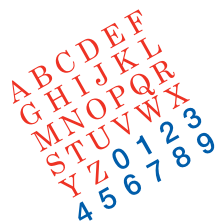


Documents Checklist

Review a letter, leaflet, booklet or report to see if it uses plain English and is easy to follow.

Use the organisation and forms checklists too.



26TEN

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Language, punctuation and grammar

YES NO

- 1 Does the document use 'you' and 'we', where possible? YES NO
- 2 Does it use the active voice most of the time? YES NO
- 3 Does it keep technical terms and abbreviations to a minimum? YES NO
- 4 Does it define any necessary terms and abbreviations clearly? YES NO
- 5 Does it keep jargon to a minimum? YES NO
- 6 Does it avoid Latin and French phrases and Latin abbreviations? YES NO
- 7 Does it use the same term for the same concept throughout? YES NO
- 8 Does it have an average of 15 to 20 words in each sentence? YES NO
- 9 Does it use correct punctuation? YES NO

Structure

YES NO

- 1 Does it organise information according to the reader's needs and interests? YES NO
- 2 Does it use informative headings or questions to break up text? YES NO
- 3 Does it include a natural flow from one point to the next? YES NO
- 4 Are paragraphs relatively short? YES NO
- 5 Does it use dot-point lists for detailed or complicated information? YES NO

Page design

YES NO

- 1 Does it avoid underlining, groups of italics and unnecessary capital letters? YES NO
- 2 Is text in a readable font, aligned to the left and 1.15 or 1.5 spaced? YES NO
- 3 Are any images, tables and charts clear and placed close to the text? YES NO