

Use Plain Language

to simplify and clarify your writing

1 Use Simple Words and Phrases

Choose words and phrases that are short and simple over obscure and complex.



Don't Say



accompany	go with
accomplice	the
author	get
addresser	you
a number of	some
close proximity	near
communicate	start
consequently	so
currently	now
due to the fact that	because
during the period	during
encounter	meet
expedite	speed up
facilitate	make
for a period of	for
in an effort to	to
in order to	to
in the amount of	by
it is requested	please
methodology	method
methodical	thorough
reference	base
provided that	if
relative to	about
recommendation	suggestion
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 jargon	hands-on learning tool
AI integration with motion sensing and human induction	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, reword 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
AGB is creating a student housing safety improvement health report.	AGB is creating a health report for improving housing safety.

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.

PlainLanguage.org

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.

5 Reduce Abbreviations

Abbreviations require readers to keep checking back to remember what they stand for. Follow these rules for abbreviations: use nicknames instead; don't explain common ones; define the ones you must use.

Don't Say

My boss gave bonuses to all employees in paper notices.

If you ever laid off and you need financial assistance, fill out Form 5010.

Say

My boss gave back bonuses to all employees. Fill out Form 5010 if you need financial assistance.

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 April.	April wrote the report.
The slide decks must have been designed by Pete.	Pete must have designed the slide decks.
Our tax dollars were wasted by the government.	The government wasted our tax dollars.
Deronda was given high praise by the committee.	The committee gave high praise to Deronda.

Don't Say

TMAC for Technology Assistance and Advisory Center

The FBI (the Federal Bureau of Investigation) conducted a review.

In 1992, the Association of Collegiate Schools of Architecture was formed.

Say

The Center

The FBI conducted a review.

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," "-ion," "-sion," or "ence," and see if a verb is used to describe it. If so, turn the noun into the verb.

Don't Say

Please fill out an application for a loan.

We need to start a collection of donations.

We need to hold an investigation.

There is a disagreement among the partners.

It's time to make a decision.

Say

Please apply for a loan.

We need to collect donations.

We need to investigate.

The partners disagree.

It's time to decide.

A Quick Guide To Plain English

Wale Soyinka

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.

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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 written for real photographers with examples, practice recipes, and photography tips for beginners that help you understand not just the settings but how to shoot better photos in practice. No matter your passion—portraits, landscapes, wildlife, or content creation—you'll find clear, step-by-step help here. Learn landscape photography settings for sunrise and sunset, follow a

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Beginners Guide to Becoming a Good Manager Jason Dearn,2010-01-27 A simple guide to managing people for the brand new manager *Introduction to Legal English* Mark E. Wojcik,1998 Cook's continental time tables, tourist's handbook and steamship tables, a simple guide to all the principal lines of railway, lake, river and canal steamers and diligences in Europe ,1905 The Quick Reference Plain English Guide Martin Cutts,1999 Over the last two decades governments and companies around the world have been encouraged to implement plain English in order to communicate essential information in letters documents reports contracts and forms in a more clear and understandable way The Quick Reference Plain English Guide is a practical guide that explains how to write and communicate information clearly It provides guidance on how to write better letters memos instructions legal documents and reports to avoid being obscure long winded and prone to jargon This guide teaches how to write plain English using 20 easy to follow guidelines covering plain words sentence length active and passive verbs punctuation grammar planning and good organization of points Writing myths are also explored and controversially exploded such as You must not start a sentence with but and You must not split your infinitives Gas Supply in Principles and Practice. A Simple Guide for the Gas Fitter and Gas Consumer William Hosgood Young Webber,1914 **The New Engineering Contract** Arthur McInnis,2001 The introduction of the New Engineering Contract NEC encourages a systematic approach to contracting which is multidisciplinary in nature and fully interlocked in form The NEC is intended by its supporters to be more flexible and easier to use than any current leading traditional standard forms of contract It is believed that these features reduce adversariality and disputes The NEC seeks to achieve this aim primarily through co operative management techniques and incentives built into the NEC s procedures This commentary analyses and evaluates these and related claims of innovation The New Engineering Contract A legal 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

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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 **A Bibliography of Writings on the English Language from the Beginning of Printing to the End of 1922** Arthur Garfield Kennedy, 1927 **Database**, 1994

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