

[REDACTED]

From: [REDACTED]
Sent: 15 February 2011 10:22
To: [REDACTED]
Cc: [REDACTED]
Subject: Freedom of Information Request on Language

Dear [REDACTED],

FREEDOM OF INFORMATION REQUEST - LANGUAGE

Thank you for your email to the Scotland Office of 21 January 2011.

You asked for the following information under the Freedom of Information Act 2000:

- *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.*

I am writing to advise you that we have searched our records and taken all reasonable steps to locate the information asked for.

1. So far as we are able to determine, the Scotland Office has not issued any such guidance since May 1 2010.

If you are dissatisfied with the decision made in relation to your request you may ask for an internal review. A request for an internal review should be addressed to:

FOI Officer
1 Melville Crescent
EDINBURGH
EH3 7HW

If you are not content with the outcome of the internal review you have the right to apply directly to the Information Commissioner for a decision. The contact details are:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
CHESHIRE
SK9 5AF

If you have any queries about this letter please contact me.

Yours sincerely

[Redacted]

[Redacted]

Dover House
London
SW1A 2AU

[Redacted]