

# 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!**