



Plain language guide

INTERNAL USE ONLY **Guide**

Use everyday words that people are familiar with. Long sentences and words with lots of syllables make reading harder.

<input checked="" type="checkbox"/> Don't say	<input checked="" type="checkbox"/> Say
a number of	some, many, few
according to our records	our records show
accordingly	so
advise	let you know, tell
amongst	among
alternative	another
approximately	about
as a consequence of	because
at a later date	later
be of assistance, assist	help
commence	start, begin
comprising	made up of
concerning	about
consequently	so
demonstrate, illustrate	show
determined	decided, a decision has been made
due to the fact that	because
encompasses	includes

<input checked="" type="checkbox"/> Don't say	<input checked="" type="checkbox"/> Say
endeavour	try
establish	create, set up, form
examine	look at, check, discuss, review
facilitate, enable	help
for the duration of	during
for the purpose of	to, for
furthermore	as well, also
give consideration to	think about, consider
have the capacity to	can
identify	set, create, decide on, know, recognise
if this is not the case	if not
if this is the case	if so
impact upon	affect
implement	apply, start, do
in accordance with	in line with, as stated in
in addition to	also
in order to	to
in receipt of	get, have, receive, receiving

<input checked="" type="checkbox"/> Don't say	<input checked="" type="checkbox"/> Say
in relation to	about
is able to	can
it is mandatory that	you need to
it should be noted that	note, remember (or rewrite to avoid using)
make a complaint	complain
no later than	by
notify	let you know, tell
obtain	get, have
primary	main
prior to	before
provide	give
require	need
subsequently	after
the majority of	most
utilise	use
whilst	while
with regard to, in reference to	about, regarding

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ASQA preferred terms

<input checked="" type="checkbox"/> Don't say	<input checked="" type="checkbox"/> Say
ASQA (except for the first mention)	We
providers	VET providers or training providers (in the first mention)
CRICOS provider	ESOS provider or provider registered on CRICOS
audit	performance assessment (audit) or registration assessment
must	need to
modern regulator	best practice regulator
Call our Info Line on 1300 701 801	Call us on 1300 701 801

Hemingway editor

This writing tool highlights lengthy, complex sentences and passive voice.

Copy and paste your text into hemingwayapp.com

Tips for better writing

1. Use everyday words that people are familiar with. It helps to get the message across in the shortest possible time.
2. Use lots of headings, it helps you write in bite-size chunks that are easier to read.
3. Put the most important information at the top — it's more likely to be read.
4. Aim for sentences with an average of 15 words (especially for online content) and no more than 25 words. Break up long sentences into 2 or more shorter ones.
5. Less is more. Cut out any words that do not need to be there.
6. To learn about ASQA's writing style and tone use our [Writing style guide](#) (on reggie).
7. The Australian Government's Style Manual is the benchmark for government writing (stylemanual.gov.au).

Avoid passive language

In an active sentence, the person (or thing responsible for the action) comes first.

- | | |
|--|---|
| <input checked="" type="checkbox"/> The fees are being waived by ASQA. | <input checked="" type="checkbox"/> ASQA is waiving the fees. |
| <input checked="" type="checkbox"/> The application was submitted by the course owner. | <input checked="" type="checkbox"/> The course owner submitted the application. |

The more syllables, the harder is it to read

(avoid sentences with lots of multi-syllable words)

4 syllables
regulations
application
registration

5 syllables
regulatory
implementation
notification

6 syllables
identification
responsibility
organisational

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