**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!**