

## PRACTICAL TASK

# Clear language

To communicate with clear language is about using clear wording, structure, and design so that the target audience finds the information they need, understands it and is able to use it (ref. ISO 24495-1 Plain language).

The purpose of this task is to gain a better understanding of how we can increase the quality of the way we communicate.

Choose a specific product or delivery where you convey important information to others. For example, a presentation, a work instruction, a contract, an article, a guide, etc.

1. Review and highlight a selection of the text content, such as technical language, difficult words, abbreviations without explanation, unclear or heavy sentences, and formulations that can be interpreted in several ways.
2. Discuss: What can you do to make the text easier to understand for the target group?