

## Plain English

Plain English creates simple, clear communication and helps to avoid unnecessary grammar errors. While it is often used in business writing, plain English can be used in any instance to convey a specific point.

### How to achieve plain English

Embellished language must be avoided to achieve plain English. Big, professional sounding words have a place, but they are not always useful as these often distract readers from the point being made. To check for embellished language read for words that can be simplified. Sentences with lofty words may begin to sound awkward and will stand out, especially when read aloud.

*Examples:*

Embellished: Upon John's arrival, I aided him in producing his bags from the Jetta.

Plain: When John arrived, I helped him get his bags from the car.

Embellished: When conversing among your companions, utilize colloquial language.

Plain: When talking with friends, use ordinary language.

### Practice: Plain English

Rewrite the following sentences in plain English:

1. Enclosed, please find a letter of reference for your perusal in selecting the appropriate candidate.

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2. As per your request, we will forward your mail to your most recent place of residence.

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3. I am cognizant of the fact that there will be a lecture with regard to grammar in my English class.

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4. These skills will aid me in performing the task of omitting verbose language from my end of term paper.

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5. Before physical education class commences, our teacher informs us that we have to provide her with the necessary currency for our class trip.

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6. Back in my youthful days, when I was roughly as many years old as you are now, we did not have any cellular devices to send these short text based messages to acquaintances.

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7. Superfluous and frivolous language can be too convoluted for your reader to comprehend.

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8. There are a plethora of easier methods to convey the connotation of an idea.

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9. I have been having these horrifying nighttime images appear to me in my sleep lately.

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10. The feline was frightened by the canine.

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### Answers:

1. Enclosed **is** a letter of reference for your perusal ~~in selecting the appropriate candidate.~~
2. As **requested**, we will forward your mail to your most recent **address**.
3. I am **aware** ~~of the fact~~ that there will be a lecture **on** grammar in my English class.
4. These skills will **help** me **omit wordy** language from my ~~end of~~ term paper.
5. Before **gym** class **begins**, our teacher informs us that we have to provide her with **money** for our class trip.
6. **When I was your age**, we did not have **cellphones** to send **texts**.
7. **Complicated** language can be too **confusing** for your reader to **understand**.
8. There are **many** methods to convey the **meaning** of an idea.
9. I have been having ~~these~~ horrifying **nightmares** ~~in my sleep~~ lately.
10. The **dog scared the cat**.