Checklist for Plain Language

Getting Started

Improve your written communications and make them easier for customers to read by using this checklist. Ensure that your documents and publications address the various elements of Oregon's "plain language" law.

Checklist for Plain Language

☐ Active voice appears throughout the document; passive voice appears rarely.
https://www.oregon.gov/das/pages/writingguide.aspx

☐ The document contains short, simple sentences.
https://www.oregon.gov/das/pages/writingguide.aspx#p2

☐ Nouns appear as nouns, not as adjectives.
https://www.oregon.gov/das/pages/writingguide.aspx#p3

☐ Acronyms appear sparingly.
https://www.oregon.gov/das/pages/writingstyleguide.aspx#abbrev

☐ One space (not two) appears between all punctuation (periods, colons, question marks, etc.)
https://www.oregon.gov/das/pages/writingstyleguide.aspx#misc

☐ Other elements of plain language, such as images and graphics, appear as needed.
https://www.oregon.gov/das/docs/plain_language_guide.pdf

Resources

- Editorial style: Any agency may follow DAS editorial style, which addresses capitalization, punctuation, common terms, quotation marks, phone numbers, time of day, and more.
https://www.oregon.gov/das/pages/writingstyleguide.aspx

- Plain language style – top 10 points
https://www.oregon.gov/das/docs/plain_language_guide.pdf

- Oregon's plain language website
https://plainlanguage.oregon.gov/

- Plain language law: HB 2702 (2007), ORS 183.750
https://www.oregonlaws.org/ors/183.750

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