

Hints For Effective POLICY *Writing*



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Keys To Effective Policy

- stated purpose
- clear wording
(*KISS – Keep it Short and Simple*)
- stated in the positive
- updated regularly
- successfully implemented

Definition/Categorization

POLICY — states *position*

PROCEDURE — tells *how*

Common Pitfalls

- inconsistent
- too long
- too general
- unenforceable
- does not reflect view of the majority
- outdated

Writing Technique (The Fog Index)

- 25 words or less per sentence
- 12 words or less per punctuated clause
- 75 words or less per paragraph
- 200 syllables or less per 100 words

90% of writing should be composed of one and two syllable words.

Using Clear Language

JARGON

nominal
in the event that
in connection with
cognizant
previous to
during that time that
in order to
in receipt of
compensation
in view of the fact
in the event that
deliberate
subsequent to
apparent
demonstrate

KISS

small
if
about
aware
before
while
to
received
pay
because
in case/if
consider
after
clear
show

REDUNDANCY

facts of reality
slightest hint
remember back
reread again
prerequisite requirement
closest scrutiny
certain guarantee
coexisted together
respond back

KISS

facts
hint
remember
reread
requirement
scrutiny
guarantee
coexisted
respond

The NSTU has determined that policy statements will generally not exceed 100 words.

Information in excess of this guideline should be referenced with the policy statement and appear in NSTU official publications as a *position paper*.