

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.



Plain language can be hard.

