

Freedom of Information request 0193/2011

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Information request

Under the Freedom of Information Act, please could you tell me whether, since May 1 2010, your staff have been issued with any new guidance to advise them on their use of language and written style, including lists of words or phrases to be either avoided or used. If so, please could you provide copies of any such guidance.

DWP response

I can confirm that, during the period specified, Department for Work and Pensions staff were provided with guidance about the use of language and written style, including lists of words or phrases to be either avoided or used. There is a copy attached. This is a standard update of guidance that routinely reviewed and updated. This update took place in January 2010.