

The purpose of your document is to convey information to a target audience. Decide what audience you want to reach. The appropriate style will depend on the nature of that audience. For example, if your document will be read only within the department or the government, you can probably get away with using some technical terms and abbreviations. But if your document is for the general public, you will have to make more of an effort to use plain language (see Section 8, "Plain language").

**Reminder:** All federal government publications must be produced in both official languages.