

2002

Controlled Language Optimized for Uniform Translation (CLOUT)

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RULE 1:

Write sentences that are shorter than 25 words.

Write:

The author performs the following tasks:

- Collect the necessary information.
- Analyze and evaluate the information.
- Write a structured draft.

Do not write:

Authors will approach any writing project by collecting the necessary information first, and after carefully analyzing and evaluating it, they will create a structured draft.

RULE 2:

Write sentences that express only one idea.

Write:

Authors who optimize their texts for easy comprehension facilitate the translation process. These texts enable human translators and machine translation systems to produce better translation results.

Do not write:

By optimizing their texts for easy comprehension, authors facilitate the translation process, and doing so enables human translators and machine translation systems to create better translation results.

RULE 3:

Write the same sentence if you want to express the same content.

Write:

Printer Installation.

- 1) Remove the printer from the shipping carton.
- 2) Remove the printer from the plastic bag.

...

Scanner Installation.

- 1) Remove the scanner from the shipping carton.
- 2) Remove the scanner from the plastic bag.

Do not write:

Instructions for installing the printer.

After unpacking the printer from the shipping carton, take the printer out of the plastic bag.

...

How to install your scanner.

- 1) Lift the scanner from the shipping box.
- 2) Discard all packaging material.

RULE 4:

Write sentences that are grammatically complete.

Write:

Do you wish to continue the installation of the software?

Do not write:

Continue installing software?

RULE 5:

Write sentences that have a simple grammatical structure.

Write:

Show that you can organize your thoughts by using a simple sentence structure in your texts.

Do not write:

You, in your texts, to show that you can organize your thoughts, should use a simple sentence structure.

RULE 6:

Write sentences in the active form.

Write:

The program manager will send a summary of questions to the responsible individuals.

Do not write:

A summary of questions will be sent to the responsible individuals.

RULE 7:

Write sentences that repeat the noun instead of using a pronoun.

Write:

You must check the spelling of your text before you publish your text.

Do not write:

You must check the spelling of your text before publishing it.

RULE 8:

Write sentences that use articles to identify nouns.

Write:

Test the installation.

Do not write:

Test installation.

RULE 9:

Write sentences that use words from a general dictionary.

Write:

Avoid ambiguity.

Do not write:

Eschew obfuscation.

RULE 10:

Write sentences that use only words with correct spelling.

Write:

Texts that contain spelling mistakes complicate the translation process.

Do not write:

Texts that contain spelling mistakes complicate the translation process.