

SIMPLIFY YOUR LANGUAGE

Follow these guidelines to create sentences that are unambiguous and easy to read.

Avoid general instructions if you can provide specifics.

Try and get to the source of leaks and correct them.

Avoid long clusters of nouns.

The window trim flashing caulk joint should be inspected carefully.

Use one term only to describe and object or operation.

Insulation should installed so the batt fits the framing closely and the wood touches the blankets.

Use the active voice whenever possible.

If you think the shingles are curled, they could be replaced.

Avoid using excessive adjectives and adverbs.

The slowly leaking warm or cold air that escapes from many ducts can cause large loss of efficiency.

Repeat nouns instead of using a pronouns that refers back to a previous nouns.

If the roofing leaks around the flashing, check first to be sure that its edges are properly fastened.

Hyphenate phrases that change or qualify other words.

Re-stock the sheet metal screw pail every night.

Avoid using noun as adjectives when the possessive could have the same meaning.

The drainage system outflow pipe should not be obstructed by vegetation.

Use articles before nouns.

Cut joists to fit rim. Fasten joists with approved nails.

Avoid using the gerund.

The testing of homes can be part of creating safer households.

Use imperatives to describe instructions.

Testing of the water heater should be performed. Smoke should be used to check for draft. Gas sniffing can help identify leaks.

Write sentences with fewer than 25 words.

Be sure when wrapping water heaters that the blanket is securely installed so it doesn't hang down, and that the straps are tight enough to hold it firmly without compressing the insulation and causing a thin place in the thermal boundary.