



An introduction to using Plain Language

18 February 2025, 09:00 – 12:00 CET

Online

08.45 – 09.00

Check-in to virtual meeting room and test your technical settings

09.00 – 09.50

- Welcome and **kick-off activity**
- Roadmap run-through
- What is Plain Language and what's in it for you?
- Examples from Interreg
- The Plain Language guidelines
- **A quick task on words**

09.50 – 10.00

Comfort Break

10.00 – 10.50

- The Plain Language guidelines
- **An editing task – on long sentences**
- Extra tips for plain, reader-friendly writing

10.50 – 11.00

Comfort Break

11.00 – 12.00

- **An editing task – put the guidelines into practice**
- After you have written – and the way ahead
- Questions and thank you