

## 10 Tips for Communicating in Plain Language

**1**

**Know who will be reading or using the document**

**2**

**Separate the content into small sections with headings**

**3**

**Use short and simple words**

**4**

**Put the most important information first**

**5**

**Only have one idea in each sentence**

**6**

**Don't use different words to describe the same thing**

**7**

**Avoid abbreviations and acronyms**

**8**

**Leave space between sentences and paragraphs**

**9**

**Use pictures to explain the content**

**10**

**Ask people who will use the documents to review it**