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.

TheVisualCommunicationGuy.com

1 Use Simple Words and Phrases
Choose words and phrases that are short and simple over obscure and complex.

😠 Don't Say	👍 Say
accompany	go with
accomplish	do
accrue	gain
addressee	you
a number of	some
close proximity	near
commence	start
consequently	so
currently	now
due to the fact that	because
during the period	during
encounter	meet
expedite	speed up
facilitate	ease
for a period of	for
in an effort to	to
in order to	to
in the amount of	for
it is requested	please
methodology	method
numerous	many
optimum	best
provided that	if
relative to	about
remuneration	payment
subsequently	after
utilize	use

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
Pedagogical heuristic	Hands-on learning tool
AI integration with motion scaling and tremor reduction	A robot that is more precise and less shaky
Myocardial infection	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.
ADB is creating a student housing safety improvement health report.	ADB 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	👍 Say
My boss gave lunches to all employees in paper sacks.	My boss gave sack lunches to all employees.
If you were laid off and you need financial assistance, fill out form St-8.	Fill out form St-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	TAAAC 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 1912, 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 Pine.	Pine must have designed the slide decks.
Our tax dollars were wasted by the government.	The government wasted our tax dollars.
Deneira was given high praise by the committee.	The committee gave high praise to Deneira.
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," "-sion," 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

Randy Osborn

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   *The Plain English Guide* Martin Cutts,1996 The author a co founder of the Plain English Campaign and an activist in the international plain language movement explains in practical terms how to clearly write and deliver information Lacks an index Annotation copyright by Book News Inc Portland OR

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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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 upgrading from an older version you ll discover how to use the latest features with confidence and ease Inside you ll learn how to Install updates safely and keep your iPhone secure Explore Apple Intelligence tools for smarter everyday tasks Master Messages FaceTime and new sharing features Customize your Home Screen and widgets for clarity and speed Take better photos edit like a pro and organize your albums Stay safe online with improved privacy and scam protection Fix common problems quickly without needing expert help With clear screenshots practical tips and easy to follow steps this book transforms complicated tech into something anyone can handle No jargon no confusion just solutions you ll actually use Don t let your iPhone s best features go to waste Pick up this guide today and start using iOS 26 the smart way confidently securely and stress free   Canon EOS R50 V User Guide Randy Osborn , Unlock the Full Power of Your Canon EOS R50 V Without the Overwhelm If you ve just picked up the Canon EOS R50 V and you re feeling excited but also a little lost you re not alone Whether you re a total beginner a senior trying digital photography for the first time or a vlogger looking for the perfect YouTube starter camera this all in one Canon EOS R50 V user guide is for you Written in plain English with no tech jargon this is not your typical camera manual This is a simple camera guide for older users beginners and creators alike packed with step by step camera manual tips to help you confidently shoot photos and videos you re proud to share What You ll Learn Inside This Easy Canon Camera Tutorial Book How to Use Canon EOS R50 V From unboxing to your first photo we walk you through everything with crystal clear instructions and real life examples Canon R50 Setup Guide Learn how to quickly charge your camera insert your memory card and walk through the touchscreen setup with ease How to Shoot Video with Canon Discover how to master Canon R50 video settings for YouTube TikTok and Instagram reels even if you ve never filmed before Canon R50 Autofocus Tutorial Say goodbye to blurry shots You ll master autofocus face tracking Canon features including face and eye tracking Canon and subject lock perfect for vlogging and portraits Camera Guide for Seniors Designed for clarity larger text and slow paced instructions this book is ideal for digital photography for older adults or tech averse users Photography Book for Travelers Learn to compose stunning landscapes street scenes and food shots while on the go with Canon R50 for content creators Canon R50 YouTube Setup Build your vlogging camera setup for beginners with microphone tips clean lighting hacks and audio clarity fixes Canon Touchscreen Q Menu Explained We decode the touchscreen so you can change settings on the fly without digging through menus Canon R50 Camera Explained in Plain English From ISO to white balance we break down every button dial and option without overwhelming you Best Camera Settings for Beginners Whether you re capturing pets people or products you ll know what to use and what to skip Beginner Photography Tips Manual Mode Learn how to shoot like a pro with a guide that grows with you including when and how to learn manual mode with Canon EOS R50 Best

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   iPhone 17 User Guide for Seniors and Beginners Georgette Howard,101-01-01 The iPhone 17 is not just a phone it is the most personal powerful and versatile device Apple has ever released Yet for many new users especially seniors and beginners this cutting edge technology can feel overwhelming at first That is exactly why this guide exists to make learning the iPhone 17 simple clear and enjoyable When Apple launched the iPhone 17 iPhone 17 Pro and iPhone 17 Pro Max millions of people searched for a manual that explained things in plain English Apple provides a reference guide but what most users need is a step by step user guide that speaks their language shows pictorial explanations and offers practical shortcuts for everyday use This book is written with that purpose in mind Whether you are switching from Android to iPhone 17 picking up your first smartphone or upgrading from an older model you ll find everything you need here How to set up your iPhone 17 with confidence Clear illustrations showing buttons gestures and menus Easy instructions for making calls sending messages FaceTime and email Tips for taking professional quality photos and 4K videos Guides to downloading apps browsing the internet and staying safe online Accessibility features designed especially for seniors beginners and visually impaired users Bonus sections including iOS 18 tips tricks hidden features troubleshooting and must have apps What makes this guide different is its unique focus on seniors and first time users Every chapter is written with larger easy to read explanations plain words instead of technical jargon and KDP safe pictorial illustrations with captions that show you exactly where to tap swipe or press Along the way you ll also discover hidden iPhone 17 features like Back Tap shortcuts Action Button customization Live Text Translate Siri commands and improved battery management These are the kinds of tips that turn a new phone from something intimidating into something empowering By the end of this guide you won t just know how to use your iPhone 17 you ll feel confident independent and ready to explore the digital world at your own pace If this is your first iPhone welcome to the family If you ve used earlier models get ready to unlock the best that the iPhone 17 series and iOS 18 have to offer This book is your personal companion every step of the way **A Simple Guide to Technology and**

Analytics Brian J. Evans,2021-09-12 Everyday technology is constantly changing and it s hard to keep up with it at times What is all this talk about automation STEM analytics and super computers and how will it really affect my daily life at work and in the home This book is a simple guide to everyday technology and analytics written in plain language It starts with explaining how computer networks are increasing in speed so fast that we can do more in less time than ever before It explains the analytical jargon in plain English and why robotics in the home will be aided by the new technology of the quantum computer Richly furnished with over 200 illustrations photos and with minimal equations A Simple Guide to Technology and Analytics is a ready reference book for those times when you don t really understand the technology and analytics being talked about It explains complicated topics such as automated character recognition in a very simple way and has simple exercises for the reader to fully understand the technology with answers at the back It even has explanations on how home appliances work which are very useful the next time you go shopping for a microwave or TV Even the Glossary at the back can be used as a quick look up explanation for those on the go *Canon EOS R7 User Guide* Randy Osborn , The Canon EOS R7 is one of the most versatile mirrorless cameras Canon has ever created and this Canon EOS R7 User Guide is the companion every photographer needs to unlock its full potential Whether you re completely new to digital photography or upgrading to a more advanced system this is more than just an EOS R7 manual it s a step by step Canon R7 camera guide written in plain English designed to make complex features simple Inside this Canon EOS R7 photography book you ll find everything you need to move from first setup to confident shooting Think of it as a hands on Canon EOS R7 tutorial that walks you through the EOS R7 setup and settings explains the menus clearly and gives you real life tips on how to use Canon EOS R7 for any subject You ll master the R7 s autofocus system with a dedicated Canon EOS R7 autofocus guide learning how to use Face and Eye Detection how to choose between One Shot vs Servo AF and why Canon EOS R7 autofocus explained in practical terms matters for portraits sports and wildlife You ll discover recommended Canon EOS R7 wildlife photography settings flattering portrait photography settings and fast paced sports and action settings For filmmakers and content creators there s a full breakdown of Canon EOS R7 video settings including slow motion video setup C Log profiles and even tips for the EOS R7 autofocus and video settings that professionals rely on This isn t just theory it s a Canon EOS R7 quick start guide packed with Canon EOS R7 tips and tricks that show you exactly how to get better results in the real world From Canon EOS R7 menu explained in simple language to understanding the EOS R7 exposure triangle you ll learn to balance aperture shutter speed and ISO with confidence You ll also find solutions to common frustrations such as the Canon EOS R7 overheating fix how to choose the right Canon EOS R7 lenses recommended and the best accessories for Canon EOS R7 that make a big difference in everyday shooting For learners looking for a solid foundation this book doubles as a digital photography for beginners resource and a mirrorless camera photography guide offering the same clarity you d expect from a trusted Canon photography guidebook a beginner s photography manual or a true digital camera guide Each chapter is

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commentary examines the background to the NEC its design objectives structure procedures and likely judicial interpretation to determine whether it improves upon the traditional standard forms of contract Special attention is given in the commentary to the development and the significance of the principles underlying preparation of the NEC as well as the arguments in favour of and against them Throughout the detailed commentary upon the NEC clauses comparisons to the traditional forms are also made to highlight unique features and principles of general application The conclusion reached is that the NEC does make a significant contribution to the development of standard forms of contract addresses many of their short comings and offers one of the best models for their future development direction and design The commentary draws upon the body of the project management literature and legal analysis to support its conclusions The New Engineering Contract A legal commentary will be essential reading for lawyers barristers and solicitors as well as engineers and project managers   A Simple Guide to Big Business Clifton Reynolds,1948   *Old-time Schools and School-books* Clifton Johnson,1904   **Linux Administration A Beginners Guide 6/E** Wale Soyinka,2012-02-21 Essential Linux Management Skills Made Easy Effectively deploy and maintain Linux and other Free and Open Source Software FOSS on your servers or entire network using this practical resource Linux Administration A Beginner s Guide Sixth Edition provides up to date details on the latest Linux distributions including Fedora Red Hat Enterprise Linux CentOS Debian and Ubuntu Learn how to install and customize Linux work from the GUI or command line configure Internet and intranet services interoperate with Windows systems and create reliable backups Performance tuning security and virtualization are also covered and real world examples help you put the techniques presented into practice Install and configure popular Linux distributions including the latest versions of Fedora CentOS openSUSE Debian and Ubuntu Administer Linux servers from the GUI or from the command line shell Manage users permissions folders and native FOSS applications Compile tune upgrade and customize the latest Linux kernel 3 x series Work with proc SysFS and cgroup file systems Understand and manage the Linux TCP IP networking stack and services for both IPv4 and IPv6 Build robust firewalls and routers using Netfilter and Linux Create and maintain print e mail FTP and web servers Use LDAP or NIS for identity management Set up and administer DNS POP3 IMAP3 and DHCP servers Use GlusterFS NFS and Samba for sharing and distributing file system resources Explore and implement Linux virtualization technologies using KVM   **Plain English at Work** Edward P. Bailey Jr.,1996-05-16 Everyday we write countless memos letters and reports without a second thought Likewise we give presentations both formal and informal Often this writing and speaking gets criticized for being jargon ridden obscure or long winded in short for not being in plain English But what is plain English and how do we go about writing and speaking it In Plain English at Work Edward Bailey gives the answer with down to earth tips and practical advice Bailey an expert in business communication gives us a simple model for writing Style write more the way you talk Organization make your point easy to find Layout use headings lists and other white space so readers can see the structure of your writing Psycholinguists Bailey points out have

proven that the techniques of plain English writing are far easier on your readers experience has proven that writing in plain English is easier on you the writer too Bailey also gives you a wealth of practical advice for presentations including How to remember your talk How to design visual aids How to design computer presentations How to set up the room you ll be speaking in How to develop a successful delivery style Perhaps most impressive are the many detailed tips he gives here For instance when using a pointer hold it in the hand closer to the screen otherwise you turn your back on the audience making it harder to hear you When designing a visual aid use at least 28 point type and seldom use all capital letters which are harder to read And when presenting a bar chart during a computer presentation build it a bar at a time to focus your audience s attention Drawing on two earlier and popular books The Plain English Approach to Business Writing and A Practical Guide for Business Speaking this new volume has been significantly updated It includes up to the minute information on using computers computer graphics and typography for your writing and on using the same technology for designing your presentations The result is an authoritative and comprehensive single volume that will be the essential guide for everyone wishing to communicate more easily and effectively at work **10 Minute Guide to Buying a Computer** Shelley O'Hara,1994 This guide will answer the need of people who want basic computer information so they can make an intelligent buying decision without having to read a 400 page book The tutorial covers the most important issues to consider when buying a computer in approximately 20 mini tutorials each of which can be completed in 10 minutes or less <u>A Bibliography of Writings on the English Language from the Beginning of Printing to the End of 1922</u> Arthur Garfield Kennedy,1927

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