

3. How to write in plain language

Swap out big words for small ones

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

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Shorten sentences

All CalVCB applications and related documents, including medical records and information, are highly confidential.



The information you share with CalVCB is strictly confidential. This includes medical records.

Very hard to read

Easy to read