

HOW TO USE PLAIN LANGUAGE IN YOUR ONLINE COURSE

KNOW YOUR AUDIENCE

Write for your audience (your students), and write directly to one person in the class. Use “I” to refer to yourself and “you” to refer to your reader.

USE DETAILED HEADINGS

Use detailed headings, so your reader understands how your document is organized. Consider writing headings as questions or statements.

USE SIMPLE VERBS & PRESENT TENSE

Tell your reader what they should do and keep it simple. Write in the present tense, and use “must” to communicate anything your reader is required to do.

KEEP SENTENCES & PARAGRAPHS SHORT

Use one idea per sentence and one topic per paragraph. Put your subject, verb, and object close together, and keep any modifying information concise.

USE EXAMPLES, TABLES, & LISTS

Use examples to clarify abstract concepts, tables to break up and organize complex information, and lists to highlight important tasks.

FORMAT CAREFULLY

Only use bold for emphasis, and use it sparingly. Avoid all caps or underlining, which can be distracting or confusing. Only use underlining for links.

A Quick Guide To Plain English

Sasha Hu



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