**Plain Language Document Checklist**

***Is/Does your document:***

\_\_\_\_ written for the average reader

\_\_\_\_ organized to serve the reader’s needs

\_\_\_\_ use question-and-answer format

\_\_\_\_ use “you” and other pronouns

\_\_\_\_ use active voice

\_\_\_\_ use short sections and sentences

\_\_\_\_ written to one person, not a group

\_\_\_\_ use the simplest tense possible

\_\_\_\_ use “must” instead of “shall” or “should” to indicate a requirement

\_\_\_\_ place words carefully (exceptions are last, subjects and verbs are together)

\_\_\_\_ use lists and tables

\_\_\_\_ avoid confusing words and constructions

\_\_\_\_ use no more than two or three lower levels (sub sub sub heads)