CHECKLIST FOR PLAIN LANGUAGE

Funny enough, plain language editing is barely about the words. This checklist gives the essentials an editor looks for to meet these ISO clear-communication goals:

	Category	Notes
☐	most important information first —in each paragraph and in text as a whole	
☐	short sentences with only necessary info	
☐	direct and concise text	
☐	vocabulary familiar to audience —everyday language accessible to the audience	
☐	noun chains avoided	
☐	verb forms of words, rather than noun forms	
☐	active voice used —subject does the action of the verb; never "by zombies"	
☐	positive construction that addresses the reader directly	
☐	headings & subheadings —used —share parallel grammatical structure among them	
☐	white spaces used	
☐	bulleted lists used	
☐	font is clear & of adequate size	
☐	alt text for images & other accessibility features used	
☐	follows conventions of the medium (e.g., manual V social media V report V grant docs)	