

### *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!