



## Chapter 1. How to Begin

Before beginning any writing project, review the [guidelines for plain language](#). These guidelines will provide the foundation for your writing project.

Begin your writing project with a short list of topics to cover; more ideas will come to you once you've taken this small step.

The brief pointers in the bulleted list will help you now and later.

- Prepare your materials for presentation to an [international audience](#).
- Use [common words](#), where possible, but be precise.
- Use a combination of [active and passive voice](#).
- Present [text, tables, graphics, and other materials](#) clearly, concisely, and consistently.
- For the Web environment in particular, [divide your thoughts into manageable sections](#).