

Plain Language

Document Checklist

Have you—

- ___ written for the average reader?
- ___ organized the information to serve the reader's needs?
- ___ put the main points up front?
- ___ deleted unnecessary text?

Did you use—

- ___ question-and-answer format or other informative headings?
- ___ “you” and “we” and other pronouns?
- ___ active voice?
- ___ short, direct sentences?
- ___ short paragraphs?
- ___ everyday words?
- ___ careful word placement?
- ___ lists?
- ___ tables?

Remember to proofread!