

ISO 24495-2:2025-08 (E)

Plain language - Part 2: Legal communication

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