

Plain Language Tips

What is plain language?

- Language that is clear, concise, and geared towards the intended audience

General rules for plain language

- Aim for a 5th grade reading level, see resources below
- Use short sentences and paragraphs
- Use “everyday” words
- Use lists, headers, and tables

Resources for Plain Language

- Hemmingway Editor - <https://hemingwayapp.com/>
 - Suggestions to make complex sentences into plain language and provides a “Readability” grade
- Checklist for Plain Language - <https://www.plainlanguage.gov/resources/checklists/checklist/>
 - Instructions for plain language standards
- Checklist for Plain Language on the Web - <https://www.plainlanguage.gov/resources/checklists/web-checklist/>
 - Instructions to help readers find information quickly online

Adapted from [PlainLanguage.gov](https://www.plainlanguage.gov/). See their website for more information.