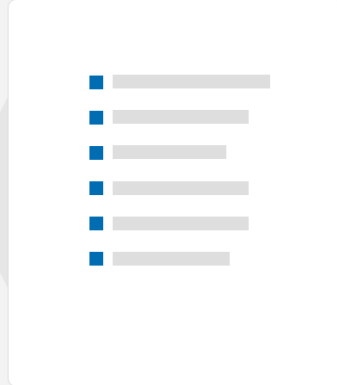


# Checklist for Plain Language



- written for the average reader
- ✓
- organized to serve the reader's needs
- ✓
- has useful headings
- ✓
- uses "you" and other pronouns to speak to the reader
- ✓
- uses active voice
- ✓
- uses short sections and short sentences
- ✓
- uses the simplest tense possible—simple present is best
- ✓
- uses base verbs, not hidden verbs
- ✓
- omits excess words
- ✓
- uses concrete, familiar words
- ✓
- uses "must" to express requirements; avoids the ambiguous word "shall"
- ✓
- places words carefully (avoids large gaps between the subject, the verb and the object; puts exceptions last; places modifiers correctly)
- ✓
- uses lists and tables to simplify complex material
- ✓
- uses no more than two or three subordinate levels
- ✓

**Make and Share Free Checklists**

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