PLAIN LANGUAGE AT A GLANCE

What?

An international standard for readable text. It's research based, and it's been around for decades.

Why?

- clear
- concise
- easy to read
- easy to process
- legally binding
- unambiguous

Who?

- governments
- lawyers
- judges
- CDC
- FAA
- OECD
- WHO

How?

20 — 20 WORD SENTENCES
One idea, nice and short with less punctuation.

WRITE HOW YOU SPEAK NATURALLY

5 LINE PARAGRAPHS
Make your page look inviting

USE HEADINGS
Help your readers to scan

USE EVERYDAY WORDS AND SIMPLE PUNCTUATION

BULLETS BABY
Bullet points are your best friend!

Get more plain language love from Miraka Davies at www.boom.unprofessionalwriting.com/all-access/.

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