



An introduction to using Plain Language

15 February 2024, 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**
- Agenda run-through
- What is Plain Language and what's in it for you?
- Examples from Interreg
- **A matching task**
- Plain Language – **Stage 1**

09.50 – 10.00

Comfort Break

10.00 – 10.50

- Plain Language – **Stage 2**
- **An editing task – from complicated to plain**
- Extra tips for plain, reader-friendly writing

10.50 – 11.00

Comfort Break

11.00 – 12.00

- Recap of Stage 2 and extra tips
- **A writing task – from the start**
- Plain Language – **Stage 3**
- Agenda check-up, questions and thank you