

DIN ISO 24495-2:2025-12 (E)

Plain language - Part 2: Legal communication (ISO 24495-2:2025)

Contents		Page
Foreword.....		iv
Introduction.....		v
1	Scope	1
2	Normative references	1
3	Terms and definitions	1
4	Governing principles	2
5	Guidelines	2
5.1	Guidelines for Principle 1: Readers get what they need (relevant).....	2
5.1.1	Initial steps.....	2
5.1.2	Use a collaborative writing process from the start.....	3
5.1.3	Layer information for multiple readers.....	3
5.1.4	Identify necessary related content.....	4
5.1.5	Use templates and other existing documents carefully.....	4
5.2	Guidelines for Principle 2: Readers can easily find what they need (findable).....	4
5.2.1	Initial steps.....	4
5.2.2	Use headings that convey meaning to the reader.....	4
5.2.3	Use introductions to help readers understand scope and purpose.....	4
5.2.4	Use design techniques to highlight information from multiple perspectives.....	4
5.2.5	Evaluate the consequences of readers missing important information.....	5
5.2.6	Minimize the need for knowledge of other documents.....	5
5.2.7	Use numbering systems for easy cross-referencing.....	5
5.3	Guidelines for Principle 3: Readers can easily understand what they find (understandable).....	5
5.3.1	Initial steps.....	5
5.3.2	Choose familiar, legally accurate words.....	6
5.3.3	Define or explain words and phrases that can be unfamiliar or confusing to readers.....	6
5.3.4	Use graphics where they clarify content.....	7
5.3.5	Use consistent terms for the same concepts.....	7
5.3.6	Use an appropriate degree of precision.....	7
5.3.7	Eliminate ambiguity.....	8
5.4	Guidelines for Principle 4: Readers can easily use the information (usable).....	8
Annex A (informative) Overview of plain language guidelines		9
Annex B (informative) Sample checklist for authors of legal documents		11
Bibliography		13