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A Plain English Handbook - SEC

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0. Introduction Plain English - Chris Mitchell

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Plain English? A Study of Plain English Vocabulary and

What is Plain English? Plain Englishâ€”or plain languageâ€”is a message written for the reader in a style that is clear and concise. It is quicker to write, faster to read, and puts messages across more often, more easily, and in friendlier ways. Using plain English, writers should â€œ Select simple words. â€œ Make lists. â€œ Keep sentences short.

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