

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

Helen Osborne



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

iOS 26 User Guide SMART FLOW GUIDES, 2025-09-30 Unlock the Full Power of iOS 26 Made Simple for Beginners and Seniors Your iPhone just got smarter faster and more capable than ever but with so many new features packed into iOS 26 it s easy to feel overwhelmed From hidden settings that boost performance to the brand new Apple Intelligence tools that help you write organize and communicate with ease this update is more than a software refresh it s a whole new iPhone experience iOS 26 User Guide A Clear Step by Step Manual to Master Your iPhone s New Features Tips and Tricks is your trusted companion to make the most of it Written in plain approachable language this guide walks you through every essential function with simple explanations and step by step instructions designed especially for beginners and seniors Whether you re setting up your iPhone for the very first time or

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Clueless No More A Simple Guide to Car Maintenance and Repair is the ultimate guide to car maintenance and repair for the average car owner Written in plain English and packed with clear instructions helpful diagrams and insider tips this book will help you keep your car running smoothly and safely Whether you re a complete novice or a seasoned DIYer this book has something for you It covers everything from basic maintenance tasks like changing your oil and filter to more complex repairs like replacing your brakes or alternator In this book you ll learn How to perform basic maintenance tasks like changing your oil filter and spark plugs How to diagnose and repair common car problems How to keep your car running smoothly and safely How to save money on car repairs With Clueless No More A Simple Guide to Car Maintenance and Repair you ll have the knowledge and confidence to take care of your car and keep it running for years to come This book is perfect for First time car owners People who want to save money on car repairs DIY enthusiasts Anyone who wants to learn more about their car Don t wait any longer to learn how to take care of your car Order your copy of Clueless No More A Simple Guide to Car Maintenance and Repair today If you like this book write a review on google books **AI for**

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A Simple Guide to Meetings and Minute Taking Elizabeth J Tucker,2013-10-02 Never again be daunted by the prospect of writing the minutes at your meetings This practical guide will help you to complete the task confidently and efficiently Minute taking is about more than just taking and transcribing notes at a meeting Good minute taking involves Sending a clear and accurate agenda in advance of the meeting Using the same numbering system for the agenda and minutes Sticking to the agenda and not drifting onto other topics Being properly prepared Knowing what to capture rather than writing everything that was said Choosing the right style of agenda and minutes for your meetings Knowing when and why minutes should be altered Minute taking is a skill that everyone can acquire but like any other skill it has to be learnt and then practiced A Simple Guide to Meetings and Minute Taking will take you through each stage of the meeting cycle At the end of this book you will know what needs to be done and when

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

entrepreneurs and anyone who wants to learn more about the patent system This comprehensive book covers everything you need to know about patents from the basics to the most complex issues Whether you re just starting to develop your invention or you re ready to file a patent application this book has something for you You ll learn about the different types of patents the patent application process and how to avoid common mistakes You ll also learn about patent infringement and how to protect your intellectual property In addition to the practical information you need to obtain a patent this book also provides insights into the ethical implications of patents and the role of patents in society You ll learn about the history of the patent system the current debates surrounding patent reform and the future of patents Written in plain English and packed with real world examples and case studies **Breaking the Patent Code A Simple Guide to Inventing and Protecting Your Ideas** is the definitive guide to the patent system Whether you re looking to protect your invention commercialize your idea or simply learn more about the patent system this book has something for you Here s just a fraction of what you ll learn in **Breaking the Patent Code A Simple Guide to Inventing and Protecting Your Ideas** The different types of patents and which one is right for you The patent application process step by step How to avoid common mistakes that can delay or even derail your patent application How to protect your intellectual property from infringement The ethical implications of patents and the role of patents in society The history of the patent system and the current debates surrounding patent reform If you re serious about protecting your invention and taking your business to the next level then **Breaking the Patent Code A Simple Guide to Inventing and Protecting Your Ideas** is the book you need Order your copy today and start learning everything you need to know about the patent system If you like this book write a review on google books *The Ridiculously Simple Guide to Google Analytics* Scott La Counte,2019-08-22 If you have a website then you have probably already heard all about rate exit rate organic search traffic and more They re nice words but how do you use them to understand your visitors and get more Google Analytics is a powerful resource that can tell you the smallest details about your visitor traffic but if you are asking yourself what it means or why it even matters then you re like most businesses Analytics is so data heavy that you can be easily overwhelmed and lost If you are new to Analytics or even have used it a few times then this guide will help you understand what s in front of your eyes It won t get into the weeds with professional tips better suited for professional marketers It also won t go into detail about advanced Analytics elements the keyword here is Basics The goal is to get you started quickly Ready to get started Let s go **The Beginner's Guide to Insight Meditation** Arinna Weisman,Jean Smith,2010-08-17 A user friendly introduction to Insight Meditation is offered by a well known teacher of the practice with the author of the popular *The Beginner s Guide to Zen Buddhism* 25 photos **The Short Guide to Working with Children and Young People** Liesl Conradie,Tyrrell Golding,2013-12-20 Childhood and youth have become increasingly important topics across a range of disciplines professions and studies and *The Short Guide to Working with Children and Young People* is an accessible introduction to the main concepts and policies surrounding them Surveying the key theoretical

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 selling and award winning Suzi Love *Brain Train* Dr Richard Palmer, Richard Palmer, 2003-09-02 A new edition of a highly successful study skills books The style and approach is particularly suited to current student needs as the author stresses the importance of adopting a positive response to study The lively and enthusiastic tone and the practical advice on everything from planning revision to designing CVs gives this book enormous appeal to all from A level to mature students

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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