Forms *Checklist*

Review a form to see if it uses plain English and is easy to follow.

Use the organisation and documents checklist too.

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z 0 1 2 3 4 5 6 7 8 9

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Language, punctuation and grammar

		YES	NO
1	Does the form use 'you' and 'we', where possible?	☐	☐
2	Are most questions in the active voice?	☐	☐
3	Are questions written clearly?	☐	☐
4	Does the form define any specialised terms or abbreviations clearly?	☐	☐
5	Does it avoid Latin and French phrases and Latin abbreviations?	☐	☐
6	Do similar questions use similar words and punctuation?	☐	☐
7	Are questions punctuated correctly?	☐	☐

Structure

		YES	NO
1	Does the form include clear instructions at the start?	☐	☐
2	Are any 'official use only' sections placed near the end of the form?	☐	☐
3	Does the form ask questions in a logical order?	☐	☐
4	Does it avoid unnecessary or repeated questions?	☐	☐
5	Does it group similar questions together under useful headings?	☐	☐
6	Does it keep numbering as simple as possible?	☐	☐

Page design

		YES	NO
1	Does it avoid underlining, groups of italics and unnecessary capital letters?	☐	☐
2	Does it use a font that is easy to read?	☐	☐
3	Is it clear where to give answers?	☐	☐
4	Is there enough space for answers?	☐	☐
5	Does the form use tick-the-box questions where possible?	☐	☐