

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.

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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!