

### *3. How to write in plain language*

## Shorten sentences

**All CalVCB applications and related documents, including medical records and information, are highly confidential.**



**The information you share with CalVCB is strictly confidential. This includes medical records.**

Very hard to read

Easy to read



### *3. How to write in plain language*

Use “you” to refer to the reader

**Copies of tax returns must be provided.**



**You must provide copies of your tax returns.**