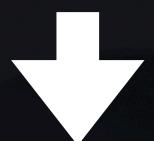
3. How to write in plain language

## Use active voice

It is recommended that the form be filled out on your phone.



We recommend you fill out the form on your phone.

## 3. How to write in plain language

## Cut ALL the extra words

- No one needs:
- Courtesy words that are unnecessary
- please
- welcome
- To hear what we don't have
- under construction
- coming soon
- Repeated words or ideas
- It's not helpful to say things twice!