



CLEAR & UNDERSTANDABLE ENGLISH

As a governmental organisation, we need to make sure everyone understands our texts - even if English is a third or fourth language. This means writing at B1 level. So, **how can you make your text B1?**



1 Use active sentences

- ✓ The Netherlands Enterprise Agency carries out this programme.
- ✗ This programme is carried out by the Netherlands Enterprise Agency.

2 Use short sentences

- ✓ Would you like more information about specific countries or sectors? Need advice on doing business abroad? Contact us.
- ✗ Contact us for more country and sector-specific information, or if you want business advice about international business in a changing world.

3 Use B1 words

- | | | | |
|---|---------------------|---|--------------|
| ✓ | About | ✗ | Regarding |
| | Before | | Prior to |
| | Complete | | Fill in |
| | Extra | | Additional |
| | End | | Terminate |
| | More and more often | | Increasingly |

4 Do not use expressions

- ✓ The business was successful.
- ✗ The business made a killing.

Tools



STYLE GUIDE

To check anything to do with how we write, and see examples.



HEMINGWAY

To check the level and pinpoint difficult sentences, passive tense and so on.



GRAMMARLY

Checks grammar, level of text, clarity among other things.



DUOLINGO

To check the level of singular words.

Need help, advice or a native check?

content@rvo.nl

