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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.