

APPENDIX to Best practices for Vermont Climate Council Subcommittees when receiving public comment

Recommended Resources:

Plain Language

These resources are for writing but are nonetheless very useful for speaking in a more understandable and accessible way.

- [How to check readability in Microsoft Word](#) (if the score isn't showing up for you, [do this](#)). View readability score and understand what it means. This does not show you how to improve readability though—see resources below.
- [Hemingway Readability Checker](#). This interactive tool helps you test out other ways of writing or saying something that improves readability/accessibility.
- [Plain Language Checklist](#). Helpful and quick resource that covers the basics.
- [Federal Plain Language Guidelines](#). The lefthand menu provides helpful pointers, and the full guide is available for download.
- [Plain Language Basics Workshop recording](#). While the workshop is long, it is possible to listen on 1.5-2x speed and skip over the group exercises.