

# STATE OF MINNESOTA

## EXECUTIVE DEPARTMENT



**MARK DAYTON**  
**GOVERNOR**

**Executive Order 14-07**

### **Implementing Plain Language in the Executive Branch**

I, **Mark Dayton, Governor of the State of Minnesota**, issue this Executive Order, which requires the Office of the Governor and all Executive Branch agencies to communicate with Minnesotans using Plain Language.


Plain Language is a communication, which an audience can understand the first time they read or hear it. Plain Language will provide Minnesotans better state services by reducing confusion, saving time, and improving customer satisfaction.

I **order** the Governor's Office and Executive Branch Agencies to take the following steps:

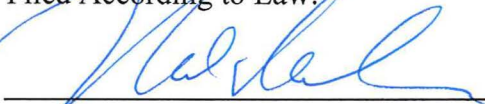
- Use language commonly understood by the public;
- Write in short and complete sentences;
- Present information in a format that is easy-to-find and easy-to-understand; and
- Clearly state directions and deadlines to the audience.

The Office of the Governor will provide guidance for implementing Minnesota's Plain Language policy. This Executive Order is effective fifteen days after publication in the State Register and filing with the Secretary of State.

**In Testimony Whereof**, I have set my hand this 4<sup>th</sup> day of March, 2014.

  
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**Mark Dayton**  
Governor

Filed According to Law:

  
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**Mark Ritchie**  
Secretary of State