

plain language

**Make it plain,
clear, and concise
when writing.**

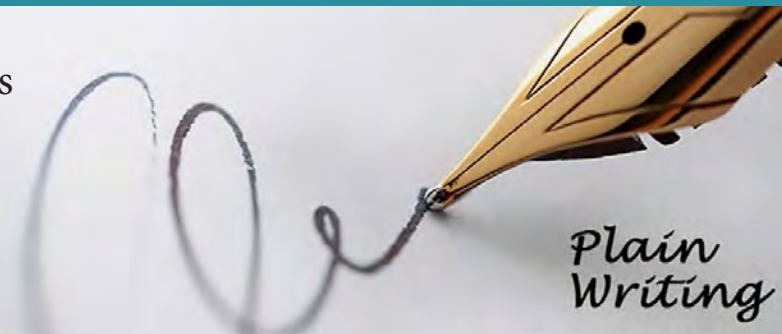
To learn more about plain language visit:

<http://www.ssa.gov/agency/plain-language/>



“The most valuable of all talents
is that of never using two
words when one will do.”

— *Thomas Jefferson*



*Plain
Writing*

Our message is **Plain.**

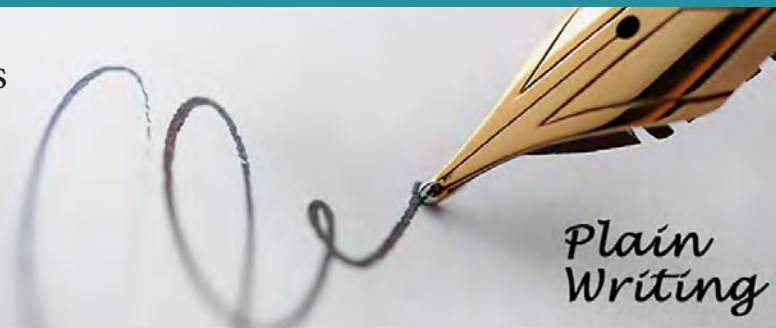
Make your writing
plain, clear, and concise.

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*Plain
Writing*

SSA's path to good writing is

QUICC

Quality Initiative for
Commissioner's Correspondence

*Visit the Commissioner's
Writing Center*

TIPS

TRAINING

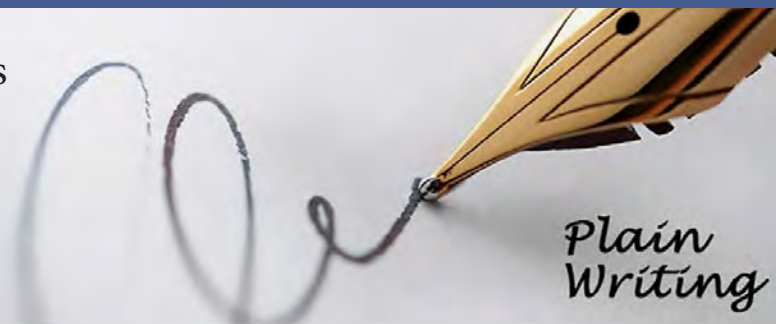
TOOLS

<http://quicc.ssahost.ba.ssa.gov/>



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*Plain
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Need **HELP**?

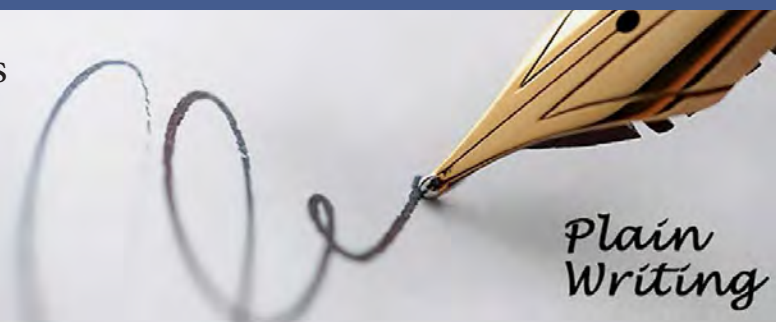
The Writing Center is just a click away!

- QUICC Handbook
- Plain Writing Tips
- Writing Guidelines
- Formatting Tips
- Templates
- EMAC Instructions
- General Writing Tips
- Help With Writing Challenges

<http://quicc.ssahost.ba.ssa.gov/>



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