

Federal Trade Commission

Plain Writing Act Compliance Report for 2020-2021

May 2021

This report summarizes the steps taken by the FTC to comply with the Plain Writing Act of 2010 (“Act”).

- Elizabeth Tucci, the Deputy General Counsel for Legal Counsel, was designated as the Senior Agency Official responsible for plain writing.
- We created a web page about our Plain Writing Initiative at ftc.gov/plainwriting
- We maintained a dedicated email box for public comments on the FTC’s plain writing efforts at PlainWriting@ftc.gov. Members of the public are invited to provide us with feedback on our plain writing efforts.
- We continue to maintain an internal intranet page dedicated to the Plain Writing Act which contains links to plain language training and resources.
- We published an article in the agency newsletter, reminding employees of the requirements of the Act and offering training on plain language.
- We offered plain language training courses to our employees. On May 7, 2020, we conducted a virtual language plain language training course which was attended by 50 employees. We also offered an on-demand training course to employees on May 3, 2021. We have added plain language training to our new employee orientation materials.
- We continue to publish our documents with a goal of making them easy for consumers to read and understand.