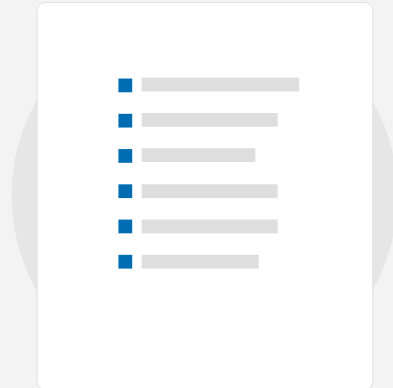


Checklist for Plain Language



- ☐ 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