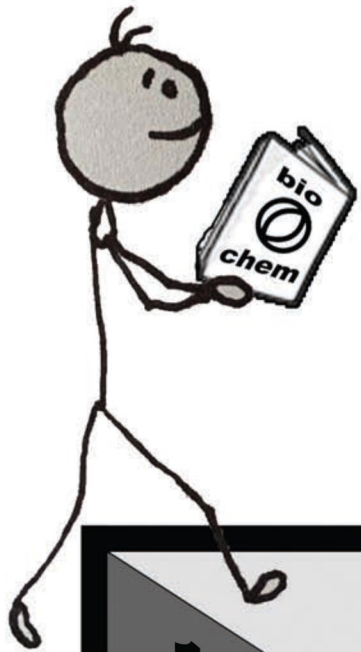


Improving your plain language summary

5 quick tips



Got it?

Ask non-specialists to read your summary, then explain it to you.

Did they understand your main points?

Reduce adverbs

Most of the time, adverbs just take up space.

Remove qualifiers such as:

simply, possibly, perhaps, quite, actually, greatly.

Words people know

Remove jargon. Remove acronyms.
(at least, define them. All of them.)

Subject then verb

Remove the passive voice.

Replace "it has been suggested that roads are crossed by chickens" with "chickens cross roads".

Short sentences

Trim any sentence

that has more than 20 words

OR more than 1 thought in it.

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