3. How to write in plain language

Top 4 tips

- **1-- Use small, common words**

  - Help people understand by using words they understand

- 2-- Write in short sentences

  - Have one idea per sentence. This makes it easier to read.

- 3 -- Use "you" and "we" with active voice

  - Make it clear who does what.

- 4 -- Cut ALL the extra words

  - Respect people's time. Give them only what they need.