

Activity 2: Practice plain language skills

Your supervisor needs help editing recipe instructions that will go on a flyer for WIC participants.

First, pick one skill (1, 2, or 3) to practice

- 1. Break up ideas:** Pick a few sentences that have multiple ideas and break them up into separate sentences.

Ask: Is this sentence trying to say more than one thing? Can these be separate steps? Would I say all of this in one breath?

- 2. Use active voice:** Try rewriting a few sentences so the person doing the action comes first, or the instructions start with the verb.

Ask: Did I say who does the action? Can I start the instruction with a verb?

Example:

- The relish is added → *You add* the relish...
- The tuna must be drained from the can → *Drain the tuna from the can*

- 3. Use everyday words:** Replace a few longer or formal words with more everyday language.

Ask: Would I say this out loud to someone?

Examples:

- *Approximately* → *About*
- *Not required* → *Optional*

Then, mark up the recipe on the next page

Using the skill you chose above:

- Circle or underline words you want to change
- Draw lines between ideas you want to break apart
- Rewrite individual sentences

Tuna salad instructions (not written in plain language)



The tuna is drained from a 5 ounce can and placed in a bowl, where two tablespoons of mayonnaise are to be added along with one tablespoon of relish and a teaspoon of mustard depending on preference. And if carrots or celery are available, a small amount - approximately $\frac{1}{4}$ cup - is shredded and stirred in so that the final mixture has additional texture, though this step is not required for the recipe to be considered complete.

Space for notes: