

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

DP Hallahan



A Quick Guide To Plain English:

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Machine Learning and Its Application: A Quick Guide for Beginners Indranath Chatterjee,2021-12-22 Machine Learning and Its Application A Quick Guide for Beginners aims to cover most of the core topics required for study in machine learning curricula included in university and college courses The textbook introduces readers to central concepts in machine learning and artificial intelligence which include the types of machine learning algorithms and the statistical knowledge required for devising relevant computer algorithms The book also covers advanced topics such as deep learning and feature engineering Key features 8 organized chapters on core concepts of machine learning for learners Accessible text for beginners unfamiliar with complex mathematical concepts Introductory topics are included including supervised learning unsupervised learning reinforcement learning and predictive statistics Advanced topics such as deep learning and feature engineering provide additional information Introduces readers to python programming with examples of code for understanding and practice Includes a summary of the text and a dedicated section for references Machine Learning and Its Application A Quick Guide for Beginners is an essential book for students and learners who want to understand the basics of machine learning and equip themselves with the knowledge to write algorithms for intelligent data processing applications

Clueless No More: A Simple Guide to Car Maintenance and Repair Pasquale De Marco,2025-05-10 Clueless No More A Simple Guide to Car Maintenance and Repair is the ultimate guide to car maintenance and repair for the average car owner Written in plain

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beginners in mind This guide was written for you Whether you just unboxed your Canon EOS Rebel T7 or you ve had it for a while and still aren t confident using it this DSLR Photography for Beginners guide is the clearest most practical way to master your camera and take photos you re proud of from day one This book is your step by step path to transforming from a confused first timer into a capable creative photographer whether you re a total beginner a curious senior or someone who just wants to take better pictures of life s special moments What You ll Learn Inside How to Use Canon T7 Without Guessing We start with the absolute basics Learn where each button is what it does and how to use them With a Camera Setup Step by Step walkthrough even the most non tech savvy users will feel comfortable from the first page Canon T7 Settings Explained Clearly Forget technical jargon We explain the most important camera features in plain English Know when to use Manual Mode how to adjust settings like ISO white balance and shutter speed and how to unlock the full power of your Canon Rebel Learn Manual Mode Canon T7 The Easy Way Terrified of Manual Mode We break it down using visuals and real world examples so you can finally learn how to take full creative control over your photos without being overwhelmed Best Camera Settings for Beginners Discover how to set your Canon T7 up for success Get clear guidance on the Exposure Triangle shutter speed tutorial Canon camera autofocus and more all tailored for beginners and seniors DSLR Shooting Modes Demystified Still stuck in Auto Mode This book shows you when and how to use different modes like Portrait Landscape Sports and more so you always get the best result Canon EOS Rebel T7 Photo Tricks You ll Use Unlock hidden features quick tips and powerful shooting hacks that are rarely mentioned These are real photography tips and tricks used by professionals that you can apply right away Video Recording Simplified We explain how to switch to video mode adjust Canon T7 video and photo settings and use audio tips to make sure your videos don t just look great but sound great too Ideal For New DSLR users who are overwhelmed by complex guides Seniors and absolute beginners who want a visual plain English guide Anyone wondering how to shoot with Canon Rebel T7 and take consistently great pictures Buyers looking for the best Canon camera book for seniors Real Problems Solved in This Book Struggling with blurry or dark photos We cover how to take sharp photos with Canon T7 step by step Confused by autofocus or settings You ll learn Canon EOS Rebel tips and tricks for better results with less effort Lost in menus and icons This guide is a digital camera tutorial for Canon users showing you exactly what to press and why Want to upgrade your skills Take on our photo tutorials for Canon T7 and start growing beyond auto mode with confidence Included in This Book Canon EOS Rebel T7 simplified for every learning style DSLR photography for seniors and first time camera owners Complete Canon camera step by step tutorial from unboxing to editing Beginner guide to Canon EOS Rebel T7 with illustrations and scenario based walkthroughs Expert guidance on DSLR camera guide for beginners including accessories filters and real life use Help with eos rebel t7 troubleshooting cleaning storage and maintenance An inspiring section on how to take pictures with Canon T7 in different lighting environments and moods Tools and tricks to help you grow creatively with rebel t7 digital photography guide and Canon DSLR photography handbook

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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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