



Plain Language at the AUCD Conference

PLAIN LANGUAGE IS WRITING THAT IS EASY TO UNDERSTAND.

ONLY USE WORDS THAT ARE NECESSARY.

THE READING LEVEL SHOULD BE 6TH GRADE OR LOWER.

Help make the AUCD Conference a place where everyone can understand what is happening.

Before you submit your conference proposal, check that the title and description are in plain language.

1. Check your text using a readability checker like [Hemingway Editor](#) or [Readable](#).

Readability is a measure of the average syllables per sentence and average syllables per word. It does not measure how clear your message is.

a. Review suggested edits.

b. Make text readability 6th grade or below.

- i. Some words can be a higher reading level if they are needed for your presentation (like “intersectionality”). Make sure you define the term the first time you use it.

2. Review your text. Include a person with an intellectual disability in your review.

a. Remove acronyms. If you must use an acronym, spell it out the first time. For example, the Association of University Centers on Disabilities (AUCD).

b. Remove jargon. Jargon is unnecessarily complicated language like “discourse” or “pejorative.” If you must use a non-plain language word, define the word being used.

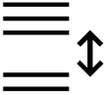
c. Avoid words with double meanings that might confuse readers. For example, engagement could mean to involve an audience or to propose marriage.

d. Avoid writing in passive voice. Rewrite sentences in active voice. For example, say “Volunteers counted the votes” instead of “The votes were counted by the volunteers.”

e. Remove long sentences and paragraphs.

Check out [the ABCs of Plain Language](#) for more ideas.

For posters and other presentation materials:

 <p>Use bulleted or numbered lists.</p>	<p>Add headings to organize main points.</p>	 <p>Add pictures or icons to support understanding.</p>	<p>Bold or <u>underline</u> key ideas.</p>	 <p>Include enough white space.</p>
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