

Federal Trade Commission

Plain Writing Act Compliance Report for 2023-2024

May 2024

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

- We continue to maintain a web page about our Plain Writing Initiative at <https://www.ftc.gov/policy-notice/plain-writing>
- We continue to maintain 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 articles in the agency newsletter in November 2023 and May 2024, reminding employees of the requirements of the Act and inviting them to take online training.
- We offered on-demand plain language training to employees in November 2023 and May 2024.
- We continue to include plain language training in our new employee orientation materials.
- We continue to publish our documents with a goal of making them easy for consumers to read and understand.