

A Plain Language Checklist For Reviewing Your Document

A Plain Language Checklist For Reviewing Your Document **FREE* a plain language checklist for reviewing your document* A PLAIN-LANGUAGE CHECKLIST FOR REVIEWING YOUR DOCUMENT | 2013 2 Have I written this as concisely as possible and kept the message? Keep sentences and paragraphs short. Try to write paragraphs of no more than 5 to 7 sentences and sentences of 10 to 20 words. Write sentences focused on one idea. Write paragraphs that have a single theme.

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