

3. How to write in plain language

Swap out big words for small ones



**Infants and
children**

A diagram illustrating the process of simplifying language. It features two large white circles on a dark background. The left circle contains the text 'Infants and children' in bold black font. A white arrow points from this circle to the right circle, which contains the text 'Kids' in bold black font.

Kids

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- utilize → use
- provide → give
- additional → more
- furthermore → also
- subsequently → later