Plain Language

Document Checklist

Have you—

_____ written for the average reader?

_____ organized the information to serve the reader’s needs?

_____ put the main points up front?

_____ deleted unnecessary text?

Did you use—

_____ question-and-answer format or other informative headings?

_____ “you” and “we” and other pronouns?

_____ active voice?

_____ short, direct sentences?

_____ short paragraphs?

_____ everyday words?

_____ careful word placement?

_____ lists?

_____ tables?

Remember to proofread!