

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.