

# Plain Language Writing Resource List



## General Plain Language Writing Resources:

- Ackerley, C. (2015). Plain Language Writing Handout. Retrieved from:  
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<http://www.plainlanguage.gov/whatisPL/index.cfm>
- Public Works and Government Services, Translation Bureau, Government of Canada. (2015, October 15). The Canadian Style: Plain Language. <http://www.btb.termiumplus.gc.ca/tcdnstyle-chap?lang=eng&lettr=chapsect13&info0=13>
- Stephens, C and Simon Fraser University. (2016, August 23). Plain Language: Clarity is key to understanding. Retrieved from: <https://www.sfu.ca/continuing-studies/programs-and-courses/area-of-study/writing-communications/plain-language.html>
- Stephens, C. (Unknown). Myths about Plain Language. Retrieved from:  
<http://www.plainlanguage.com/the-plain-facts.html>



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## Target Audience Profile Resources:

DeMers, J. (2013, August 27). 6 Steps to Decoding Your Target Audience. Retrieved from: <https://www.forbes.com/sites/jaysondemers/2013/08/27/6-steps-to-decoding-your-target-audience/3/#29cddf064c31>

HealthCOMpass. (2013). How to do an Audience Analysis. Retrieved from: <http://www.thehealthcompass.org/how-to-guides/how-do-audience-analysis>

IEEE Professional Communication Society. (Unknown). Understand your Audience. Retrieved from: <http://sites.ieee.org/pcs/communication-resources-for-engineers/audience-purpose-and-context/understand-your-audience/>

Kaszas Marketing. (Unknown). Target Audience Profile Template. Retrieved from: <http://www.kaszas.ca/wp-content/uploads/Target-Audience-Profile-Template.pdf>

## Editing and Formatting Resources:

Nichol, M. (2011, January 27). 5 Ways to Set Smothered Verbs Free. Retrieved from: <https://www.dailywritingtips.com/5-ways-to-set-smothered-verbs-free/>

NWT Literacy Council. (2015, November). A Checklist to Review Documents: Plain Language Audit Tool. Retrieved from: [http://www.nwtliteracy.ca/sites/default/files/files/Resources/plainlanguage/136648a\\_nwt\\_literacy\\_audit\\_tool.pdf](http://www.nwtliteracy.ca/sites/default/files/files/Resources/plainlanguage/136648a_nwt_literacy_audit_tool.pdf)

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Siteimprove. (Unknown). Readability Checklist: How to Write Readable Content. Retrieved from: <http://go.siteimprove.com/readability-checklist>

The Center for Plain Language. (Unknown). Five Steps to Plain Language. Retrieved from: <http://centerforplainlanguage.org/plain-language-checklist/>

The Centre for Plain Language. (2014-2016). Plain Language Checklist. Retrieved from: <http://centerforplainlanguage.org/plain-language-checklist/>

The Hemmingway App. <http://www.hemingwayapp.com/>