

## Federal Trade Commission

### Plain Writing Act Compliance Report for 2021-2022

May 2022

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](mailto: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 2021 and May 2022, 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 2021 and May 2022.
- 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.