

Writing for Everyone



Plain Language Tips



Use short sentences and simple words



Avoid acronyms, jargon and passive voice



Break long paragraphs into smaller chunks



Aim for clear, everyday language. A Grade 6–8 reading level can be a useful guide, but also test the content with the intended audience.



Use bullet points and clear headings

Checklist: Formatting



Sans serif type font (Arial, Tahoma, Verdana)



No text over busy backgrounds



Minimum 12pt font size



Left-aligned text



High colour contrast

Tool Box

Hemingway
Editor



Microsoft
Accessibility Checker



grammarly

Accessibility checkers can identify some issues but do not replace manual review or testing with people with disability.

Acknowledgement This work was supported by the National Indigenous Australians Agency (NIAA) through funding provided as part of the National Disability Footprint, under the Disability Sector Strengthening Plan (DSSP). We acknowledge NIAA as a key partner in enabling the development of these resources.