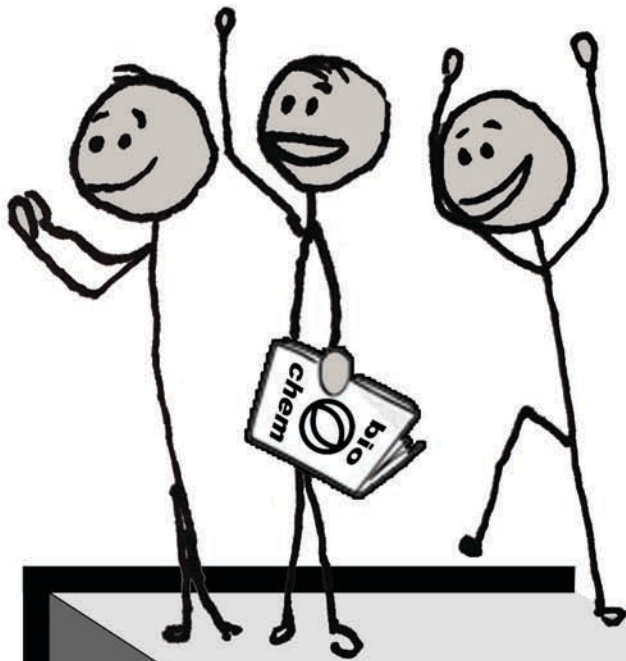
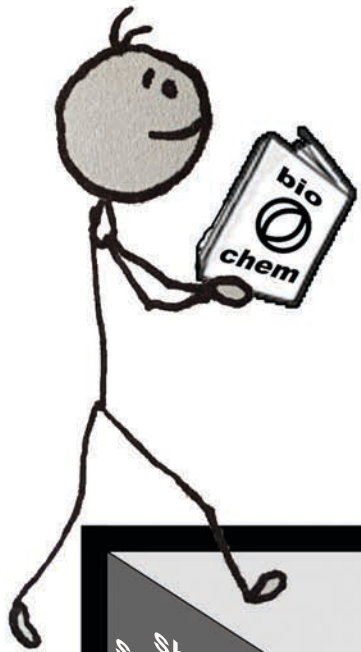


Improving your plain language summary

5 quick tips



got it?

GOT IT?

Ask non-specialists to read your summary, then explain it to you.
Did they understand your main points?

reduce
adverbs

REDUCE ADVERBS

Most of the time, adverbs just take up space.
Remove qualifiers such as:
simply, possibly, perhaps, quite, actually, greatly.

words we
all know

WORDS PEOPLE KNOW

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

subject
then verb

SUBJECT THEN VERB

Remove the passive voice.
Replace "it has been suggested that roads
are crossed by chickens" with "chickens cross roads".

short
sentences

SHORT SENTENCES

Trim any sentence
that has more than 20 words
OR more than 1 thought in it.

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