MUST Open in a new window. Use canonical address. Populate title as follows "This link will open in a new tab or window". Add rel="noopener" within link tag also. EXAMPLE: 	Visual inspection	Pass	
Links	Document		MUST Add title as follows "This link will download or open a PDF document in a new tab or window". (Where possible, add file type and filesize within parentheses. For example ... [pdf XXXKB].)	Visual inspection	N/A	
Links	Email		MUST Open in a new window. Populate title as follows "This link may open an email application in a new tab or window".	Visual inspection	Pass	Added for emails

Ready | Accessibility: Investigate | 40%



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and writing programmes

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Writing well for specialists

Hide

Government experts often say that because they're writing technical or complex content for a specialist audience, they do not need to use plain English. This is wrong.

Research shows that higher literacy people prefer plain English because it allows them to understand the information as quickly as possible.

For example, [research into use of specialist legal language](#) in legal documents found:

- 80% of people preferred sentences written in clear English - and the more complex the issue, the greater that preference (for example, 97% preferred 'among other things' over the Latin 'inter alia')
- the more educated the person and the more specialist their knowledge, the greater their preference for plain English

People understand complex specialist language, but do not want to read it if there's an alternative. This is because people with the highest literacy levels and the greatest expertise tend to have the most to read.

Department of Enterprise, Trade & Employment

enterprise.gov.ie/en/

English / Gaeilge

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Workplace & Skills

We ensure through work at national and international levels that workplaces are safe, employment rights are respected, harmonious industrial relations are promoted and any disputes or breaches are handled efficiently and effectively; that skills needs are identified and met through alignment of education and training provision and, as required, through targeted and efficient economic migration.

EU & Internal Market

We have a leadership and coordination role in respect of the EU Competitiveness Council and on the Single Market and generally in driving the department's EU agenda. We engage proactively at EU institutional level and with our EU partners so as to ensure that departmental EU priority measures are advanced.

Company & Corporate Law

Company law provides the legislative framework for the structure and operation of companies registered in Ireland, whether domestic or foreign. It seeks to ensure a balance between simplifying the day-to-day running of a business, maintaining necessary protections for

Consumer & Competition

To help make markets work effectively for consumers and for the economy as a whole, our work falls under two main headings: national policy and EU policy on current competition and consumer matters; and supporting as well as liaising with and monitoring the

Reading levels		
Grade 1	Age 6 - 7	
Grade 2	Age 7 - 8	
Grade 3	Age 8 - 9	
Grade 4	Age 9 - 10	
Grade 5	Age 10 - 11	
Grade 6	Age 11 - 12	Target
Grade 7	Age 12 - 13	Target
Grade 8	Age 13 - 14	Target
Grade 9	Age 14 - 15	
Grade 10	Age 15 - 16	
Grade 11	Age 16 - 17	
Grade 12	Age 17 - 18	
Grade 13	Age 18+	
Grade 14	Age 18+	
Grade 15	Age 18+	
Grade 16	Age 18+	

Hemingway Editor File **Plus** Fix Grammar **Plus** Rewrite **Plus** Paragraph B I ↻ Menu

Write Edit Feedback

We ensure through work at national and international levels that workplaces are safe, employment rights are respected, harmonious industrial relations are promoted and any disputes or breaches are handled efficiently and effectively; that skills needs are identified and met through alignment of education and training provision and, as required, through targeted and efficient economic migration.

Readability ⓘ ⓘ
 Post-graduate
 Poor. Aim for 9.

Words: 55
 Show more stats ▾

1 of 1 sentences is very hard to read.

0 of 1 sentences are hard to read.

Find grammar and spelling issues with Editor Plus.
 Upgrade

6 weakeners.
 View details



0 words with simpler alternatives.

A white, stylized robot with two glowing red eyes and a simple black smile. It has a name tag on its chest that reads "HELLO I AM YOUR ROBOT OVERLORD". The robot is set against a black background.

Let's see how AI can help.

But remember...

Als are **stochastic parrots**

	A parrot	Machine learning algorithm
		
Learns random phrases	✓	✓
Doesn't understand shit about what it learns	✓	✓
Occasionally speaks nonsense	✓	✓
Is a cute birdie parrot	✓	✗

“Rewrite the following text in **plain English** so it can be understood by an **adult** with a **US Grade 6** (or 5?, or 4?) **education and reading level.**”



Rewrite the following text in plain English so it can be understood by an adult with a US Grade 6 education and reading level.



Sure! Please share the text you'd like me to rewrite.

We ensure through work at national and international levels that workplaces are safe, employment rights are respected, harmonious industrial relations are promoted and any disputes or breaches are handled efficiently and effectively; that skills needs are identified and met through alignment of education and training provision and, as required, through targeted and efficient economic migration.

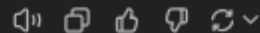


We work at both national and international levels to make sure workplaces are safe, workers' rights are protected, and good relationships between employers and employees are encouraged. If there are problems or disagreements, we handle them quickly and fairly. We also make sure people get the skills they need by improving education and training, and if needed, we bring in workers from other countries in a smart and efficient way.

Rewrite it again into 2 short sentences



We work to keep workplaces safe, protect workers' rights, and promote good relationships between employers and employees. We also help people get the skills they need through training and, when necessary, bring in workers from other countries.



Rules

Use on **PUBLICLY** available content only.

Do **NOT** use it on internal or protected content.

Always **CHECK it** afterwards. Always!

Be judicious. It's a mindless **TOOL** not a miracle.

YOU remain accountable for your content.

IT will establish **protocols/access** ongoing.



Shane Diffily