



## An introduction to using Plain Language

**24 February 2023, 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