

Plain-language “prompts” for the AI tools **ChatGPT, Bing, and Bard** *a demonstration example*

Copy and paste the below into any online AI tool. (Court form text [source](#).)

Note: The responses you receive will differ from those listed in the companion table. AI technology is always changing. Each AI tool even allows you to “regenerate” a response if you don’t care for the first rewrite. (Think of it like shaking an AI Magic-8 ball!)

Context: You will edit a court form.

Instructions: Rewrite each numbered sentence using plain language.

Do not write explanations in replies.

Place any original jargon in parentheses.

It is okay to use contractions.

Reply to me with the text-based rows in a four-column table.

The first column is the original text and is labeled “Original”.

The second column will be labeled “Flesch-Kincaid grade level (original)”. Each row will list the Flesch-Kincaid grade reading level for the first-column sentence.

The third column will be your rewritten reply and labeled “Plain-language rewrite”.

The fourth column will be labeled “Flesch-Kincaid grade level (rewrite)”. Each row will list the Flesch-Kincaid reading grade level for the third-column sentence.

Here is the text:

3. This release is conditioned upon the defendant providing his/her own meals while absent from the Adult Detention Facility during the times the meals are served therein, and furnishing his/her own transportation to and from work.
6. Defendant understands that a condition of work release requires him/her to endorse all paychecks for earnings while incarcerated to Clerk of the District Court.
8. This Order will remain in effect until the inmate is released, revocation of this Order, termination of employment or further order of the Court, whichever comes first. Any violation of the Order or the law may result in disciplinary actions, suspension and/or revocation.
9. The Clerk shall mail a copy of this Order to the employer.

Original	ChatGPT plain-language rewrite	Bing (Microsoft) plain-language rewrite ("more balanced")	Bard (Google) plain-language rewrite
<p>This release is conditioned upon the defendant providing his/her own meals while absent from the Adult Detention Facility during the times the meals are served therein, and furnishing his/her own transportation to and from work.</p> <p>[F-K: 18.2]</p>	<p>To be allowed to leave jail for work, the defendant must bring their own meals and transportation.</p> <p>[F-K: 10.4]</p>	<p>You must bring your own food when you leave jail and provide your own transportation to work.</p> <p>[F-K: 8.1]</p>	<p>You must provide your own meals and transportation while you are away from the Adult Detention Facility.</p> <p>[F-K: 8.5]</p>
<p>Defendant understands that a condition of work release requires him/her to endorse all paychecks for earnings while incarcerated to Clerk of the District Court.</p> <p>[F-K: 16.1]</p>	<p>The defendant must sign their paychecks and give them to the District Court Clerk.</p> <p>[F-K: 7.7]</p>	<p>You have to sign your paychecks over to the court if you're working while in jail.</p> <p>[F-K: 7.7]</p>	<p>You must endorse all of your paychecks for earnings while incarcerated to the Clerk of the District Court.</p> <p>[F-K: 8.8]</p>
<p>This Order will remain in effect until the inmate is released, revocation of this Order, termination of employment or further order of the Court, whichever comes first. Any violation of the Order or the law may result in disciplinary actions, suspension and/or revocation.</p> <p>[F-K: 20.2]</p>	<p>The order is valid until the inmate is released, the order is revoked, employment ends, or the court says otherwise.</p> <p>[F-K: 12.3]</p>	<p>This order will stay in effect until you're released from jail or until it's revoked by a court or your employment ends, whichever happens first. If you break this order or any laws, you could be punished with disciplinary actions, suspension or revocation.</p> <p>[F-K: 8.4]</p>	<p>This Order will remain in effect until you are released, the Order is revoked, you are terminated from your employment, or the Court issues a further Order. Any violation of this Order or the law may result in disciplinary action, suspension, and/or revocation.</p> <p>[F-K: 8.8]</p>
<p>The Clerk shall mail a copy of this Order to the employer.</p> <p>[F-K: 8.5]</p>	<p>The Clerk must mail a copy of this Order to the employer.</p> <p>[F-K: 5.1]</p>	<p>The Clerk will send your employer a copy of this order.</p> <p>[F-K: 6.8]</p>	<p>The Clerk will mail a copy of this Order to your employer.</p> <p>[F-K: 8.8]</p>

"F-K:" refers to the Flesch-Kincaid reading-grade level calculated by each tool. Scores were manually added to this comparative table.se

Plain-language goals: **Can the audience ...**

- ① **Find** what they need
 - ② **Understand** what they find *the first time* they read or hear it
 - ③ **Use** what they find to meet their needs
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Plain-language writing looks like:

- Short, simple, **familiar words and phrases** (go for the simple over fancy, dressed-up words encourages Bryan Garner)
- Unnecessary words** left out
- Repetitive and redundant** words avoided
- Avoid **jargon** (legal, foreign, and technical) when possible. When necessary, keep to a minimum
- Abbreviations minimized**
- Necessary terms and abbreviations are clearly defined.** Difficult legal terms are defined, not eliminated
- Active voice** is used most of the time.
- The simplest form of a verb is preferred (**present tense**)
- Hidden verbs** are avoided. No “nouners” or “zombie nouns”
- The **subject, verb, and object are kept close** together
- Main ideas are placed before** exceptions and conditions
- Double negatives and exceptions to exceptions** are avoided
- No slashes** (like and/or)
- Use “**must**” to show requirements instead of “shall”
- Contractions** are okay when proper
- Use “you” and other pronouns to **speak directly to the reader**
- Use **gender-neutral language** like the person, you, or they
- Nouns and verbs agree**
- Avoid **split infinitives**
- Avoid **unnecessary qualifiers** (or intensifiers)
- Use lists** to simplify complex material
- Use correct spelling and **punctuation** (including the **Oxford comma**; see **current event example**)