



An introduction to using Plain Language

02 December 2025, 09:00 – 12:00 CET

Online

08.45 – 09.00

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

09.00 – 10.30

- Welcome and **kick-off activity**
- What Plain Language is and what it is **not**
- Why write plainly?
- Help for you - The main guidelines for writing plainly
- **Editing task**

10.30 – 10.40

Comfort Break

10.40 – 11.45

- More help - Rules and Tips for writing plainly
- Any questions?
- **Text writing – using the Rules and Tips**
- Any questions?

11.45 – 12.00

- Wrap up and conclusions
- Follow-up