

Checking Recommendations for Plain Language

Directions: Using the *Federal Plain Language Guidelines*, check your evaluation reports or other dissemination products resulting from your evaluation for plain language.

Be Concise	Use Action Verbs	Use Active Voice	Tell, Don't Suggest	Match the Audience	Avoid Jargon	Notes
<i>Each sentence should have only one idea.</i>	<i>Use present tense action verbs.</i>	<i>Clarify who is supposed to do what.</i>	<i>Clearly state what needs to be done.</i>	<i>Tell the audience what they need to hear.</i>	<i>Avoid abbreviations and unnecessary technical language.</i>	

Note. Adapted from *Federal Plain Language Guidelines*, by the Plain Language Action and Information Network, 2011 (<https://www.plainlanguage.gov/guidelines/>).

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