# How to use this template

This letter template is designed to help you write a submission on the Plain Language Bill.

We’ve written some content that you can use, but you can delete or add to it however you like. It’s your submission!

You’ll need to add details or delete content where we’ve used square brackets, like this [Date].

When you’re done, delete this text box and save your document. You can save it as a Word document (.doc, or .docx), pdf, or .txt file.

Go to this page to fill out the submission form, add your contact details, and upload your document:

<https://www.parliament.nz/en/ECommitteeSubmission/53SCGA_SCF_BILL_115953/CreateSubmission>

[Date]

Governance and Administration Select Committee

Parliament Buildings

By email to [ga@parliament.govt.nz](mailto:ga@parliament.govt.nz)

# Submission in support of the Plain Language Bill

Tēnā koe [or Hello]

I am making a submission in support of the Plain Language Bill. I believe the Bill will help the government and its agencies deliver better outcomes for everyone in Aotearoa New Zealand.

Specifically, the Plain Language Bill will:

* support equity for accessing essential information
* improve transparency and build trust in the government and agencies
* help government operate more efficiently.

[You can add to or delete these points as you like. They’re just starting points for your submission. If you add or remove points, make sure you add or remove the related paragraphs below]

Here are my reasons for making this submission.

### Using plain language in government communications will make it easier for everyone to access the information they need

Everyone who lives and works in Aotearoa gets essential information from the government. We have a democratic right to be able to understand this information. Plain language in government communications means information is easier to understand and act on — it’s written with the reader in mind.

Plain language supports accessibility because it works well with assistive devices and is easier to translate. And a commitment to plain language will encourage language that’s respectful and inclusive for everyone in Aotearoa.

### A commitment to plain language will make communications more transparent, and will help people to trust the government and agencies

Plain language means using language that people understand. By removing jargon, complex language, and unnecessary technical terms from government communication, agencies will be more transparent.

Clear and straightforward writing will make it easier for the public to put its faith in government agencies as they build a reputation for reliability and trustworthiness.

### Plain language will help government and its agencies to be more efficient

Plain language is clear, concise, and answers all the readers’ likely questions. When government agencies use plain language in all communication, people will find it easier to understand and act on the information they receive.

That will mean we need less time and help from people in those agencies to understand what we need to know about services, benefits, tax, and compliance. The process will be more efficient for everyone, and will reduce the amount of wasted time, frustration, and issues being escalated for clarification.

### Plain language helped me to…

[You could add a story or example here about your personal experience as a consumer and citizen, or as a writer, where plain language has made a difference. Compelling stories make for more interesting reading, and could help to illustrate the real benefits of plain language.]

### [I suggest some changes to improve the Bill

If you have an idea you think would help the Bill be more effective, add it here. Or delete this section.]

I would like / I would not like [delete one] the opportunity to make an oral submission to the select committee.

Nāku noa, nā, [or Yours sincerely,]

[Your signature]

[Your name]