

Use Plain Language

to simplify and clarify your writing.

Choose words and phrases that are simple, structurally clear, and easy to understand so that your information makes immediate sense the first time it's read.

TheRealCommunicationGuy.com



1 Use Simple Words and Phrases

Choose words and phrases that are short and simple over obscure and complex.

2 Avoid the Jargon

Jargon is the use of language that is unnecessarily difficult to understand.

Don't use complex or industry-specific words to impress. Use words your audience knows.

 Don't Say	 Say
Psychological benefits	Hands-on learning tool
An integration with custom scaling and brand reduction	A robot that is more precise and less shaky
Myocardial infarction	Heart attack

3 Get Rid of Noun Strings

Noun strings occur when you put three or more nouns in a row, confusing nouns and adjectives. Readers hate to read noun strings. To fix, reorder the string from right to left, change one of the nouns to a verb, and add a preposition or article so it makes sense.

 Don't Say	 Say
Join the Customer Relationship Improvement Program.	Join the Program for Improving Customer Relations.
ACSB is creating a student housing safety improvement health report.	ACSB is creating a health report for improving housing safety.

4 Modify Carefully

The right words in the wrong place can create ambiguity, and embarrassment. Keep subjects and objects close to their verbs and long conditions after main clauses.

Don't Say

My boss gave lunches to all employees in paper sacks.
If you were laid off and you need financial assistance, fill out form TB-8.

Say

My boss gave each lunches to all employees.
Fill out form TB-8 if you need financial assistance.

5 Reduce Abbreviations

Abbreviations require readers to keep checking back to remember what they stand for. Follow three rules for abbreviations: use nicknames instead, don't explain common ones, define the ones you must use.

	 Don't Say	 Say
Use nicknames that mean something.	TEAAC for Technology Assistance and Advisory Center	The Center
Don't explain common abbreviations.	The FBI (the Federal Bureau of Investigation) conducted a review.	The FBI conducted a review.
If you must use one, name, then use parentheses the first time.	In 1952, the Association of Collegiate Schools of Architecture was formed.	The Association of Collegiate Schools of Architecture (ACSA) was formed.

6 Aim for Active Voice

When you are speaking directly to a person or when you want to have a clear, direct tone, make sure the subject of the sentence performs the action (verb), rather than the verb acting upon the subject.

 Don't Say	 Say
The report was written by Jamal.	Jamal wrote the report.
The slide decks must have been designed by Pina.	Pina must have designed the slide decks.
Our ten dollars were wanted by the government.	The government wanted our ten dollars.
Demaris was given high praise by the committee.	The committee gave high praise to Demaris.
The impact of sleep on happiness at work has been shown by research.	Research shows that happiness at work is impacted by sleep.

7 Remove Hidden Verbs

A "hidden" verb is a verb that is turned into a noun, which often needs more words to clarify. To fix, look for nouns that end in "-ment," "-tion," "-ion," or "-ence" and see if a verb is used to describe it. If so, turn the noun into the verb.

 Don't Say	 Say
Please fill out an application for a loan.	Please apply for a loan.
We need to start a collection of donations.	We need to collect donations.
We need to hold an investigation.	We need to investigate .
There is a disagreement among the parties.	The parties disagree .
It's time to make a decision.	It's time to decide .

A Quick Guide To Plain English

Philip Roberts



A Quick Guide To Plain English:

Oxford Guide to Plain English Martin Cutts, 2020-02-27 Plain English is the art of writing clearly concisely and in a way that precisely communicates your message to your intended audience This book offers expert advice to help writers of all abilities improve their written English With 30 chapters each centred around a practical guideline its coverage is extensive including lessons on vocabulary punctuation grammar layout proofreading and organization There are also hundreds of real examples to show how it s done with handy before and after versions All this is presented in a straightforward and engaging way This new edition has been fully revised reorganized and updated to make its content even more accessible There are new chapters discussing customer service writing and common blunders in the workplace while other sections have been amended to update examples and provide easier routes through the book The chapter on sexism in particular has been heavily expanded to advise on the use of inclusive language in general A new appendix has also been added summarising the history of plain English from Chaucer to the present day

Machine Learning and Its Application: A Quick Guide for Beginners Indranath Chatterjee, 2021-12-22 Machine Learning and Its Application A Quick Guide for Beginners aims to cover most of the core topics required for study in machine learning curricula included in university and college courses The textbook introduces readers to central concepts in machine learning and artificial intelligence which include the types of machine learning algorithms and the statistical knowledge required for devising relevant computer algorithms The book also covers advanced topics such as deep learning and feature engineering Key features 8 organized chapters on core concepts of machine learning for learners Accessible text for beginners unfamiliar with complex mathematical concepts Introductory topics are included including supervised learning unsupervised learning reinforcement learning and predictive statistics Advanced topics such as deep learning and feature engineering provide additional information Introduces readers to python programming with examples of code for understanding and practice Includes a summary of the text and a dedicated section for references Machine Learning and Its Application A Quick Guide for Beginners is an essential book for students and learners who want to understand the basics of machine learning and equip themselves with the knowledge to write algorithms for intelligent data processing applications

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Health Literacy From A to Z Helen Osborne,2013 With patient experience at the forefront of health care effective communication of health messages is critical to quality care This book offers proven strategies to help providers clearly explain health information to a variety of audiences from patients and caregivers to students and the public

Breaking the Patent Code: A Simple Guide to Inventing and Protecting Your Ideas Pasquale De Marco,2025-05-10 Breaking the Patent Code A Simple Guide to Inventing and Protecting Your Ideas is the essential guide for inventors

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perspectives of child and youth studies it prepares readers with new ways of thinking about working with children and young people Clear concise and accessible it allows students to make more informed choices about their career pathways

Cooking Around the World All-in-One For Dummies Mary Sue Milliken,Susan Feniger,Helene Siegel,Cesare Casella,Jack Bishop,Tom Lacalamita,Heather Heath,Martin Yan,Dede Wilson,Joan H. Moravek,Kristin Eddy,2003-03-14 Ever have food fantasies in a truly international vein an appetizer of feta cheese and roasted pepper spread an entr e of spinach ravioli and steaming coq au vin with a side of bulghur wheat and parsley salad topped finally with a dish of cool gelato di crema vanilla ice cream and chocolate souffle for dessert Well fulfilling food fantasies that read like the menu in the UN cafeteria is now entirely possible With Cooking All Around the World All in One For Dummies you ll be introduced to the cooking styles and recipes from eight of the world s most respected cuisines experiencing in the comfort of your own kitchen the fabulous variety of foods flavors and cultures that have made the world go round for centuries With a roster of cooking pros and all star chefs including Mary Sue Milliken Susan Feniger and Martin Yan Cooking All Around the World All in One For Dummies includes some of the most popular recipes from Mexican Italian French Greek and Middle Eastern Indian Chinese Japanese and Thai cuisines revealing the cooking secrets that have made these recipes so winning and in some cases such a snap Inside you ll find The essential ingredients and tools of the trade common to each cuisine The basic cooking techniques specific to each cuisine How to think like an Italian or Chinese chef What the inside of a French Greek and Middle Eastern and Japanese kitchen really looks like And once you become familiar with the new world of spices and ingredients you ll be whipping up tasty new exotic dishes in no time Page after page will bring you quickly up to speed on how to make each part of the menu from appetizers entr es to desserts a sparkling success Starters snacks and sides including Gazpacho Tuscan Bread Salad Leeks in Vinaigrette Falafel Spring Rolls Miso Soup Chicken Satays with Peanut Sauce The main event including Chipotle Glazed Chicken Lasagna Cauliflower au Gratin Lamb Kebabs Grilled Tandoori Chicken Braised Fish Hunan Style Shrimp and Veggie Tempura Sweet endings including Mexican Bread Pudding Biscotti Chocolate Souffle Yogurt Cake Mango Ice Cream Green Tea Ice Cream Coconut Custard with Glazed Bananas With over 300 delicious recipes a summary cheat sheet of need to know info black and white how to illustrations and humorous cartoons this down to earth guide will having you whipping up dishes from every part of the globe Whether it s using a wok or tandoori oven with Cooking All Around the World All in One For Dummies every meal promises to be an adventure spoken in the international language of good food

Self Publishing:Absolute Beginners Guide Imogene Nix,Suzi Love,2016-05-21 Information advice and tips to help you decide between Self Publishing or Traditional Publishing and to then get you started on your road to publication This detailed information gives contacts lists cheat sheets and checklists that can be reproduced over and over again helping set goals that will steer you towards professionally produced books The book is aimed at all authors fiction and non fiction and is available in a range of formats including digital and paperback Co Authored by two Australians multi published Imogene Nix and best

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Easy Guide to Health and Safety Phil Hughes, Liz Hughes, 2015-01-09 Do you need to get to grips with health and safety principles but don't have time to wade through reams of legislation and guidance Do you need practical step by step guidance on health and safety issues for your small business Then this is the book for you Building on the success of the first edition this fully revised Easy Guide to Health and Safety 2nd edition introduces the health and safety issues which the self employed and managers directors and staff with health and safety responsibilities in small businesses face every day Written in plain English this new edition will take you through the principles of health and safety in a clear jargon free manner Fully revised and packed with practical guidance the Easy Guide to Health and Safety will ensure that you are well equipped to keep yourself and others safe in the workplace Provides small businesses with the necessary information to understand obligations and gain control of health and safety in the workplace Packed with practical guidance and handy checklists and forms Also suitable for students studying towards IOSH Working Safely and NVQ level 1 and 2 courses from City and Guilds and other NVQ awarding bodies

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