

Clear-language writing CHECKLIST

Have I kept sentences and paragraphs **short**?

Have I used **everyday words** in place of complex words?

Have I **avoided using** jargon or technical words where possible? If I have had to use jargon or technical words, have I explained them in plain language?

Have I **minimized my use of acronyms**, and explained any that I used?

Have I checked that the **readability is at a Grade 10 level**?

Have I created a **logical flow of information** from the reader's point of view?

Have I used the **active** rather than the passive voice?

Have I used the **strongest form of verbs** and minimized the use of "hidden verbs"?

Have I **established a "hook"** in the subheading to engage the reader?

Have I **focused on what the reader needs to know**?

Have I **clearly explained the main findings** of my study?

Have I **included the 'so what?'** implications of my research?

Did I **write the title and subheading after** writing the lay summary?

Have I **given my lay summary to a lay person** who is unfamiliar with my work (e.g. friend, family member) to read?

Have I **read my lay summary aloud** to test for a smooth flow and a logical story?