Plain Language |Clean Design

Plain Language Techniques

To enhance readability:

- Shorter sentences
- Action verbs

Replace Weak Verbs with Action Verbs

An action verb ~~is~~ a verb that represents an action.

An action verb represents an action.

The entrance exam ~~was~~ failed by over one-third of the applicants to the school.

Over one-third of applicants to the school failed the entrance exam.

Reduce Prepositions

It is a matter of the gravest possible importance to the health of anyone with a history of a problem with disease of the heart that he or she should avoid the sorts of foods with a high percentage of saturated fats. **42**

Anyone with a history of heart disease should avoid saturated fats. **11**

Reduce is + -ing Constructions

The department is planning to hold a Canvas workshop for new teachers.

The department plans to hold a Canvas workshop for new teachers.

The department plans a Canvas workshop for new teachers.

Clean Design Techniques

To enhance readability:

- Internal headings
- White space (spacing)
- Lists
- Chunking

Use Headings Effectively

Increasing Study Spaces at VT: A Recommendation Report

Introduction, which introduces the topic. Introduction, which introduces the topic. Introduction, which introduces the topic.

Explanation of the Problem

Text of first section, which talks about the problem, proving that it is a problem. Text of first section, which talks about the problem, proving that it is a problem.

Proposed Solutions

Text of the solution section, which indicates the potential solutions to the problem, with each one analyzed carefully.

Solution 1

Discussion of solution 1, with plenty of details to indicate the good and bad points of this potential solution.

Solution 2

Discussion of solution21, with plenty of details to indicate the good and bad points of this potential solution.

Solution 3

Discussion of solution 3, with plenty of details to indicate the good and bad points of this potential solution.

- No heading should be the same size as the body text. *They should be at least 2 sizes larger.*
- Headings of the same level should look alike (see reds and blues, left).
- Use styles (bold, bold italic) to make headings stand out.
- Do not indent headings.
- Do not number headings unless you are creating a lengthy document.
- Do not use a colon after a heading.
- Do not underline headings.

Use Correct Spacing & Indenting

For many potential employees, getting a job might be knowing the right person

or being at the right place at the right time, but for most of us, it is the result of

careful planning, writing, and designing.

    When preparing for the job search and producing your materials, you will use

a combination of skills, including: self-reflection skills to inventory your strengths,

research skills to assess an employer's needs, writing skills to present a detailed

account of your experience and strengths, design skills to present your material

in a highly readable format.

    Job application materials are persuasive documents designed to generate

enough interest in the employer to call you in for an interview.

    The material and examples covered in this unit will give you information

necessary to assess your audience's needs and provide strategies and techniques

to satisfy those needs.

Traditional essay formatting

Double spacing + Indented paragraphs

Use Correct Spacing & Indenting

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Traditional PW formatting

**Single spaced paragraphs
+
Double spacing Between
+
NO Indented paragraphs**

Use Lists for More Than 2 Items

For this workshop session, you should bring your ID badge, your laptop, a thumb drive, the two textbooks we are using this semester, and five randomly-chosen samples of your students' work.

For this workshop session, you should bring

- your ID badge,
- your laptop,
- a thumb drive,
- the two textbooks we are using this semester, and
- five randomly-chosen samples of your students' work.

Use bullets when order DOES NOT matter.

To access your SPOT forms, log in to Canvas, look for the Account icon in the column at left, click on this icon, click on Files in the page that opens, select Evaluation Reports from the list that will appear, scroll down to the folder for the current semester, open the folder, click on the report, and select Download.

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2. Look for the Account icon in the column at left,
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8. Click on the report, and
9. Select Download.

Use numbers when order DOES matter.

Chunk Long Paragraphs

Getting a job involves more than just creating a resume. For many potential employees, getting a job might be knowing the right person or being at the right place at the right time, but for most of us, it is the result of careful planning, writing, and designing. When preparing for the job search and producing your materials, you will use a combination of skills, including: self-reflection skills to inventory your strengths, research skills to assess an employer's needs, writing skills to present a detailed account of your experience and strengths, design skills to present your material in a highly readable format. Job application materials are persuasive documents designed to generate enough interest in the employer to call you in for an interview. The material and examples covered in this unit will give you information necessary to assess your audience's needs and provide strategies and techniques to satisfy those needs.

Getting a job involves more than just creating a resume.

For many potential employees, getting a job might be knowing the right person or being at the right place at the right time, but for most of us, it is the result of careful planning, writing, and designing.

When preparing for the job search and producing your materials, you will use a combination of skills, including: self-reflection skills to inventory your strengths, research skills to assess an employer's needs, writing skills to present a detailed account of your experience and strengths, design skills to present your material in a highly readable format.

Job application materials are persuasive documents designed to generate enough interest in the employer to call you in for an interview.

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Chunk by breaking up long paragraphs in logical places.

Making Your Job Search Work for You

Getting a job involves more than just creating a resume.

For many potential employees, getting a job might be knowing the right person or being at the right place at the right time, but for most of us, it is the result of careful planning, writing, and designing.

Job Search Skills

When preparing for the job search and producing your materials, you will use a combination of skills, including:

- self-reflection skills to inventory your strengths,
- research skills to assess an employer's needs,
- writing skills to present a detailed account of your experience and strengths,
- design skills to present your material in a highly readable format.

Job application materials are persuasive documents designed to generate enough interest in the employer to call you in for an interview.

The material and examples covered in this unit will give you information necessary to assess your audience's needs and provide strategies and techniques to satisfy those needs.

Combine Techniques

Headings
+
Chunking
+
Lists

Break Titles in Logical Places

Reducing Bicycle-Pedestrian Interaction on the VT Campus:
A Recommendation Report

X Reducing Bicycle-Pedestrian Interaction on the VT
Campus: A Recommendation Report

Reducing Bicycle-Pedestrian Interaction
On the Virginia Tech Campus:
A Recommendation Report