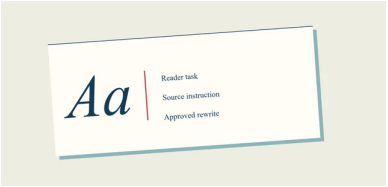
Plain English rewrite



We rewrite up to 1,500 words of technical instructions for a defined reader group.

Who it helps

Product owners and technical support teams

The problem to solve

Specialist shorthand can hide the action a reader needs to take, particularly when they use the instructions infrequently.

Working through the brief

1. **Confirm the reader group and intended task**

   Gather the agreed inputs. Approved source text or imagery, reader needs and required output formats.

2. **Rewrite the approved source copy**

   Track “Reader task” and “Source instruction” together so the reviewer can connect the source information to the result.

3. **Check the original meaning**

   Use the rewritten copy to help the defined audience follow the same technical steps with fewer interpretation gaps.

4. **Check the scope at handover**

   Product fact approval stays with the client. Translation and third-party licences are separate.

Worked example

Replace an abstract instruction with the specific action the reader must take, then verify that the technical meaning is preserved.

Read the service scope / DOC-025

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