


ISO/TC 184/SC 4 Industrial Data Quality Committee

Plain english, overview

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ISO/TC 184/SC 4/QC Plain English, Overview

 Winner
2007 & 2021
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Objective

The objective of this workshop is to give an overview of the Plain English.

Agenda

- ISO Code of Conduct
- Drafting Standards material
- Plain English, overview

ISO code of conduct

Respect others

Uphold consensus and governance

Behave ethically

Agree to a clear purpose and scope

Escalate and resolve disputes

Participate actively and manage effective representation


Work for the net benefit of the international community

| | |
|--------------------------------------|---|
| Respect others | <p>We are committed to:</p> <ul style="list-style-type: none"> ▶ Respecting others and the professional culture of international standardization within ISO ▶ Conducting ourselves in a professional manner ▶ Respecting others and the diversity of professional opinions – scientific, technical, or otherwise ▶ Embracing the concepts of compromise and consensus-building in the development of ISO standards ▶ Accepting and respecting consensus decisions of the committee or working group and of the ISO/TMB ▶ Making the effort to hear and understand the views of all, regardless of the diversity of acceptable accents and levels of command of the language of the meeting |
| Behave ethically | <p>We will:</p> <ul style="list-style-type: none"> ▶ Act in good faith and with due care and diligence ▶ Avoid collusive or anticompetitive behavior ▶ Promote a culture of fair and ethical behavior, without prejudice against any ISO actor based on any human differences ▶ Refrain from debate and discussion that is disrespectful, threatening (mental or physical), or otherwise unprofessional in tone or which is offensive to other participants and damaging to ISO and the overall process of achieving consensus ▶ Treat all persons with respect and fairness and not offer or appear to offer preferential treatment to any person or group ▶ Refrain from disseminating false or misleading information or from withholding information necessary to a full, fair, and complete consideration of the issues ▶ Not harass, threaten or coerce any participant in an effort to persuade or sway votes. This does not preclude professional, respectful debate and exchange of views that contain information and/or present perspectives intended to persuade other participants to lend their support or opposition to issues, proposals, etc. in order to ultimately achieve consensus ▶ However, efforts to persuade support or opposition during the development of ISO deliverables shall not be done by committee chairs, managers, WG convenors or project leaders who must be neutral international facilitators of the work |
| Escalate and resolve disputes | <p>We will identify and escalate disputes in a timely manner to ensure rapid resolution.</p> <p>We will uphold the agreed dispute resolution processes.</p> |

| | |
|---|--|
| Work for the net benefit of the international community | <p>We recognize that the development of International Standards is for the net benefit of the international community, over and above the interests of any individual or organization. We are committed to advancing International Standards within their agreed scope and we will not hinder their development.</p> |
| Uphold consensus and governance | <p>We will uphold the key principles of international standardization: consensus, transparency, openness, impartiality, effectiveness, relevance, coherence and the development dimension.</p> |
| Agree to a clear purpose and scope | <p>We are committed to having a clear purpose, scope, objectives and plan to ensure the timely development of International Standards.</p> |
| Participate actively and manage effective representation | <p>We agree to actively participate in standards development projects.</p> <p>We will make our contributions to the work through the official procedures in accordance with the ISO/IEC Directives.</p> |

<https://www.iso.org/files/live/sites/isoorg/files/store/en/PUB100397.pdf>

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<https://committee.iso.org/sites/tc184sc4/home/forums/quality-forum/training-materials.html>

ISO/TC 184/SC 4 Training Materials:

The screenshot displays a website interface for ISO/TC 184/SC 4 Training Materials, organized into several color-coded sections:

- Drafting standards (Blue background):** Contains links to ISO templates, ISO House Style, ISO Drafting Made Efficient, Guidelines for the submission of text and graphics to ISO/CS, Guidance on legal statements in ISO standards, Guidelines for coding IEC and ISO standards in NISOSTS, DRG Directives, and Best practices for vocabularies and terminologies.
- Rice model (Blue background):** Features two book covers: 'Model document International Standard' and 'Model document of 20 Amendments'.
- Directives (Yellow background):** Includes ISO/IEC Directives, Part 2 and ISO/IEC Directives Part 1 and Consolidated ISO Supplement.
- ISO/TC 184/SC 4 Website, Quality Forum (Dark Blue background):** Lists SC 4/QC workshop Materials, SC 4 Suppl. Directives, SC 4 boilerplate, SC 4 Standing documents, SC 4 Jira (develop), and SC 4 Bitbucket (develop).
- OBP (Orange background):** Offers access to the most up-to-date content in ISO standards, graphical symbols, codes or terms and definitions, with preview and search capabilities.
- Electropedia (Orange background):** Provides all terms and definitions in the International Electrotechnical Vocabulary.



Definition of « Plain »

- Oxford Dictionary

17:34 Fri 15 Apr

< plain(1) 🔊

plain¹ /pleɪn/

- **ADJECTIVE**

1 not decorated or elaborate; simple or basic in character:
good plain food
everyone dined at a plain wooden table.

- without a pattern; in only one colour:
a plain fabric.
- (of paper) without lines.
- bearing no indication as to contents or affiliation:
donations can be put in a plain envelope.

2 having no pretensions; not remarkable or special:
a plain, honest man with no nonsense about him.

- [attributive] (of a person) without a special title or status:
for years he was just plain Bill.

3 easy to perceive or understand; clear
the advantages were plain to see
it was plain that something was wrong.

- [attributive] (of written or spoken usage) clearly expressed, without the use of technical or abstruse terms:
an insurance policy written in plain English.
- not using concealment or deception; frank:
there were indrawn breaths at such plain speaking.

4 (of a person) not beautiful or attractive:
a plain, round-faced woman.

5 [attributive] sheer; simple (used for emphasis):
the main problem is just plain exhaustion.

6 denoting or relating to a type of knitting stitch produced by putting the needle through the front of each stitch from left to right. Also called [knit](#) (adjective). Compare with [purl](#)¹.

- **ADVERB** informal

1 [as submodifier] used for emphasis:
perhaps the youth was just plain stupid.

2 clearly or unequivocally:
I'm finished with you, I'll tell you plain.

- **NOUN** a large area of flat land with few trees:
the coastal plain.



Some resources about definitions of Plain English.

plainlanguage.gov

Plain language (also called plain writing or plain English) is communication your audience can understand the first time they read or hear it.

[Plain Writing Act of 2010](#)

Writing that is clear, concise, well-organized, and follows other best practices appropriate to the subject or field and intended audience.

[Oxford Dictionary](#)

plain English
noun [mass noun] clear and unambiguous language, without the use of technical or difficult terms.

[PLAIN, Association of plain-language professionals](#)

A communication is in plain language if its wording, structure, and design are so clear that the intended readers can easily find what they need, understand what they find, and use that information.

learning.iso.org

« It is a message, written with the **reader** in mind and with the right **tone of voice**, that is **clear** and **concise**. »

Oxford Guide to plain English, *Martin Cuts*, starting point

« What's the problem? More than a century ago, the legendary Cambridge University professor Arthur Quiller-Couch encouraged his students to write in a clear style without inflated language.

He liked plain English, he said, which he summarized as the difference between

and

'He was conveyed to his place of residence in an intoxicated condition'

'He was carried home drunk' .»

Plain English, ISO House Style

<https://www.iso.org/ISO-house-style.html#iso-hs-s-text-r-plain-english>

Use Plain English to explain the subject of a document as simply and effectively as possible.

Plain English is easier to read, which results in less misunderstanding and misapplication of instructions.

ISO documents have international users who often read in their non-native language. ISO documents are also often translated. Clear and concise writing avoids errors in translation. Plain English is not unprofessional or informal; it is a tool of good communication.

Monday 25th April, 2022

We tried to classified the statements of the ISO House Style, Plain English section

Useful and easy to apply

Write in short sentences and paragraphs to break up the text and make it easier to follow.

Include no more than 20 words per sentence.

Include several short paragraphs per page.

Use punctuation effectively to clarify meaning. For example, a comma creates a pause in a sentence that helps the user to follow the flow of words

Use Plain English to write the definition of these terms in Clause 3.

Useful, but difficult to apply

Include only one idea in each sentence.

Use tables and figures to illustrate anything that is difficult to explain in words.

Use frequent subclause headings and lists to split up concepts, processes and methods into smaller pieces.

Use ISO verbal forms to easily identify requirements, recommendations, permissions, possibility and capability and external constraints in the text.

Alternative expressions are not always easily understood in place of the ISO verbal forms.

Every technical sector uses specific terminology (i.e. jargon) and it is appropriate to use technical language in ISO documents. However, it can be helpful to provide a simple explanation for technical terms.

Do not assume that all users will have the same level of understanding as the members of an ISO Technical Committee.

Useless

Avoid very complicated tables and figures.

Try to use several shorter tables that can each fit onto one page.

Subfigures can be used for the individual components of a complex figure.

If a list is very long or has complex subdivision, try to break it into several shorter lists.



Other best practices of writing specifications

- **STE**
Simple Technical English, ASD-STAN

Examples:

The word “test” is an approved noun, but not an approved verb.

STE: Test B is an alternative to test A.

Non-STE: Test the system for leaks.

STE: Do the leak test of the system.

or

STE: Do a test for leaks in the system.



Thank you for your participation

Let's keep in touch!

Veronique Dubillot

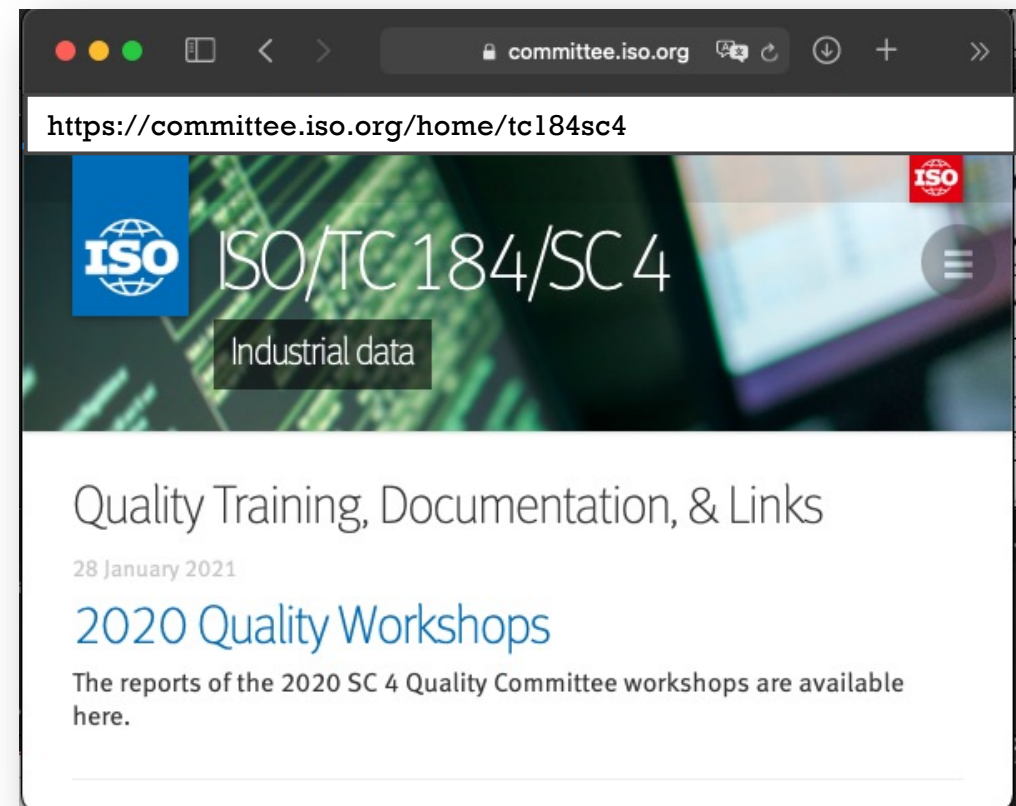
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ISO/TC 184/SC 4 Industrial Data



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