

Natalie Macris

Planning In Plain English Writing Tips For Urban And Environmental Planners

Natalie Macris

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So what's plain English? First let's say what plain English isn't and destroy some of the myths about it. ☐ It's not 'cat sat on the mat' or 'Janet and John' writing. Almost anything – from leaflets and letters to legal documents – can be written in plain English without being patronising or oversimplified.

how to write in plain English

Planning In Plain English: Writing Tips For Urban And Environmental Planners. The ability to communicate effectively is the most valuable skill any employee can bring to the job. That's even more true for planners, who must frequently convey an

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Planning In Plain English: Writing Tips For Urban And ...

The plain English guide explains how the planning system in England works. It is intended to give an overview only and does not set new planning policy or guidance. Detailed planning guidance is...

Plain English guide to the planning system - GOV.UK

Keep your sentences short and concise. As a guide, clear writing should have an average sentence length of 15 to 20 words. However, you can still use short and punchy sentences for impact. Consider: sticking to just one main idea, and perhaps one other related point, per sentence. breaking up any long sentences.

How to improve your writing with plain English | The Big Hack

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Planning in Plain English: Writing Tips for Urban and ...

Planning In Plain English. In this volume, the author draws from more than a decade of editing experience to explain how to craft clear, understandable, and highly readable planning documents. The author suggests ways to overcome planners' most common writing foibles: acronymns, jargon, and overuse of the passive voice.

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Here are our tips on how to then review your work: First take a break before rereading what you have written so that you can come to it fresh. Pick out the jargon. Look for the phrases listed in the infographic above, as well as stock ones such as "client... Delete unnecessary words. Look for extra ...

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Plain English Writing | SkillsYouNeed

Summary Stop and think before you start writing. Make a note of the points you want to make in a logical order. Prefer short words. Long words will not impress your customers or help your writing style. Use everyday English whenever possible. Avoid jargon and legalistic words, and always explain any ...

How to write in plain English

Plain English is the whole ethos of GOV.UK: it's a way of writing. The list is not exhaustive. It's an indicator to show you the sort of language that confuses users.

Writing for GOV.UK - Content design: planning, writing and ...

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Writing in Plain English. Plain English is clear and unambiguous language, without the use of technical or difficult terms. Plain English is a vital part of creating accessible content for you users. Particularly when considering the creation of content for those with cognitive or learning difficulties, however plain English can have a massive impact on everyone's experience of your content.

Writing in Plain English | Lexdis 2.0

Use lots of white space. Use left justified, ragged right text: Left aligned (ragged right) makes for easier reading and the spacing between words is the same throughout the document. So, as you can see, writing in plain English is a skill, which means you have to learn and practice a lot to master it.

How to write in PLain English | eJOY ENGLISH

You learn how to: Write clearly, effectively and quickly. Use Plain English to develop a concise, readable and pleasing writing style. Apply the principles of Plain English to any document type, from emails to reports. Project a positive image of your business. Avoid common errors in grammar, ...

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The point of plain English is comprehension. And the easiest way to make yourself understood is to keep your sentences short and simple. Give yourself a limit of around 25 words per sentence. Research shows that most readers can understand 90 per cent of a piece of writing when its sentences average 14 words.

How to use the principles of plain English to improve your ...

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