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# Plain Language Summaries

Create effective Plain Language Summaries of long, technical, or complex materials



This workshop will help subject matter experts communicate their work to non-specialist stakeholders, including decision-makers and general audiences. Using Plain Language summaries ensures that all readers can understand the importance of participants' work, present it persuasively to others, and take action on its findings.

In this workshop, we'll use before-and-after examples, poll questions, and the chat feature to help participants think about how they can apply Plain Language methods to their own project summaries starting right away.

**Makes a great series with *Writing in Plain Language* and *Why You Should Be Using Plain Language***

## PARTICIPANTS WILL

- Define the target audience(s) for larger projects and their Plain Language Summaries
- Create Plain Language Summaries that can be used by experts, decision-makers, and general audiences alike
- Use smart information design to create user-friendly summaries
- Apply sentence-level edits to improve the readability of summaries
- Keep a Plain Language Summary checklist so that it's easy to remember and implement the workshop concepts



**2 HOURS**

Delivered virtually  
Great for large groups

“Our work with Bold Type was everything we expected and more. Staff enjoyed the training and months later we still see the impact of Grace’s instruction. Communications are more clear and concise, with information chunked to increase readability and comprehension.”

—Cynthia Reilly, Chief Operating Officer, Academy of Managed Care Pharmacy (AMCP)

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