Plain language and long-form reading — the alert rewritten, the 214-page report worked through

LINDBERGH FORMATION — 16 rue de Maillé, 91310 Montlhéry, France · Companies register (RCS) Evry 817 946 114

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210 bulletin subscribers, 48 issues measured on the intranet · fictional document

Fictional document — demonstration example

This document is produced by the Blue Lemon Agent website to illustrate what an AI agent hands to its users. The companies, matters, amounts and people in it are invented. It has no legal, accounting or commercial value.

Fictional document, produced for the demonstration. **The plain-language and easy-read versions are DRAFTS submitted for approval: a plain-language version is approved, it is not inferred. The full regulatory text stays beneath every plain version, with its official link: the plain version does not erase the source, it opens onto it.**

What the bulletin readership measurement says

Indicator	Value	In staff	Reading
Bulletin subscribers	**210**	210	14 departments and 38 member municipalities
Open rate	**61%**	**128**	The title and subject line work

Indicator	Value	In staff	Reading
Read-to-the-end rate	**22%**	**46**	**This is not a distribution problem, it is a writing problem**
Issues measured	48	—	Aggregated intranet statistics
Individual reading record	**None**	—	**The measurement covers the issue, never the subscriber**

An impact alert, before and after

Version	Text
Current wording	*« Services are hereby informed that the provisions amending the advertising thresholds applicable to public contracts will enter into force on the first day of the following month, and that it will accordingly be appropriate to undertake a re-examination of those procurement exercises whose estimated requirement value may be affected by this development. »*
Plain-language draft	***« Procurement team: action is required before the 17th.*** ***What changes: the procedure thresholds for public contracts change.*** ***From when: the 1st of next month.*** ***What you must do: re-check 7 exercises in preparation. The list accompanies this message.*** ***By when: the 17th.*** ***The full text and its official link are below this message. »***
What changed	**The service, the effective date and the action are at the top; one idea per sentence; an action verb; no jargon. It is not shorter — it is readable.**

The 3 notes intended for the public — easy-read version

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Note	Recipients	Supports served by the approved version	State
Lodging a planning application	**Applicants across the 31 municipalities**	**Counter, website, email, town hall notice board**	**Draft submitted for approval**
Access to civic amenity sites and the site pass	Residents of the 38 municipalities	Counter, website, email, notice board	Draft submitted for approval
Connection to the wastewater network	Owners concerned	Counter, website, email, notice board	Draft submitted for approval
Principle	—	**The same dated version serves all four supports**	**Which puts an end to guidance that diverges from one support to another**

The rules applied are written down, and they can be checked: short sentences, one idea per sentence, an action verb, the active voice, no technical term without its explanation, the most useful information first. **These are writing rules, not an opinion:** a version that departs from them can be sent back by citing the rule it breaks. **And approval stays with the service: the agent proposes a wording, the head of service settles it, and it is the settled version that goes out on all four supports.**

The 214-page report — what comes out of it for you

Element identified	Volume	What each one carries
Passages touching your 27 topics	**18**	**Page, paragraph and exact quotation — not paraphrased**
Recommendations that concern you	**4**	**The recipient service for each and, where the report gives one, the deadline it proposes**

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Element identified	Volume	What each one carries
Data tables on responsibilities you exercise	**2**	**Taken as they stand, without recomputation, with the page where they can be found**
The rest of the report	**196 pages**	**One contents line each — so the sift can be challenged, not submitted to**
Reading time for the service	**18 passages instead of 214 pages**	**Plus the contents of the other 196, to check that nothing that counts was left behind**

No figure, no date, no condition and no duration has been compressed. Where a passage counts, it is QUOTED, not paraphrased — paraphrasing loses exactly what binds: the threshold, the time limit, the condition of application. **And what was left aside is listed, not silent:** the 196 pages set aside each have their contents line, so the service can say « open that one » rather than discover six months later that it held what they were looking for.

Plain-language version of the alerts approved by the head of the documentation service, on: _____

Easy-read versions of the 3 public notes approved, on: _____

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architecture chosen; roles and permissions are configured and accepted for the identities and systems actually connected; the events logged, their content, their retention period and who may access them are defined for the deployment chosen.