Are you at the Plain English Party?
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Are you still using expressions like ‘Please be informed,’ ‘Kindly be advised,’ ‘The above-mentioned services,’ ‘Kindly revert at your earliest,’ ‘Enclosed herewith,’ ‘Please find enclosed,’ ‘Your good self,’ and other stock phrases in your business communications?

Let’s learn how to be a better business English writer by using plain English.
Compare the following examples to see how to replace old-fashioned phrases with plain English.

**I have the pleasure of informing you.**
- I am pleased to tell you.

**As per our phone conversation this morning...**
- It was good to speak to you this morning.

**I have worked on the above-mentioned issue.**
- I have worked on the issue.

**Should you require any further information...**
- If you have questions or concerns...

**Kindly furnish us with the below-mentioned documents in an urgent manner.**
- Please send us these documents soon.

**Please be advised that our next meeting will be held on Friday, May 9.**
- Our next meeting is on Friday, May 9.

**The cause of your complaint is being thoroughly investigated.**
- We are looking into the matter.

**We will revert the funds to your good self by early next week.**
- We will send you the funds by early next week.

**We should be grateful if you would be good enough to inform us.**
- Please let us know.
In this mini lesson, you worked with your coach to see how to use plain English in your business communications.

Let’s Review

What is plain English?
Plain English is clear, concise, conversational, yet courteous.
It uses common, everyday words, short sentences, and sounds informal and personal.

What is old-fashioned business English?
Old-fashioned business English is fussy, formal, and flowery.
It uses big, showy words, long-winded sentences, and sounds aloof and impersonal.

Let’s Practice

Work with your coach to revise the following texts in plain English.

a. The process of registering a pesticide begins with submission to EPA of an application package. EPA’s review of this application includes assessment of the hazards to human health and the environment that may be posed by the pesticide. Depending on the class of pesticide and the priority assigned to it, the review process can take several years.

b. This program promotes efficient water use in homes and businesses throughout the country by offering a simple way to make purchasing decisions that conserve water without sacrificing quality or product performance.

c. For local PC printing, it is recommended that you use a high-resolution laser or wax-transfer type printer for color reproductions, and that the printer have at least 1 MB of memory.

From https://www.plainlanguage.gov/examples/before-and-after/