

How to write plain English (suggested by Anne Fox)

Ways to make writing clearer.

- Keep your sentences short (average 15-20 words per sentence)
 - Prefer active verbs eg The riot was stopped by the police. (Passive) The police stopped the riot. (Active)
 - Use 'you' and 'we'
 - Use words that are appropriate for the reader
 - Don't be afraid to give instructions
 - Avoid nominalisations (if a verb would do instead, eg complete instead of completion)
 - Source and more at:
<https://www.plainenglish.co.uk/files/howto.pdf>
Accessed: 4. July 2014
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