

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

Luisa Lorek



A Quick Guide To Plain English:

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Table of Contents A Quick Guide To Plain English

1. Understanding the eBook A Quick Guide To Plain English
 - The Rise of Digital Reading A Quick Guide To Plain English
 - Advantages of eBooks Over Traditional Books
2. Identifying A Quick Guide To Plain English
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an A Quick Guide To Plain English
 - User-Friendly Interface
4. Exploring eBook Recommendations from A Quick Guide To Plain English
 - Personalized Recommendations
 - A Quick Guide To Plain English User Reviews and Ratings
 - A Quick Guide To Plain English and Bestseller Lists
5. Accessing A Quick Guide To Plain English Free and Paid eBooks
 - A Quick Guide To Plain English Public Domain eBooks
 - A Quick Guide To Plain English eBook Subscription Services
 - A Quick Guide To Plain English Budget-Friendly Options

6. Navigating A Quick Guide To Plain English eBook Formats
 - ePub, PDF, MOBI, and More
 - A Quick Guide To Plain English Compatibility with Devices
 - A Quick Guide To Plain English Enhanced eBook Features
7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of A Quick Guide To Plain English
 - Highlighting and Note-Taking A Quick Guide To Plain English
 - Interactive Elements A Quick Guide To Plain English
8. Staying Engaged with A Quick Guide To Plain English
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers A Quick Guide To Plain English
9. Balancing eBooks and Physical Books A Quick Guide To Plain English
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection A Quick Guide To Plain English
10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
11. Cultivating a Reading Routine A Quick Guide To Plain English
 - Setting Reading Goals A Quick Guide To Plain English
 - Carving Out Dedicated Reading Time
12. Sourcing Reliable Information of A Quick Guide To Plain English
 - Fact-Checking eBook Content of A Quick Guide To Plain English
 - Distinguishing Credible Sources
13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development
 - Exploring Educational eBooks
14. Embracing eBook Trends
 - Integration of Multimedia Elements

- Interactive and Gamified eBooks

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