Resource Guide to Plain Language Checklists

Here's a list of checklists developed by government agencies to help their employees write plain language documents and content. These checklists will help you evaluate your own drafts, even if you don't work for a government agency. They will also serve as inspiration if you're creating a plain language checklist for your colleagues.

A Plain-Language Checklist for Reviewing Your Document – National Institutes of Health (USA)

Checklist for Applying Our Standard – Parliamentary Counsel Office (New Zealand)

Checklist for Plain Language – Plainlanguage.gov (USA)

Five Steps to Plain Language – Center for Plain Language (USA)

Health Excellence Awards Plain Language Checklist – Ministry of Health (New Zealand)

Plain Language Checklist – Centers for Disease Control (USA)

Plain Language Checklist – Department of Transportation (USA)

Plain Language Checklist for Emergency Responders – Department of Health & Human Services (USA)

Plain Writing Checklist – National Archives (USA)

Say It Right the First Time: Using Plain Language to Address Health Literacy – County of Los Angeles Health Education Administration (USA)