

ODOT Communications Guide to Style

- *The Associated Press Stylebook* is the primary style guide for ODOT publications that are intended for the public. <http://www.apstylebook.com/online/>
- Strunk & White is an additional helpful resource, www.bartleby.com/141.
- Also, use Merriam Webster’s online dictionary, <http://www.m-w.com/>.
- This style guide (with the exception of plain language) does not apply to technical papers aimed at other subject matter experts, research/white papers, reports written for other agencies (not the public) and legal documents. (See [Oregon’s plain language law](#).)
- Questions or need resources? Contact your [Communications Section representative](#).

(Last update: January 2020)

The following provides guidance for some of the repeated challenges we face in writing for the public. If you have suggestions, questions, or corrections for this guide, please contact Shelley Snow, shelley.m.snow@odot.state.or.us.

Plain Language Requirement

We are required to follow the [ODOT plain language standard](#) for all materials **aimed at the public**.

If you are writing for the web, review our [Writing for the Web intranet site](#).

All resource materials are available on the [Communications Section intranet](#).

News Releases and Meeting Notices

- Dateline: Putting a dateline (city of news release’s origin) is optional but if you do it, make it all caps and *don’t put the state*. SALEM – Today, ODOT announced...
- Meeting notice? Make sure you have the required accessibility statements (samples are included in the Meeting Notice template on Gov Delivery).
- Construction project? Make sure you have the required accessibility statements (samples are included in the Meeting Notice template on Gov Delivery).

NOTE: One space between sentences, not two. (That’s from the good ole’ days of typewriters!)

Contractors and Consultants Should Know...

- Our [Branding and Publications Guide](#) identifies correct use of logo, fonts and colors.
- Our contracts clearly lay out expectations aimed at making sure materials are produced that follow all our guidelines (printing, media relations, social media, etc.).

Alphabetical Listing of Common Conundrums

abbreviations and acronyms	<p>Avoid creating “alphabet soup,” which occurs when too many acronyms appear in a document or on a page. Instead, spell out the name of organization or program every time you use it in order to avoid confusion. Or, see examples below for how to use acronyms so they don’t confuse your reader.</p> <p>The ONLY time you can use an acronym without spelling it out on first use is if it is universally known to designate that organization/program, such as DMV. Here are some examples of correct acronym usage:</p>
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	<ul style="list-style-type: none"> — The Oregon Transportation Plan is a long-term planning document. Updated periodically, the Oregon Transportation Plan guides statewide policy making. — At most DMV offices, customers can expect to speak with a representative within five minutes of arrival. — The Oregon Transportation Commission, or OTC, meets regularly in Salem. OTC members include... — CDL - Where it appears, write “commercial driver license” the first time it appears on the page, then for each subsequent occurrence, only use “CDL.” May be capitalized when spelled out if the context is appropriate. — MCO - A “manufacturer’s certificate of origin” can also be abbreviated to “MCO.” — OAR - The first time it appears on a page, write “Oregon Administrative Rule,” then after that you may just use “OAR.” If identifying a specific OAR number, then only use OAR followed by the number. — ORS - The first time it appears on a page, write “Oregon Revised Statutes.” For each occurrence following, just write “ORS.” If identifying a specific ORS number, then only use ORS followed by the number. — VIN - Where it appears, write “vehicle identification number” the first time it appears on the page, then for each subsequent occurrence, only use “VIN.” — CM/GC – spell out and explain, then you can use acronym. “We chose to use the Construction Manager/General Contractor, or CMGC, approach for this project.”
addresses	<p>Ave., Blvd. and St. — Abbreviate only with a numbered address. Spell out and capitalize without the numbered address:</p> <ul style="list-style-type: none"> — Meet me at 123 Oregon St. — ODOT crews repaved Oregon Street. <p>Road, Drive, Court, Terrace, etc. — Always spell out.</p> <p>First through Ninth — Spell out and capitalize when used as street names. Use figures for 10 and above.</p> <ul style="list-style-type: none"> — The project affected Third Street and 21st Avenue <p>Abbreviate compass points in a numbered address:</p> <ul style="list-style-type: none"> — 222 E. 42nd St., 562 W. 43rd St., 600 K St. NW <p>Do not abbreviate if the number is omitted:</p> <ul style="list-style-type: none"> — East 42nd Street, West 43rd Street, K Street Northwest <p>No periods in quadrant abbreviations:</p> <ul style="list-style-type: none"> — NW, SE
a.m., p.m.	Style for time. If there is a minute, include it; if not, don’t use 00. Example: The show starts at 4:30 p.m., not at 5 p.m.
AM, FM	Style for radio
bullets	<p>Capitalize the first word in each list. Use periods at the end of each section in lists, whether or not they are complete sentences. This is Associated Press style, but they understand lots of people may not like it. DON’T USE SEMI-COLONS after each one and then an “and” before the last one! Here’s an example:</p>

	<p>The rules cover:</p> <ul style="list-style-type: none"> • Dogs of all breeds. • Feral cats. • Birds.
capitalization	<p>Two rules: 1) Capitalize proper nouns (including titles <u>before</u> names but not <u>after</u> names); and 2) Capitalize the first word in a sentence.</p> <p><i>We heard that Senator Peter Courtney called the meeting. Courtney, a senator who represents District 11, called the meeting.</i></p> <p>Colon: Capitalize the first word after a colon only if it is a proper noun or the start of a complete sentence: <i>He promised this: The company will make good all the losses. But: There were three considerations: expense, time and feasibility.</i></p> <p>Also, for guidance on capitalizing titles of books, works of art, albums, lectures, etc., see composition titles.</p>
cellphone	<p>One word. [Exception to Webster’s.] Also, smartphone is one word, no capitals.</p>
comma	<p>In a series, use commas to separate elements in the series, but do not put a comma before the conjunction in a simple series (i.e. don’t use the Oxford comma! – unless it would be confusing NOT to use it).</p> <ul style="list-style-type: none"> — <i>The flag is red, white and blue.</i> — <i>Our mission is to help travelers, move freight and increase safety.</i> <p>However, do put a comma before the concluding conjunction in a series if an integral element of the series requires a conjunction:</p> <ul style="list-style-type: none"> — <i>I had coffee, toast, and ham and eggs for breakfast.</i> <p>If there is a new subject or the old subject is restated, use the comma. If the second clause shares a subject with the first, don’t use the comma:</p> <ul style="list-style-type: none"> — <i>Mike looked in the boys’ room but didn’t find anything.</i> (One subject; no comma.) — <i>Mike looked in the boys’ room, but he didn’t find anything.</i> (Because he is a restatement of the subject, use comma.)
commissioner(s) commission	<p>Capitalize <i>commissioner</i> when it’s a title immediately followed by a name; lowercase otherwise.</p> <p><i>Commission</i> is capitalized only when it’s a proper noun.</p> <ul style="list-style-type: none"> — <i>He said Commissioner Smith was intelligent. Even the new commissioner denied the appeal. And the entire commission agreed. But members of the Salmon Commission abstained.</i>
contractor, consultant	<p>Architects, engineers, etc. are referred to as <i>consultants</i> and their businesses as <i>firms</i>. The words <i>contractors</i> and <i>companies</i> are used in construction:</p> <ul style="list-style-type: none"> — <i>The design firm CH2M Hill worked on many bridge projects.</i> — <i>The consultant on the project was CH2M Hill.</i> — <i>Hamilton Construction was the contractor on this project.</i> — <i>Hamilton Construction, an Oregon-based company, worked on the project.</i>
crash – never use “accident”	<p>Use instead of <i>wreck</i> or <i>accident</i> when reporting transportation stories. Avoid using casual terms such as <i>fender-bender</i>, except in direct quotes.</p>

	<p>— <i>A rush-hour crash involving four vehicles slowed traffic to a crawl on Interstate 5 near Wilsonville.</i></p> <p>— <i>The MAX train was going 10 mph when it crashed into a safety barrier at the end of the line.</i></p>
crew member	Two words, just like <i>crew chief</i> .
dash (—)	<p>Use long dashes — known as em dashes — with one space on either side to denote an abrupt change in thought:</p> <p>— <i>We will fly to Paris in June — if I get a raise.</i></p> <p>— <i>Smith offered a plan — it was unprecedented — to raise revenues.</i></p> <p>Use in a series within a phrase:</p> <p>— <i>She always eats breakfast — eggs, bacon and toast — before starting work.</i></p> <p>Use for attribution:</p> <p>— <i>“Who steals my purse steals trash.” — Shakespeare.</i></p> <p>Hyphens are smaller and are used to denote ranges, with no spaces on either side:</p> <p>— <i>John is looking for 3-15 volunteers.</i></p> <p>— <i>But: John wants to borrow from \$3 million to \$5 million.</i></p> <p>Also see hyphen and ranges.</p>
dates, months, years	<p>Always use figures without <i>st</i>, <i>nd</i>, <i>rd</i> or <i>th</i>.</p> <p>— <i>We were married June 25, 1910. (NOT June 25th.)</i></p> <p>With a specific date, abbreviate only <i>Jan.</i>, <i>Feb.</i>, <i>Aug.</i>, <i>Sept.</i>, <i>Oct.</i>, <i>Nov.</i> and <i>Dec.</i></p> <p>— <i>It reached 60 degrees on Jan. 25.</i></p> <p><u>Spell out the month when used alone or with a year and no date.</u> Do not separate the month and year with a comma.</p> <p>— <i>We often have snow in January. January 2003 had unusually mild weather.</i></p> <p>Separate the date and year with commas when using a full date (month day, year). In text, include a comma after the year when used with a date.</p> <p>— <i>A big storm on Jan. 25, 1972, dumped 3 feet of snow in the valley.</i></p>
design-build	The form: <i>design-build</i> (no caps, no quotations, use hyphen).
dimensions	<p>Use figures and write out <i>inches</i>, <i>feet</i>, <i>yards</i>, etc. (Do not use (“) for inches.)</p> <p>— <i>The storm dumped 12 inches of rain in two hours.</i></p> <p>Hyphenate when a dimension is used an adjective.</p> <p><i>The landslide washed out a 12-foot section of road.</i></p>

directions and regions	<p>Compass directions: lowercase and spell out in text.</p> <ul style="list-style-type: none"> — <i>The storm is moving east. The river follows a southern route.</i> <p>Capitalize to designate <u>national</u> regions. Lowercase for <u>state</u> regions.</p> <ul style="list-style-type: none"> — <i>High winds and rain will affect the entire Northwest.</i> — <i>Citizens in eastern Oregon like the new highway.</i> <p><u>One word for descriptors</u>: <i>northbound, southbound, eastbound and westbound.</i></p> <ul style="list-style-type: none"> — <i>One mile south of the crash, northbound freeway traffic was detoured to Highway 99W.</i> <p>Also see addresses above.</p>
distances	<p>For distances, always use figures. (For more, see numerals below.)</p> <p><i>He drove 4 miles. The town is 20 miles away.</i></p>
email	No hyphen.
exit	<p>Capitalize when it is a proper noun:</p> <ul style="list-style-type: none"> — <i>Take Exit 243 north to reach the event. You'll see another exit in one mile on the right; take it.</i> — Capitalize exits designated on road signs: Exit 322 North. — <i>The SUV rolled off Interstate 25 near Exit 223.</i>
flier, flyer	<i>Flier</i> is the preferred term for an aviator or a handbill.
Geo-Environmental Geo-Hydro	<p>Program in ODOT</p> <p>Unit in ODOT; not <i>GeoHydro</i>.</p>
headlines	Follow the capitalization rules. Only the first word and proper nouns are capitalized. Exception: First word after colon is always capitalized in headlines.
high-speed rail	Hyphenate; do not capitalize (unless part of a proper noun); do not abbreviate.
highway designations	<p>This is an ODOT exception to AP Style.</p> <p>Use these forms for highways identified by number:</p> <ul style="list-style-type: none"> — OR 140, U.S. 101; if desired, you may say “Oregon 140” on first reference, then OR 140. — Interstate 5; on second reference only for interstate: I-405. — There was a crash on Oregon 217. It was not on U.S. 26. There have been six crashes on OR 217 in the past week. <p><u>Common names</u>: Use common highway names only after identifying official name, using parentheses where needed.</p> <ul style="list-style-type: none"> — <i>OR 99W (Pacific Highway West) is now open to trucks. OR</i> — <i>Oregon 99W (Pacific Highway West) is now open to trucks. Later this week, OR 99W will be closed again. This section of the Pacific Highway West was once a thriving...</i>
hotline	One word.

hyphen (-)	<p>Use sparingly according to AP. Here are some acceptable uses:</p> <ul style="list-style-type: none"> — <i>right-in, right-out</i> — <i>over-crossing.</i> <p>Hyphenate compound modifiers before a noun — except the adverb <i>very</i> and adverbs ending in <i>-ly</i> — but usually not after:</p> <ul style="list-style-type: none"> — <i>She is a full-time worker. She works full time. He had a very good time by following an easily remembered rule.</i> <p>There are some exceptions, so see the AP Stylebook for more. Also, do not confuse suspensive hyphenation (<i>There were 5- and 6-year-olds in the class.</i>) with ranges.</p> <p>HOWEVER, after forms of the verb <i>to be</i>, the hyphen should usually be retained to avoid confusion:</p> <ul style="list-style-type: none"> — <i>The children were soft-spoken. The play is second-rate.</i> <p>See dashes for more information.</p>
internet	Lowercase in all uses.
intranet	Lowercase in all uses.
lanes	<p>Don't use <i>A-lane</i> or <i>B-lane</i>, etc.; it is ODOT internal jargon.</p> <p>Refer to a highway lane as <i>left, right, center</i> or <i>middle, far left</i> or <i>far right</i>. Add compass directions as needed:</p> <ul style="list-style-type: none"> — <i>The far left lane of northbound Interstate 5 is closed for repairs; two lanes remain open to traffic.</i>
legislature	<p>Capitalize when the reference is specific, as in a proper noun.</p> <ul style="list-style-type: none"> — <i>The Oregon Legislature was in session today. The 2010 Legislature passed HB 2041. In Oregon, it's always up to the legislature.</i>
meeting notices	<p>TIME, then the DATE, followed by the LOCATION or PLACE:</p> <ul style="list-style-type: none"> — <i>ODOT will hold an open house at 6 p.m. Friday in the Tykeson Room of the Eugene Public Library, 100 W. 10th Ave.</i>
milepost	<p>One word, lowercase, normally followed by a figure.</p> <p>Round milepost figures to one digit right of the decimal point: <i>milepost 61.15</i> becomes <i>milepost 61.2</i>.</p> <p>Use 0 when the milepost figure is less than one mile: <i>milepost 0.7</i></p> <p>The abbreviation <i>MP</i> is acceptable <u>only in charts and graphs</u>.</p> <p>Don't use <i>mile point</i> or <i>milepoint</i>.</p>
miles	<p>Use figures for amounts under 10 in dimensions.</p> <ul style="list-style-type: none"> — <i>The farm measures 5 miles by 4 miles.</i> <p>For distances, always use figures.</p> <ul style="list-style-type: none"> — <i>He drove 20 miles. The town is 20 miles away.</i>
miles per gallon mpg	<p>The abbreviation <i>mpg</i> is acceptable in all uses. Always use figures with <i>mpg</i>:</p> <p><i>My car averages 22 mpg.</i></p>

miles per hour mph	The abbreviation <i>mph</i> is acceptable in all uses. Always use figures with <i>mph</i> : <i>The car slowed to 17 mph.</i> See numerals below.
months, dates, years	See time elements below or dates, months, years above.
more than, over	Acceptable in all uses to indicate greater numerical value. <i>Salaries went up more than \$20 a week. The project brought in over 200 jobs.</i>
multimodal	One word.
No. [not #]	Use as the abbreviation for <i>number</i> in conjunction with a figure to indicate position or rank: <i>No. 1 man, No. 3 choice.</i> [Do not use the # sign!]
numerals	<p>In general, spell out numerals less than 10 and use figures for 10 and above.</p> <p>Spell out amounts less than one using hyphens between the words: <i>one-half, one-third, one-fourth, three-eighths.</i></p> <p>Spell out numbered streets nine and under: <i>First Street</i>, not <i>1st Street</i>.</p> <p>Here are some special cases where you use figures for numbers less than 10:</p> <ul style="list-style-type: none"> — Addresses: <i>6 Maple St.; 5 Ninth Ave.</i> — Ages, even for inanimate objects: <i>The 2-year-old building.</i> — Cents: <i>5 cents.</i> — Dimensions: <i>6 feet tall, 9-by-12 rug.</i> — Distances: <i>He walked 4 miles.</i> — Highways: <i>U.S. 8.</i> — Millions, billions: <i>3 million people; \$1.3 billion.</i> — Percentages: <i>4.5%.</i> — Proportions: <i>2 parts water.</i> — Speed: <i>7 mph.</i> — Mileage: <i>8 mpg.</i> — Temperatures: <i>8 degrees.</i> — Times: <i>8 a.m.</i> <p>Quotes: Only use phrases such as <i>a half</i> or <i>a third</i> in quoted material: <i>"The repair work will cost about a half-million dollars," Reynolds said.</i></p> <p>For distances, always use figures. <i>He drove 4 miles. The town is 20 miles away.</i></p>

<p>ODOT divisions</p>	<p>Always use full division name on first reference; <i>division</i> is acceptable thereafter. Do not abbreviate division names except for DMV as noted here: Spell out <i>Driver and Motor Vehicles Division</i> on first reference, <i>the division</i> or DMV are OK on follow-ups.</p> <p>NEW:</p> <ul style="list-style-type: none"> - Motor Carrier Division is now Commerce and Compliance Division. - Highway Division is now Delivery and Operations Division. - Transportation Development Division is now Policy, Data and Analysis Division. - Rail and Public Transit Division is now Public Transportation Division. [Rail Crossing and Rail Safety/Inspections moved to Commerce and Compliance; Passenger Rail stays in the new division.] - Central Services is now Support Services Division.
<p>ODOT highway regions (NOTE: DMV has regions, too, so you should be specific.)</p>	<p>Region 1: Portland metro and Hood River. Region 2: Willamette Valley and northwest Oregon. Region 3: southwestern Oregon. Region 4: central Oregon. Region 5: eastern Oregon.</p> <p>Capitalize only when used as a proper noun. When just describing central Oregon or eastern Oregon, don't capitalize!</p> <p><i>We welcomed the Central Oregon Roughriders to town. Highways all over central Oregon are covered in snow during winter. Our Highway Region 4 covers central Oregon.</i></p>
<p>off-ramp, on-ramp</p>	<p>Hyphenate in all uses.</p>
<p>online, offline</p>	<p>One word, no hyphen. [<i>Offline</i> is an exception to Webster's.]</p>
<p>Oregon coast central Oregon eastern Oregon southwest Oregon</p>	<p>Lowercase directional or area descriptions when referring to a section of a state or city: <i>western Oregon, the north Oregon coast.</i></p> <p>Only capitalize compass directions and regions when used as a proper noun: <i>the Pacific Northwest; the Midwest; the West Coast.</i></p> <p>See directions and ODOT regions entries above.</p>
<p>over</p>	<p>Acceptable in all uses to indicate greater numerical value. <i>The crop was valued at over \$5 billion.</i></p>
<p>over-dimension overwidth overheight</p>	<p>Note: Motor Carrier only wants "over-dimension" to be hyphenated. Others are one word.</p>
<p>overpass</p>	<p>One word</p>

Pop-up Park & Ride	Pop-up Park & Ride (for consistency!)
precast preclearance prestressed	No hyphen
quotation marks	The period and the comma always go <u>within</u> the quotation marks. Other punctuation marks go inside the quotation marks when they apply to the quoted matter; outside if they don't. The semicolon always goes <u>outside</u> the quotation marks. — <i>He said, "I'm never saying a word to her again!" She replied, "OK."</i> — Who wrote "Gone With the Wind"?
rail car	Two words. [Associated Press exception to Webster's.]
ranges	The form: <i>\$12 million to \$14 million</i> . Not: <i>\$12 to \$14 million</i> or <i>\$12 – 14 million</i> . Also: <i>It was a pay increase of 12-15 percent</i> . Or: <i>It was a pay increase of between 12 and 15 percent</i> .
rest area	Capitalize if part of name: <i>Baldock Rest Area</i>
right of way rights of way	Capitalize only at the beginning of a sentence or when referring to the ODOT section; no hyphens!
right-in right-out	Hyphenate.
rightsizing	One word.
roadwork	One word.
rockfall	One word.
short line, short-line	Railroad terms: <i>short line</i> (n.); <i>short-line</i> (adj.). — <i>In the railroad industry, short lines suffered during the recession.</i> — <i>There are several short-line railroads operating successfully in Oregon.</i>
signs	Preferred over signage in all uses. Use the simple word instead of the more complex: The project includes new road signs and marked crosswalks.
state names	The names of the 50 U.S. states should be spelled out when used in the body of a story, whether standing alone or in conjunction with a city, town, village or military base. Eight states are never abbreviated: <i>Alaska, Hawaii, Idaho, Iowa, Maine, Ohio, Texas</i> and <i>Utah</i> . No state name is necessary if it is the same as the dateline. — <i>We live in Oregon.</i> — <i>They drove from Anchorage, Alaska, to San Francisco, California, in a van.</i> PUNCTUATION: Place one comma between the city and the state name, and another comma after the state name, unless ending a sentence or indicating a dateline: <i>He was traveling from Nashville, Tennessee, to Austin, Texas, en route to his home in Albuquerque, New Mexico.</i>

	Do not use postal abbreviations except in a formal address line.
stormwater, wastewater	One word, per dictionary, Associated Press says.
telephone numbers	Use figures. The form: 503-555-1234. <i>The form for toll-free numbers: 800-555-1234.</i> If extension numbers are needed, use a comma to separate the main number from the extension: 212-621-1500, <i>ext. 2.</i>
temperatures	Use figures for all except zero. Use a word, not a minus sign, to indicate temperatures below zero. [Note: You don't always need to include the word <i>degrees</i> when reporting temperatures.] <ul style="list-style-type: none"> — Right: <i>The day's low was minus 10.</i> — Right: <i>The day's low was 10 below zero.</i> — Wrong: <i>The day's low was -10.</i> — Right: <i>The temperature rose to zero by noon.</i> — Right: <i>The day's high was expected to be 9 or 10.</i> — Also: <i>5-degree temperatures, temperatures fell 5 degrees, temperatures in the 30s</i> (no apostrophe). <p>Temperatures get higher or lower, but they don't get warmer or cooler.</p>
times	Use figures except for noon and midnight . Use a colon to separate hours from minutes: <i>11 a.m., 1 p.m. (not 11:00 a.m., 1:00 p.m.), 3:30 p.m., 9-11 a.m., 9 a.m. to 5 p.m.</i> Avoid the redundant <i>9:30 a.m. this morning</i> or <i>10 p.m. Monday night</i> . See time element .
time element	Use the days of the week, not <i>today</i> or <i>tonight</i> , in print copy. Within seven days before or after the current date: use <i>Monday, Tuesday, etc.</i> , without a date or year. Avoid writing <i>last Tuesday</i> or <i>next Tuesday</i> . The past, present or future tense used for the verb usually tells readers which Tuesday is meant. Don't include the month and date in parentheses. <ul style="list-style-type: none"> — <i>On Tuesday, the commission will consider new rules.</i> — <i>Officers said the crash happened Tuesday, a few minutes before midnight.</i> <p>Within 12 months before or after the current date: use the month and date or just the month where appropriate:</p> <ul style="list-style-type: none"> — <i>Commissioners approved the contract Dec. 10. Commissioners approved the contract in December.</i> — <i>Commissioners will review the contract in August. Commissioners will review the contract at their Aug. 10 meeting.</i> <p>More than 12 months before or after the current date: use the month and year or just the year where appropriate:</p> <ul style="list-style-type: none"> — <i>Construction on the bridge began in May 2012 and is scheduled to end in late 2016.</i> — <i>In 1913, the Oregon Legislature created the Highway Department.</i>

turnout	One word in the following transportation uses: <ul style="list-style-type: none"> — A place where something turns out or branches off: <i>It's on the highway just beyond the turnout to the white church.</i> — A widened space in a highway for vehicles to pass each other or for parking. — A track arrangement enabling locomotives and cars to pass from one track to another and consisting of a switch and frog with all connecting and operating parts.
underway	One word in all uses. [An exception to Merriam-Webster Unabridged].
web, webpage, website	Short form of <i>World Wide Web</i> , it is a service, or set of standards, that enables the publishing of multimedia documents on the internet. Also, <i>website, webcam, webcast and webmaster</i> are all one word, lowercase.
weight	Always figures: <i>12 pounds, 4 ounces, 6 tons</i>
workbook, workday, workforce, workplace, workstation, workweek	One word in all uses. [<i>Workforce</i> is an exception to Merriam-Webster Unabridged.]
work zone	Two words in all uses.

Watch for these words and phrases: could you use the plain language version instead?

- Utilize: use.
- Facilitate: help, assist.
- Accrue: gain, add.
- Time period: time or period.
- Procure: buy, purchase.
- Formulate: create, develop.
- Necessitate: need, cause.
- Provides guidance for: guides.
- Transmit: send.
- At the present time: now, currently.

Avoid words that editorialize, like adverbs – instead, just present the facts.

- This is a ~~very~~ difficult project. (By who's standard?)
- We want to ~~properly~~ answer your question. (As opposed to improperly?)
- Amazing, awesome, interesting, thrilled, etc. – unless part of a quote, avoid these and other fairly meaningless words.

One should aim not at being possible to understand, but at being impossible to misunderstand.

-Quintilian