

Language Justice

WRITING FOR ALL



Plain Language is clear, concise and well-organized. It is a powerful tool of inclusion and builds community trust.



Best Practices:

- Know your audience
- Personalize your content
- Be short and to the point
- Avoid jargon and technical terms
- Use active voice
- Break up content with headers, bullets, and visuals



Plain Language supports everyone, including people:

- Who are English language learners
- With varying literacy levels
- With disabilities



Plain Language Writing Guide:
www.cambridgema.gov/PlainLanguageGuide