



## Clear Language and Design

### Sally J. McBeth



Sally McBeth is Clear Language and Design's manager and lead consultant, with more than 30 years of experience as a professional editor and trainer in print, digital, and spoken communications.

Sally is the author of the *Clarity Kit*, a guide to creating a clear-language organizational culture. She was a contributor to *Plain Language in Plain English*, a comprehensive guide to plain language best practices and guest editor of the international journal for legal writers, *Clarity*.

Sally was a trainer with the Ontario government's clear language initiative, teaching staff in all ministries how to produce clear web pages, press releases, correspondence, and reports. She was lead trainer and research consultant on the City of Toronto's clear language project for more than 1,000 report writers.

Since 2016, Sally has trained staff of all divisions at the College of Nurses of Ontario. In March 2018, she trained public health staff serving 32 isolated communities in northwest Ontario for the Sioux Lookout First Nations Health Authority. From November 2019 to October 2020, Sally trained tribunal members in decision writing at both the general and appeal division levels for the Social Security Tribunal of Canada.

Sally is a member of Editors Canada, the Society for Technical Communication, Clarity, and the Plain Language Association International.

### Recent writing, editing, training, and assessment projects

- Ryerson University: Online introductory clear-language workshop for law students
- Sioux Lookout First Nations Health Authority: COVID-19 information for community members, frontline workers, and decision makers
- Administrative Tribunals Support Service of Canada: Assessment and rewriting of correspondence to people appealing EI, OAS, and CPP decisions
- Law Society of Ontario: Consumer guide to contingency fees and standard contract
- Immigration and Refugee Board of Canada: Assessment and rewriting of guides and correspondence from the Immigration Appeals Division
- Ontario Non-Profit Housing Association: Occupancy agreement for transitional housing
- College of Physiotherapists of Ontario: Practice standards and complaints correspondence
- Health Canada: Dietary guidance policy report
- Homes First Society: Harm reduction policy
- John Stapleton, Open Policy: Various reports and discussion papers on social policy
- College of Occupational Therapists of Ontario: Registration policies