



Suggested Revisions to ISO 24495-2

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(Referenced in [this blog post](#))

Text in black is from ISO 24495-1; Ken's proposed revisions are in red. This isn't a comprehensive list.

Introduction

This document builds on international recognition of the benefits of using plain language in legal communication.

The benefits of using plain language to communicate legal information are recognized internationally. This document builds on that.

Section 1

Similarly to ISO 24495-1, it aims to work for most languages, but it provides examples only in English.

Like the recommendations in ISO 24495-1, the recommendations in this document apply to communication in other languages, but examples are in English only.

Although this document applies mainly to written communication, it can apply to oral communication in some contexts, such as discussions with clients and explanations in court proceedings.

Although this document applies mainly to written legal communication, it might apply to oral communication, such as discussions between a lawyer and a client, or when a judge explains something to litigants.

Section 2

Normative references

The following documents are referred to in the text in such a way that some or all of their content constitutes requirements of this document.

Other documents.

This document refers to the following document.

Section 3

Terms and definitions

For the purposes of this document, the terms and definitions given in ISO 24495-1 and the following apply.

ISO and IEC maintain terminology databases for use in standardization at the following addresses:

Definitions

The definitions given in ISO 24495-1 apply to this document. So do the databases of standardized terminology that ISO and IEC maintain at the following sites:

legal document

document about a legal matter that establishes or explains legal rights or obligations

legal document

document that creates or addresses legal implications

legal term of art

word or phrase that has a distinct technical meaning when used in a *legal document* (3.3), which can be different from the ordinary meaning of the word or phrase

legal term of art

word or phrase that has, or might have, a legal meaning, although it might also have a nonlegal meaning

Section 4

— Principle 1: Readers get what they need (relevant).

— Principle 1: Determine who the readers are and what information they need (relevant).

Section 5

Select content that readers need.

Decide what information readers need.

They should discuss the content of each document so that it is both legally correct and easy to understand.

They should make sure each document addresses legal implications accurately and uses plain legal language.

Legal professionals should work closely with experts from the start of the writing process.

From the start, legal professionals should work closely with experts.

A collaborative approach from the start can be more efficient for the writing team and can produce a more effective document.

[Delete.]

Authors should identify the content that will be most important to readers and use information design techniques to help them easily find the information in the document.

Authors should identify what would be most important to readers and design the document to help them easily find that information.

Authors of legal documents have historically relied on words alone. However, graphic formats help readers understand complex ideas or text structures. Authors should consider using formats such as these:

Authors of legal documents have generally relied on using only words, but information might be more accessible if presented by other means, including these:

[Stopped looking for further examples]